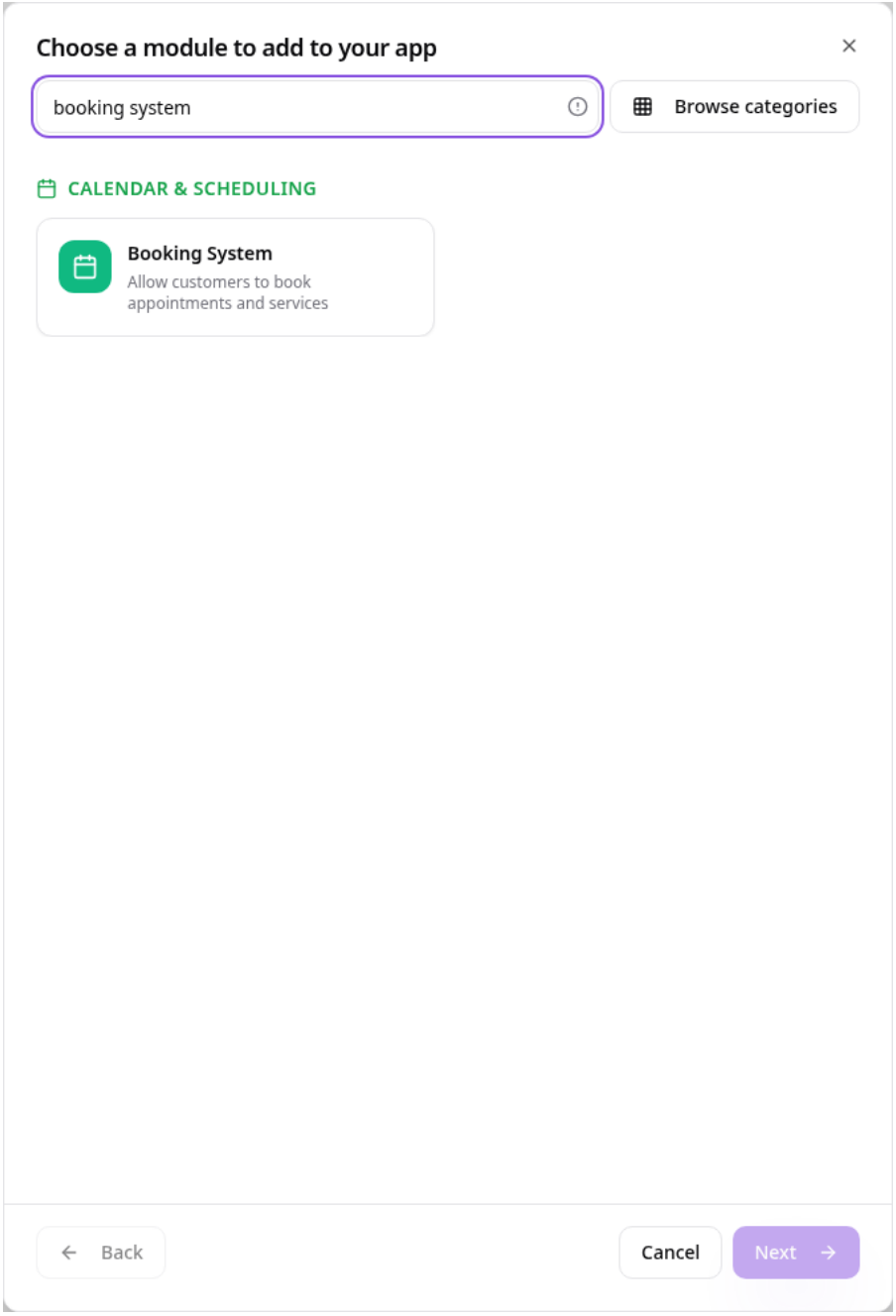
Take bookings in your app

1. Choose Booking System

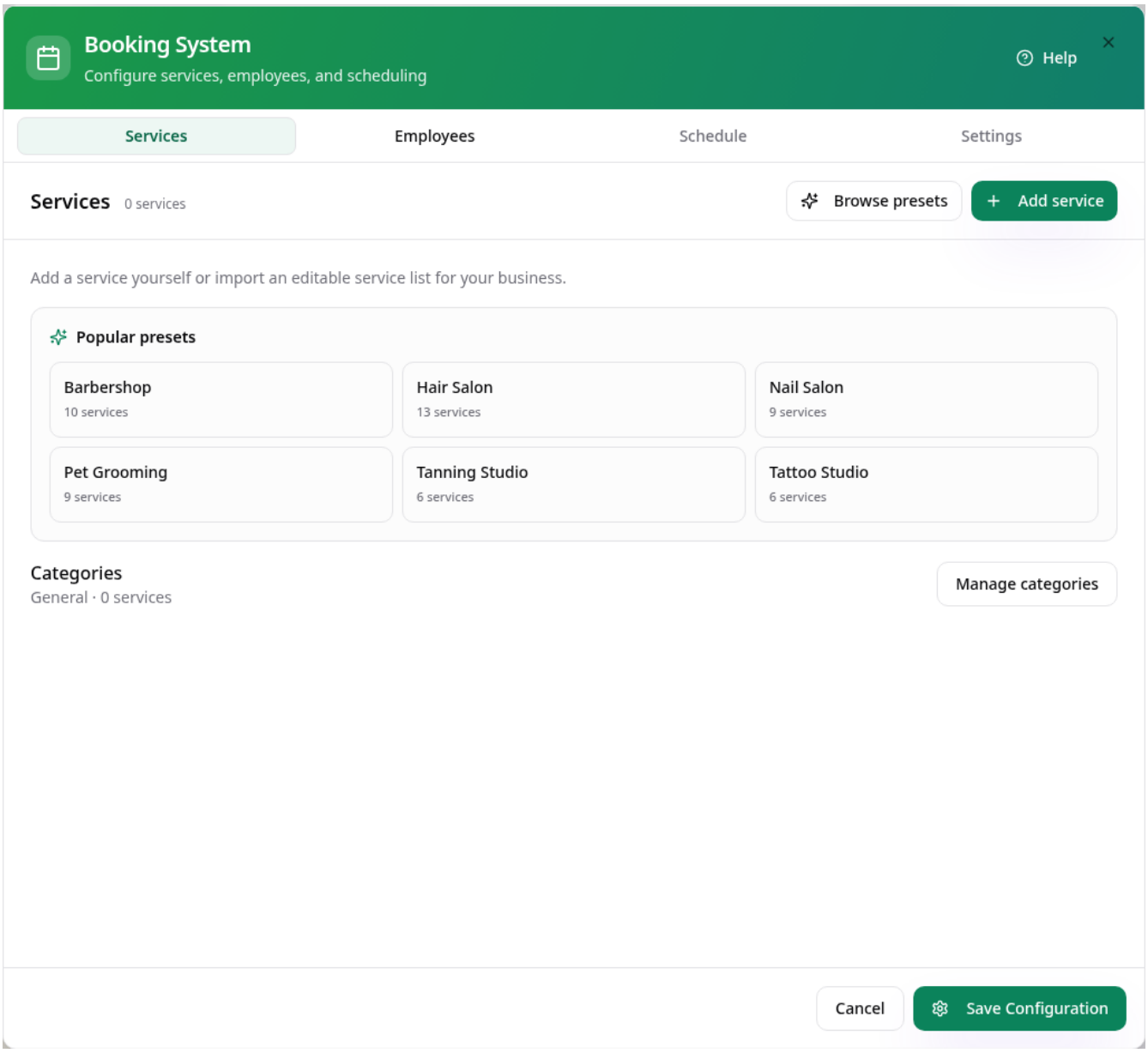
In Pages, tap Add Page or Function, search “booking system” and tap Booking System.



