Premium Listings: Online Booking Getting Started Guide

Premium Listings – Online Booking · https://haircutnow.com/docs/premium-listings-online-booking-getting-started-guide/

Online booking lets clients reserve an available appointment directly from your Premium individual Haircut Now listing. Manage it through Haircut Now's appointment tools.

This guide covers your individual listing. For managing a shop's team, use the Shop Bookings guides for Shop Complete.

1. Confirm your listing and access

Sign in with the account that owns your claimed individual listing. Confirm that its Premium package includes online booking and that the public listing shows the correct name, location, phone, and email.

Free listings do not include public online booking. A private manual calendar on a Free listing is a separate feature.

2. Open your booking dashboard

Open My Appointments or Booking Manager while signed in.

Premium individual navigation includes **Appointments**, **Clients**, **Services**, and **Availability**. On a phone, swipe across the navigation if all tabs are not visible.

If you see locked Premium previews after upgrading, verify the listing and signed-in account. If access remains incorrect, contact support instead of creating another listing.

3. Add your services

Open **Services**. Add a clear service name, price, and appointment duration, then save. For example, use "Haircut + Beard" with enough time to perform both services.

Review each service’s active status. A service’s duration determines which openings can accommodate it. Deactivate an offering you no longer want available; review existing appointments separately.

4. Set availability and your time zone

Open **Availability**. Set your working days, start and end times, and breaks. Save the schedule.

Check the business/provider time zone before entering times. If time-zone setup is requested, choose the zone for the business where the service takes place. A device-zone suggestion may be wrong when you are traveling.

5. Add time off

In **Availability**, use **Time Off / Block Time** for full days, vacations, or specific hours. Review existing appointments first: overlapping time off may be rejected.

A time-off block does not cancel a customer appointment. For a provider with multiple booking profiles, time off can affect availability across those profiles.

6. Check what customers see

Open your public listing as a customer. Choose a service and check the offered appointment slots, price, location, and booking details.

Clients proceed from service selection to actual available times, provide the required contact information, and complete the booking. They should review the final confirmation rather than assume selecting a time completed the reservation.

7. Manage appointments and clients

Use **Appointments** to add a manual booking, open an existing record, reschedule, or cancel. Use **Clients** to search contacts, view history, add private notes, or import a client list.

Check the saved date, time, and client after each appointment change.

8. Understand messages and payment

Paid appointment actions use the configured email/SMS notifications. Reminders and follow-ups depend on the messages enabled for your booking system and valid contact details. Do not treat a missing message as proof that no appointment exists; check the calendar.

For the direct-payment booking flow, the listed service price is paid to you at the appointment. A booking confirmation is not proof of payment.

Online booking is separate from Haircut Now's same-day request referral workflow.

Using Haircut Now Biz

In a supported Biz version connected to this listing, open **Schedule** for your Marketplace appointments. The related guides below cover native appointment, hours, and time-off controls.

For missed visits, review the client-management and no-show protection guide. The owner decides whether to restrict future online booking; a no-show warning does not automatically charge or block a client.

Before sharing your listing

Confirm your services, prices, durations, working hours, time zone, and contact details. Share the public listing URL so clients can choose an available time.

Related guides

- How to Manage Premium Listing Appointments on the Website
- How to Set Premium Booking Hours, Breaks, and Time Off
- How to Manage and Import Clients for Premium Online Booking
- How to Set Up Appointments on Your Haircut Now Listing
- How to Add and Manage Your Services
- Who Can Use Haircut Now Appointments?
- How Payments Work for Haircut Now Appointments
- Why Don't Clients See Any Available Appointment Times?

- How to Add, Reschedule, or Cancel Marketplace Appointments in Biz
- How to Set Booking Hours, Breaks, and Time Off in Biz

Share This: