



Couples booking allows online booking clients to book a couples appointment online so that two people can have a service in the spa together on the same day at the same time.

SalonBiz Set up

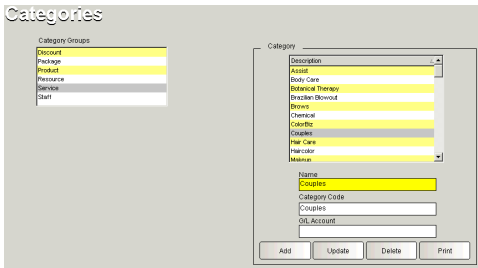
First, we'll review the setup pieces in SalonBiz you need to complete before getting started.

- Create a service category with the word "Couples" in it
- Add couples services and assign them to the couples category
- Make sure your resources are linked to the couples services
- Assign a gender to staff members

Categories

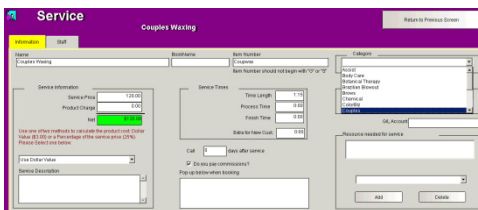
Follow these steps to add a Couples Category.

1. From the SalonBiz®/SpaBiz® menu bar, click on the Blueprints icon.
2. Click the Category button.
3. Click on the Service category.
4. Click the Add button and enter Couples in the Name and code fields then click the Add button.



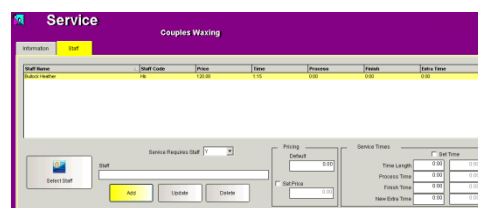
Adding a Service

1. From the SalonBiz®/SpaBiz® menu bar, click on the Blueprints icon.
2. Click the Service button.
3. Click Service in the Table to Edit box and then click the add button.
4. Type in the couples service name and service code.
5. Click the Add button.
6. From Service Information tab complete all necessary fields making sure to select the Couples category from the Category drop down menu.
7. Link all available resources that will be used for the service in the Resource needed for service field.
 - ★ One resource will be booked for each couples service.



Adding Services to Staff

1. From the Service file, click on the Staff tab and then, click on the Select Staff button.
2. In the Search for Staff Member box select a staff member(s) to add.
3. Click the Add button.
4. While the staff is highlighted you may adjust their individual Pricing and Service Times.



Staff File

1. From the SalonBiz®/SpaBiz® menu bar, click on the Blueprints icon.
2. Click on the Staff & Book button.
3. From the Table to Edit box, click on Staff.
4. Search for the staff member and double-click on their name to access their file.
5. From the Information tab, select the appropriate gender from the Gender drop down menu.

Central Set up

Now that the SalonBiz setup is complete, we can finish the Online Booking settings in SalonBiz Central.

Settings

1. Login to SalonBiz Central.
2. From the Admin drop down menu, click Online Booking.
3. Click Settings.

You should already have your settings complete for Locations, Availability, Gift Cards and General, follow the steps below to configure the remaining settings for couples booking.

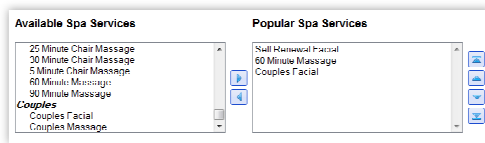
Couples Services

First, we need to check the couples service category and department so it's easy for clients to find them.

1. From the Admin menu, click on Performance and then Service Categories.
2. The list will display your service categories from SalonBiz/SpaBiz.
3. Select the Couples category and check the appropriate Category and Department by clicking the corresponding box.
4. Click the Save button.

Next, determine which couples services you would like to offer online. Only those service categories that were assigned to a department will be displayed in the service list. If you share services, you will have one list to choose from. If you do not share services, you will need to set up services for each location individually. Online Booking will only display services that you have selected.

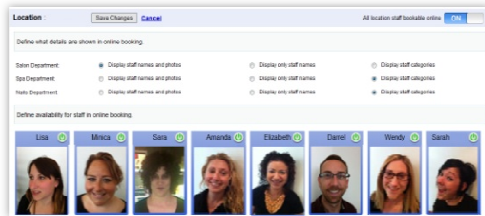
1. From the Central Admin menu, go to Online Booking then Settings.
2. Click Services and then click Edit.
3. Check the services you would like to be available by checking the Book Online box.
4. Check the services you would only like to be available to view by clicking the View Online box.
 - ★ Clients can send an Appointment Request for these services.
5. Click the Save Changes button.



Popular Services

This area gives you the ability to list up to 3 services in each department. You can choose couples services if you would like them to appear first on the services screen for clients to view them first. The screen will only list those services that are available for Online Booking.

1. Click Popular Services and then click the location.
2. Select the couples service(s) you would like to highlight as a popular service by clicking it and then use the arrows in the category window. Use the up and down arrows to change the order of the popular services.
3. Click the Save Changes button.



Staff

Determine which staff you want to make available for Online Booking.

1. Click Staff and then click the location.
2. Select how your staff will be displayed online by their department. You can choose to display:
 - staff names and photos (photos will not be displayed when booking couples services.)
 - only staff names
 - staff categories
3. Enable individual staff by clicking on their picture. A picture that is “grayed out” is someone not available for Online Booking.
4. To enable or disable all staff, click the On/Off button for All location staff bookable online.
 - ★ Photos will not be displayed for couples booking services no matter what you select. If you choose staff names and photos, only names will appear. If you select only staff names the names will appear and if staff categories is selected, the categories will appear.