Take bookings in your app

2. Start with your services

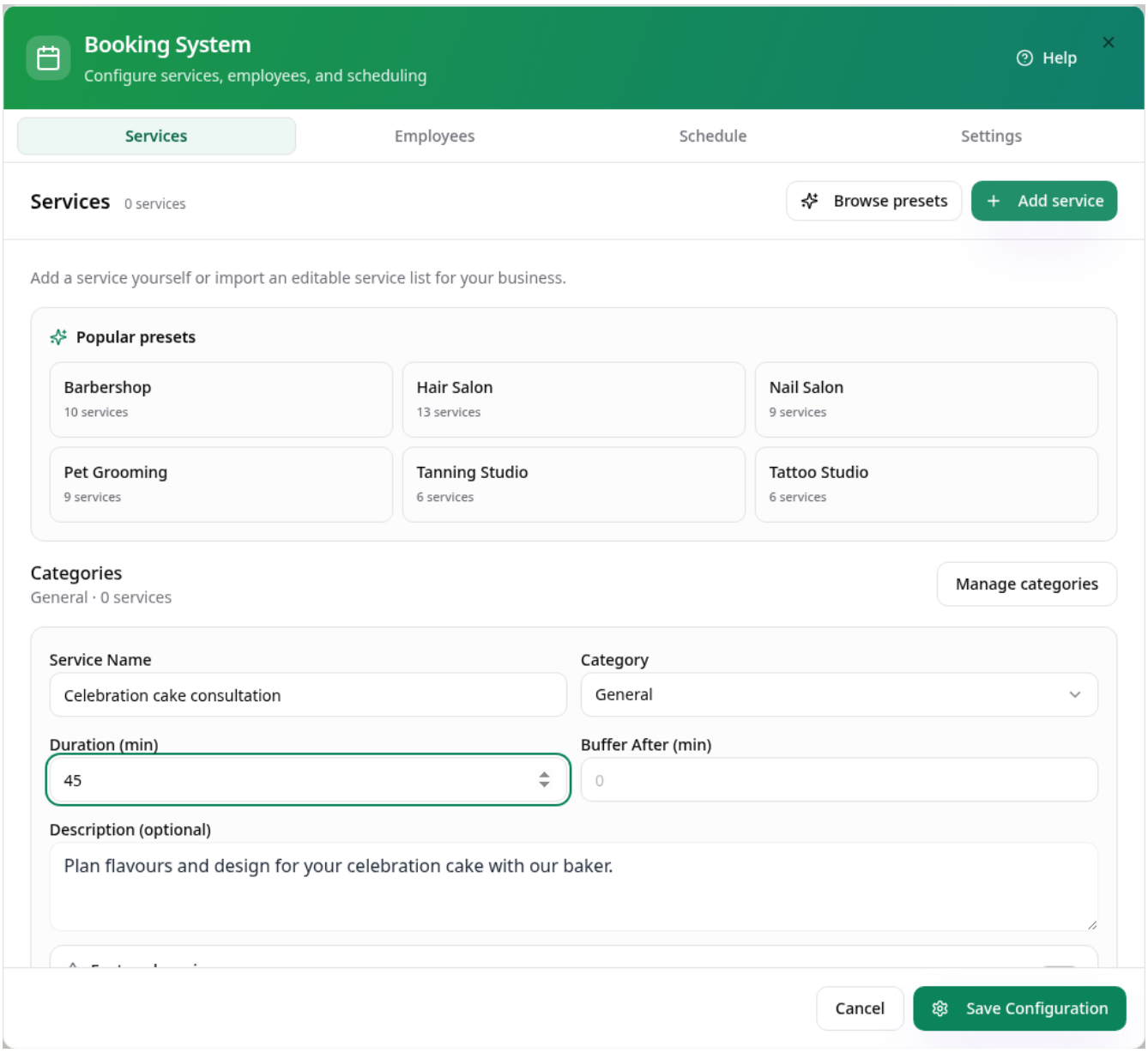
Tap a popular preset to import a ready-made list, or tap Add service to create your own.



