

Change how the booking calendar looks

Choose which services show in your booking calendar, put them in order, add titles, and match the colors and text to your site.

Add-on Bookings

The booking calendar is where customers pick a service and a time. It uses your site's colors and fonts by default. You can choose what it lists and adjust how it looks. 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.

Choose what the calendar shows

1. Log in to your site editor and open the page with the booking calendar.
2. Click the calendar. In the toolbar that appears, click **Content**.
3. Under **Appointment Types**, tick the services to show. Drag them into the order you want.
4. Optional: turn on **Appointment selection title** and type a heading, such as "What would you like to book?".
5. Optional: tick **Hide "free" label from visitors** if you don't want the word "free" where the price would be.
6. Under **Staff Members**, turn on **Let customers choose staff member** if customers may pick who they see. They don't have to. They can also look at every opening for that service.
7. Optional: turn on **Staff member selection title** and type a heading.

Change the look

1. Click the calendar again, then click **Design**.
2. In the **Style** section, set the primary, secondary and background colors.
3. Choose a text style for paragraph text, subtitles and titles.
4. To undo your changes, click **Reset to Site Theme style** at the bottom of the **Style** section.
5. Preview the page, on a phone too.
6. Publish. If you don't see a **Publish** button, tell us and we'll publish it for you.

Tips

- Pick colors that match your buttons, so the calendar looks like part of the site. See [Change your site's colors](#).
- Put your most booked service first.
- A new or edited service shows in the calendar right away. See [Add a service people can book](#).

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. Email hello@zossoz.com.

Related guides: [How online bookings work](#) · [Add a service people can book](#) · [Change your site's colors](#) · [See and manage your bookings](#)

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