

Add a service people can book

Create a bookable service with a name, length, place and price, and set when it can be booked.

Add-on Bookings

Each thing a customer can book is a service: a 30-minute haircut, a one-hour consult, a house visit. Online bookings are an add-on. If your site doesn't have them yet, ask us about adding them; we quote it in writing first.

DON'T SEE THIS?

It may be turned off for your site. Ask us and we'll take care of it.

Steps

1. Log in to your site editor. In the side panel, click **Bookings**.
2. Click **Appointment Types**, then **+ New Appointment**.
3. Type a **Title**. Customers see this in the calendar.
4. Set the **Duration**, in minutes.
5. Leave **Assign this to all current and new staff members** on, or turn it off and choose who does this service.
6. Click **Create**.
7. Optional: add a **Description** customers will read.
8. Optional: to let customers pick a length, turn on **Allow booker to select duration**. Choose the **Available durations** and the **Default duration**.
9. Choose a **Location**. The choices cover online, in person, by phone and custom places. For an in-person visit, type the address, and choose whether it shows before booking.
10. Optional: under **Automated reminders**, tick when customers get an email or text reminder.
11. To charge for it, turn on **Charge for this appointment** and type the price. Your payment account must be connected first. We can set that up. You connect your own account, and we never ask for your password.
12. Click **Save**.

The service shows in your booking calendar straight away. If you also added the calendar to a page, publish. If you don't see a **Publish** button, tell us and we'll publish it for you.

Set when people can book it

Times come from each person's weekly schedule.

1. In the side panel, click **Bookings**, then **Staff Members**.
2. Open the person's profile.
3. In **Availability**, switch each working day on or off and type the hours. Use the plus icon for a second block in a day. To reuse one day's hours on other days, use the copy icon.
4. For a one-off day off or different hours, use **Date overrides**. They are archived once the date has passed.
5. Check the **Timezone** is right, then click **Save**.

Tips

- Several services alike? Create one, click the three dots, and choose **Duplicate**.
- Further options, such as gaps between appointments, a minimum notice time and your own questions, sit under **Show advanced options**. Ask us if you'd like help.

Need a hand?

If your site doesn't have this yet, ask us about adding it. We quote it in writing first, and nothing is billed unless you approve. To add or change a service, email hello@zossoz.com with its name, length, price, place and the days and times it's offered.

Related guides: How online bookings work · Change how the booking calendar looks · Add Zoom links to bookings · Booking emails, verification and time zones · See and manage your bookings

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