Take bookings in your app

3. Add a service

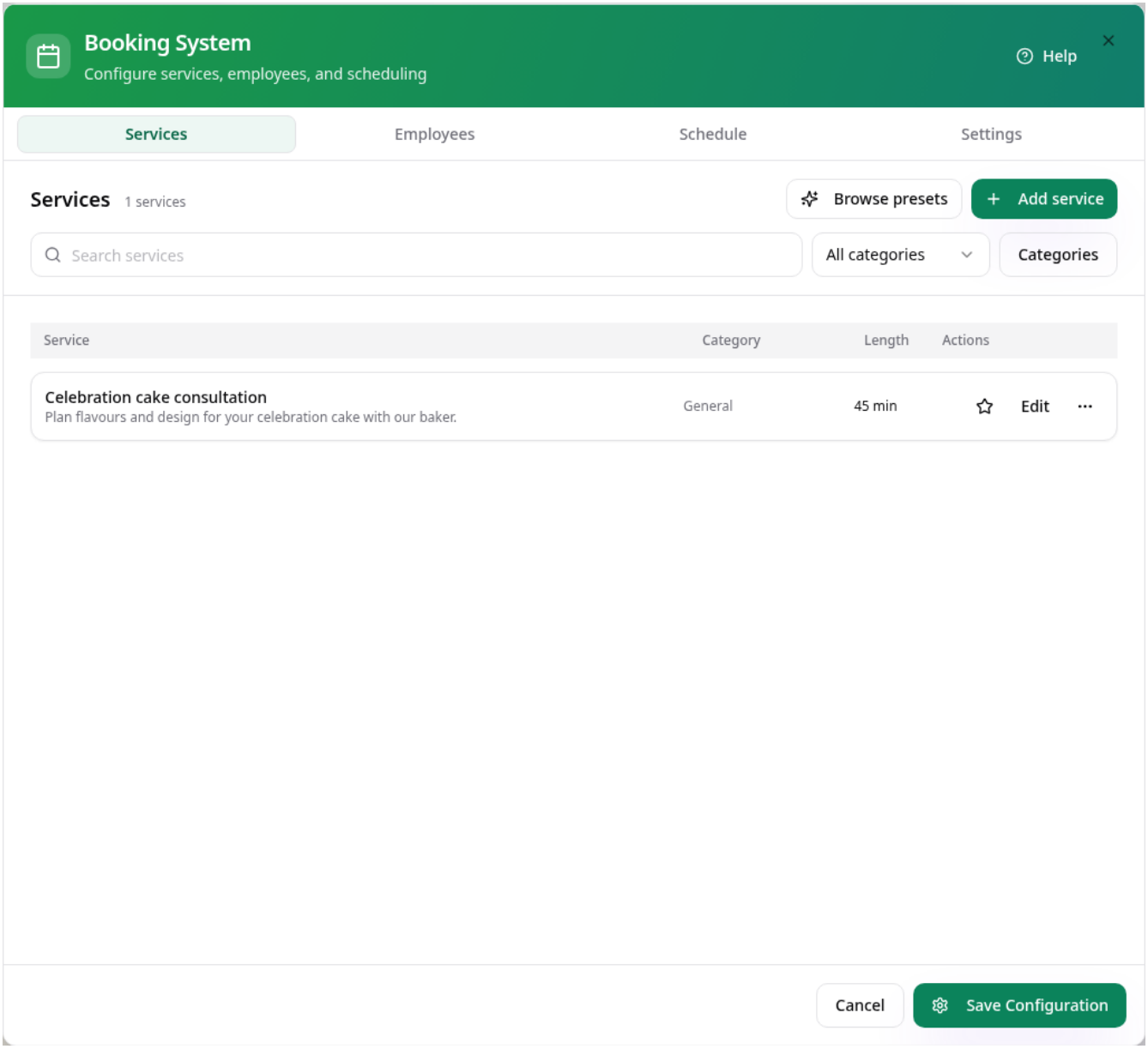
Enter the name, length and an optional description, then tap Add Service.



