How to Turn Shop Bookings On or Off for a Team Member

Shop Bookings · https://haircutnow.com/docs/how-to-turn-shop-bookings-on-or-off-for-a-team-member/

Package requirement: Shop Bookings is included only with **Shop Complete**.

Use the booking switch to control a provider’s booking availability.

Change the booking setting

1. Open **Booking → Team**.
2. Find the correct provider.
3. Select **Turn booking on** or **Turn booking off**.
4. Wait for **Saved.**
5. Review the public booking page to confirm the result.

A provider with booking disabled is labeled **booking off** in the team member selector.

Before turning booking on

Check the provider’s account link, assigned active services, weekly hours, and time off. Enabling booking does not replace those settings.

When turning booking off

Review existing appointments separately. Do not treat the booking switch as a cancellation action or assume it has notified customers.

For a planned absence on specific dates, use time off in **Settings**. To change or cancel an existing appointment, use **Appointments**.