Shop Bookings: Owner & Manager Getting Started Guide

Shop Bookings · https://haircutnow.com/docs/shop-bookings-owner-manager-getting-started-guide/

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

Shop Bookings helps you manage scheduled appointments for your shop's team. In Haircut Now Shops, the navigation label is **Booking**.

Home offers the operational **Walk-In Manager**, **Booth Rental Manager**, and **Shop Booking** cards according to your access. Shop Complete setup remains under **Products** and at its existing setup page; it is not a second booking dashboard.

1. Open Shop Bookings

Sign in to Haircut Now Shops and open **Booking**. Owners can manage bookings; managers need **Booking management** permission.

Confirm the shop name shown on the booking screen before changing anything. If setup is pending or the wrong shop appears, resolve that first.

2. Check the shop connection

Your Shop Complete access and shop booking connection must both be ready. Purchasing the package does not replace completing the shop's booking setup. If you see a provisioning, ownership, or configuration message, contact support with the shop name and the message.

3. Set up the booking team

Open **Team**. Add or link the correct Haircut Now member account, then turn booking on for each provider who should accept appointments.

4. Add and assign services

Open **Services** and choose a **Team member**. Add the service name, price, and duration. Check that each provider’s services are assigned and active.

5. Set availability

In **Settings**, select each team member and save their weekly hours. Add full-day or partial-day time off when needed. Check the displayed **Business time zone**.

6. Review the public booking page

Choose **Open booking page**. Confirm the shop, providers, services, and available times before sharing the link with customers.

7. Manage daily appointments

Use **Appointments** to add, edit, reassign, or cancel bookings for the selected team member. Use **Customers → History & notes** for customer records and booking protection. See customer history and no-show protection.

Routine workflow

Check the selected team member, review upcoming appointments, update availability, and confirm saved changes. Manage walk-in rotation and booth rent in their separate product areas.

Related guides

- How to Access Shop Bookings with Shop Complete
- How to Add and Link Team Members in Shop Bookings
- How to Turn Shop Bookings On or Off for a Team Member
- How to Add and Assign Services in Shop Bookings
- How to Activate, Deactivate, or Delete Shop Booking Services
- How to Set Weekly Hours for Shop Booking Team Members
- How to Add All-Day Time Off in Shop Bookings

- How to View and Add Shop Booking Appointments
- How to Reschedule or Cancel a Shop Booking Appointment
- How to Manage Shop Booking Customers, History, and Notes
- How to Find and Share Your Shop Booking Page
- Shop Bookings Setup, Access, and Appointment Troubleshooting

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