Take bookings in your app

4. Your services

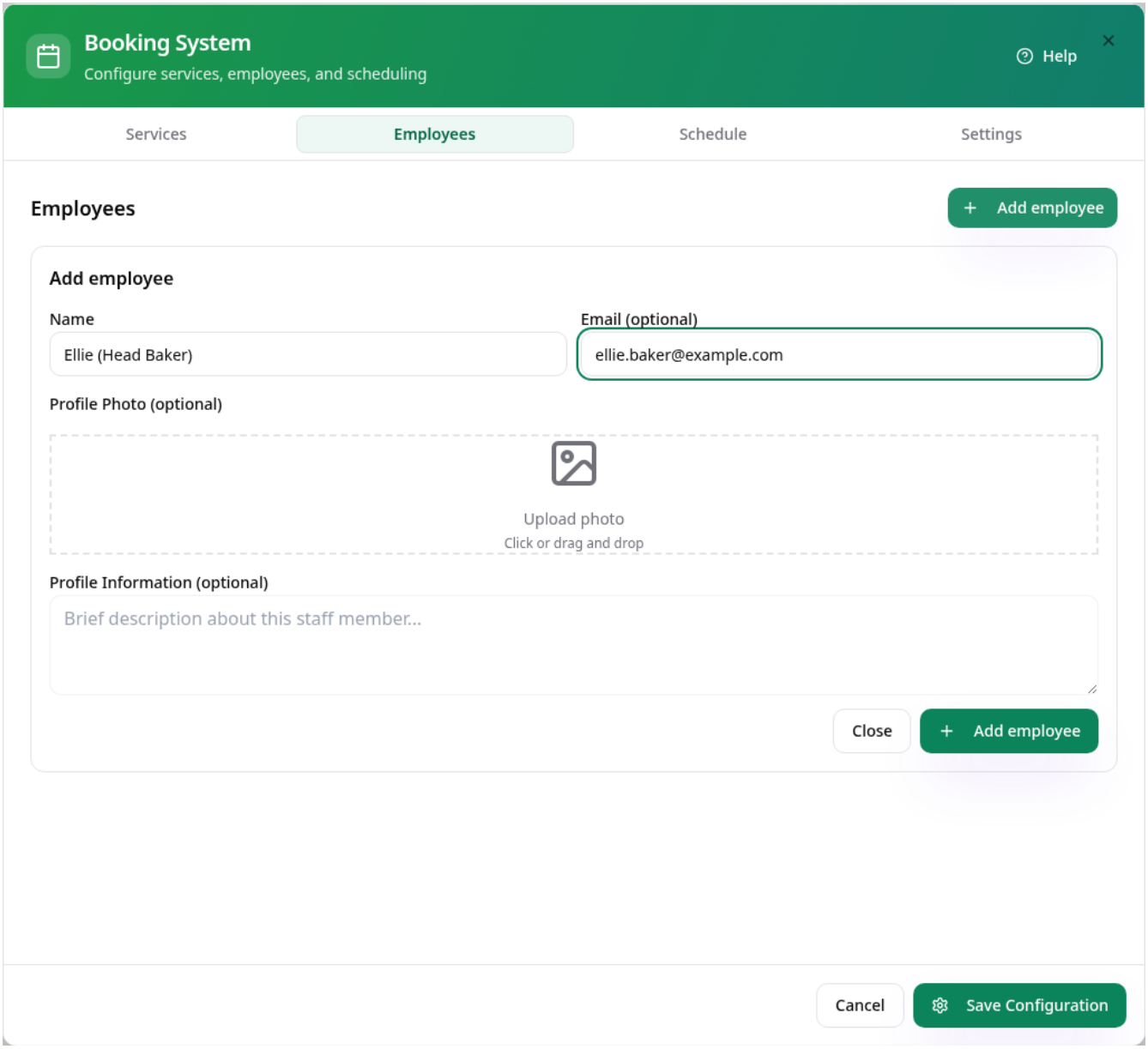
Services are listed with their category and length. Search, filter, edit or star a service to feature it.



Take bookings in your app

5. Add staff

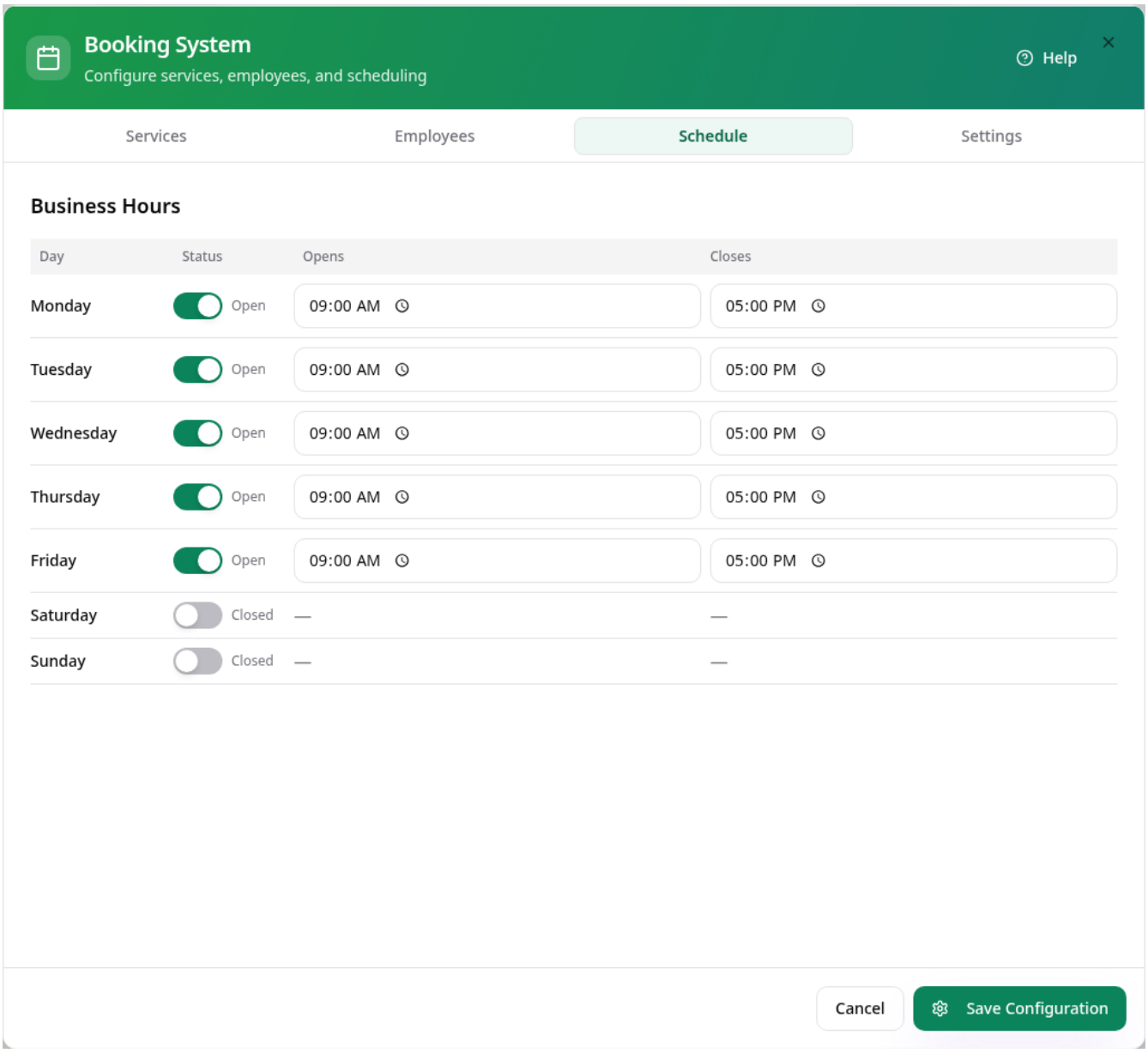
On Employees, tap Add employee and enter their name. Email, photo and profile are optional.



Take bookings in your app

6. Set opening hours

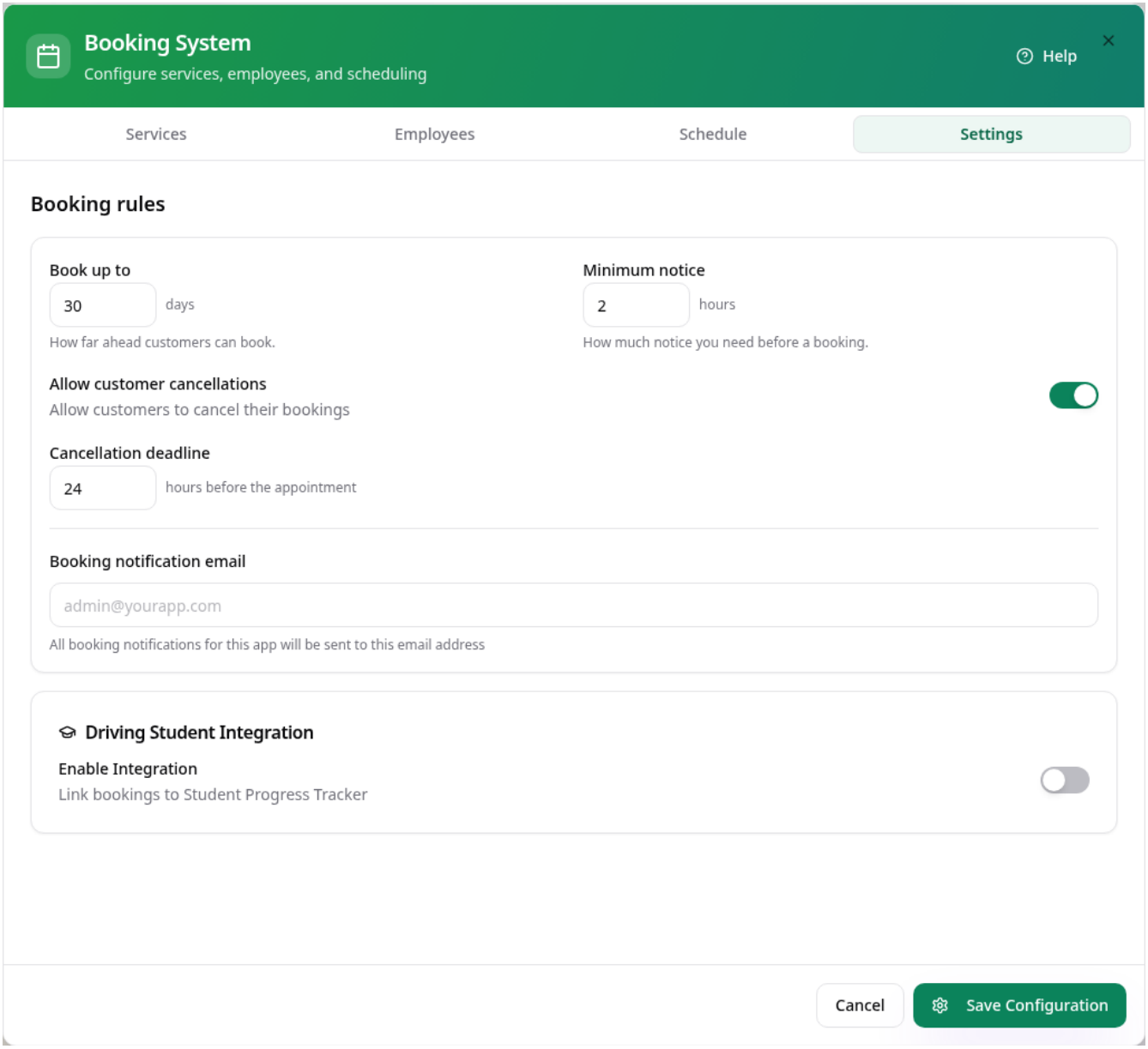
On Schedule, switch each day open or closed and set the opening and closing times.



Take bookings in your app

7. Set booking rules

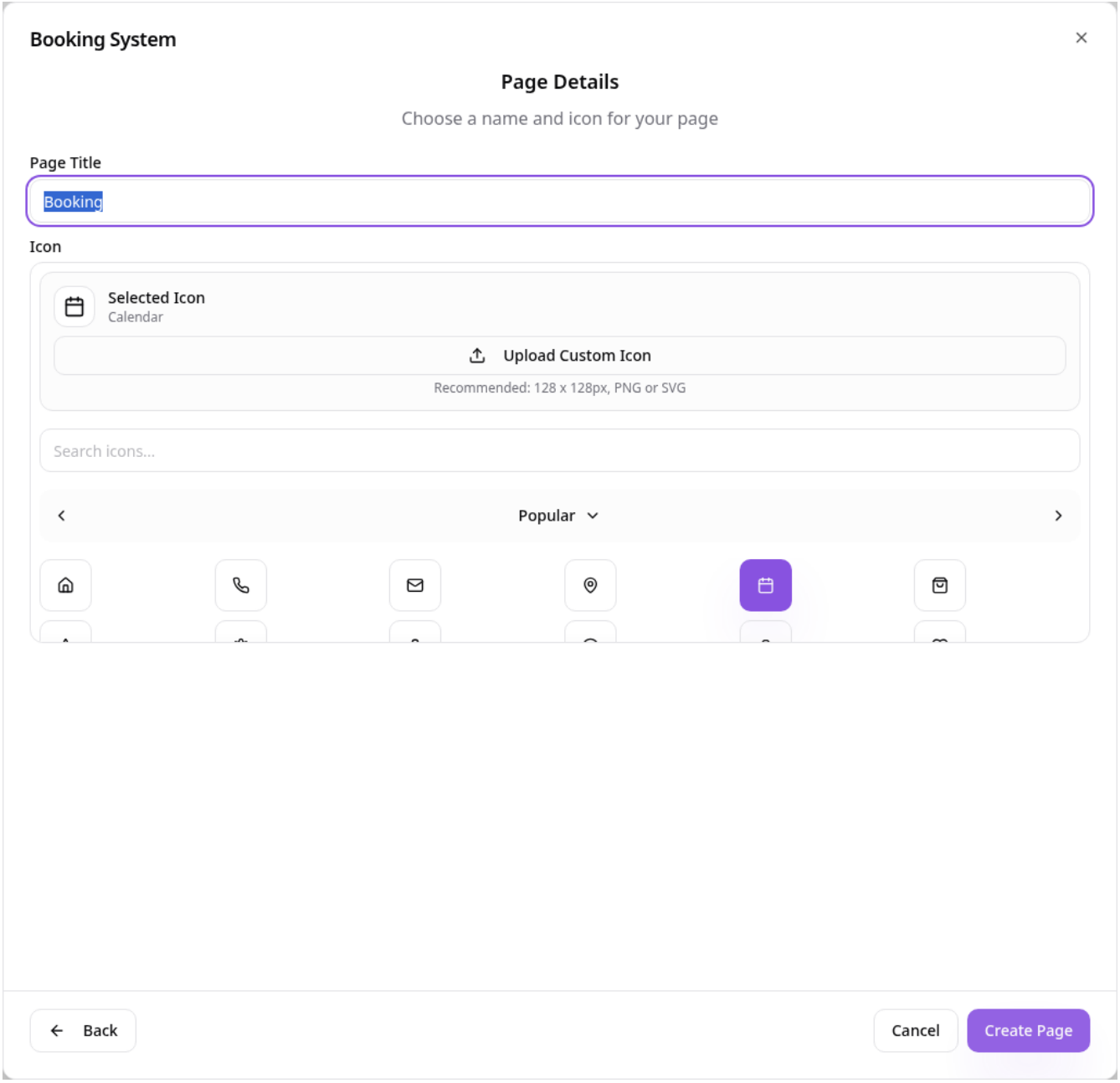
On Settings, choose how far ahead people can book, the notice you need and whether customers can cancel.



Take bookings in your app

8. Name the page

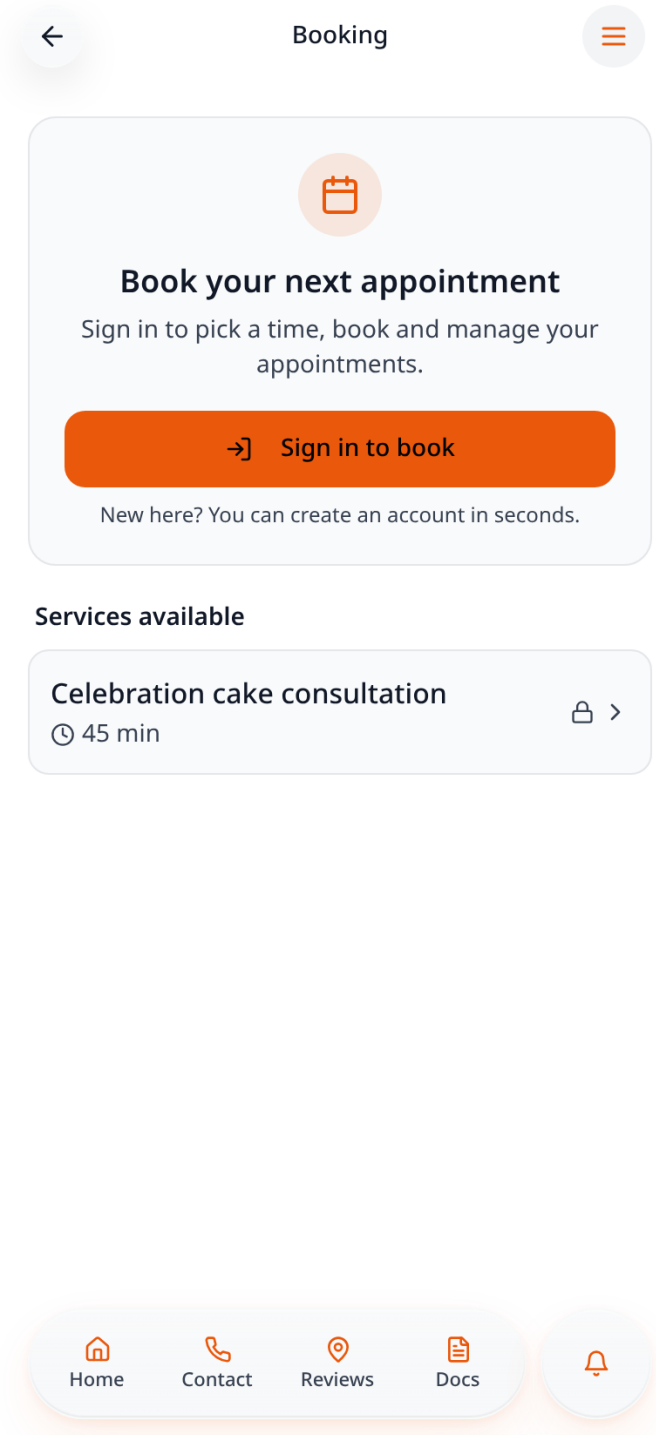
Tap Save Configuration, choose a page title and icon, then tap Create Page.



Take bookings in your app

9. Customers see your services

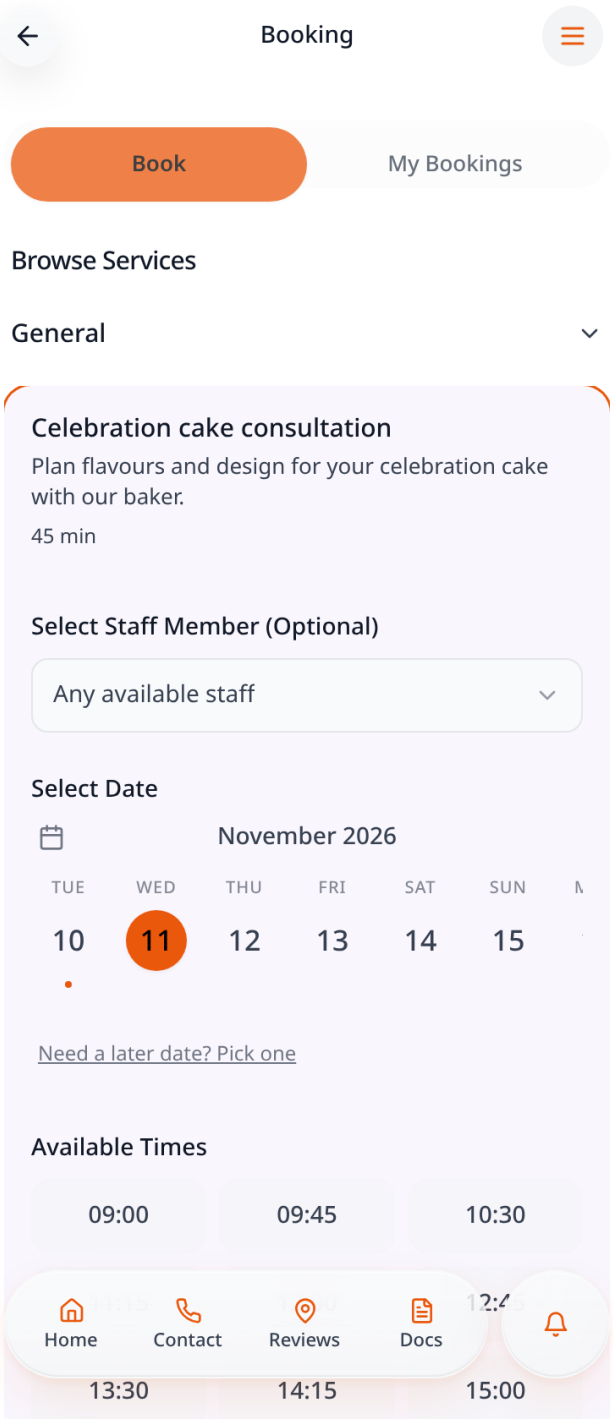
Visitors can see what you offer straight away, then tap Sign in to book.



Take bookings in your app

10. Choose a date and time

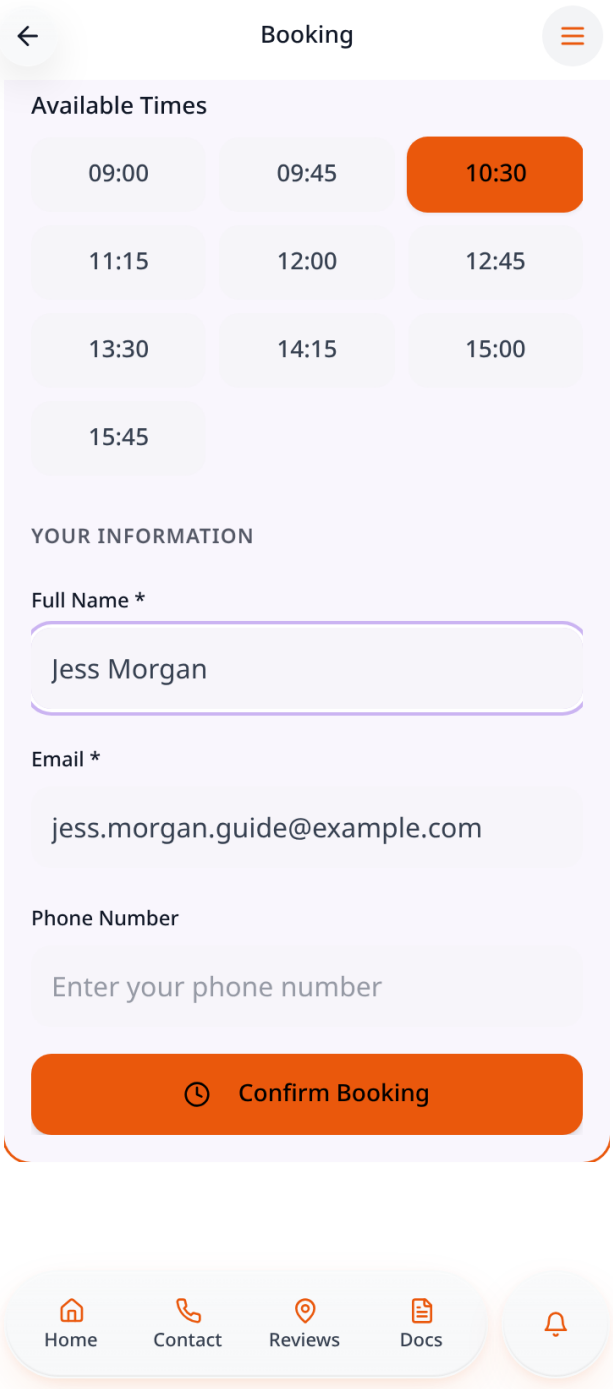
Signed-in customers open a service, choose a staff member if they like, then pick a date and time.



Take bookings in your app

11. Confirm the booking

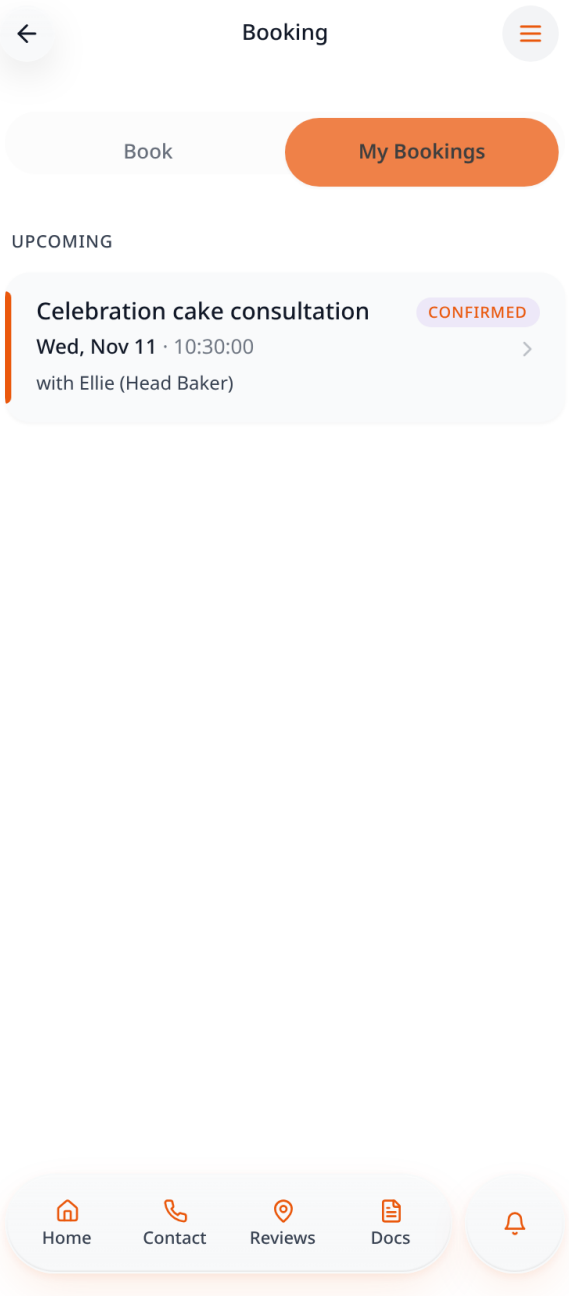
Their name and email are filled in. They add a phone number if needed and tap Confirm Booking.



Take bookings in your app

12. See it in My Bookings

The confirmed booking appears under My Bookings with the date, time and staff member.



Change services, staff, hours or rules any time from Edit Page Content. New bookings also appear in your Data Manager.