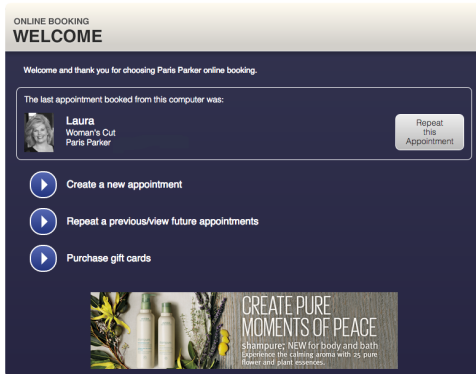




When you click to book online you will be presented with the standard booking options, a link to log in and the option to create an account at the top. Once you log in, you'll have option to view future appointments currently reserved.



Options for Booking

- Create a new appointment
- Repeat a previous appointment (from history)
- View future appointments (open appointments)

Repeat a Previous Appointment

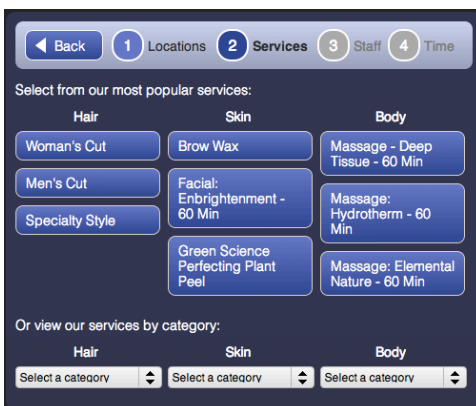
When you are logged in, the system remembers the last appointment that was made on your computer. It will retrieve your appointment history from the last 6 months.

1. Click Repeat this Appointment or click Repeat a previous appointment.
2. Select which service you would like to repeat.
3. Select your time frame - date and time of day.
4. You will be presented with a confirmation screen, click to complete the order.
5. Pay according to the checkout requirements set by the salon.

View Future Appointments

You must be logged in to view future appointments.

1. Click See my future appointments.
2. This will produce a list of all of your upcoming appointments booked at every location (if you have multiple locations)
3. Use the button navigation at the bottom to continue.



Make a New Appointment

1. Select a location.
2. You are presented with the most popular services, the salon administrator can decide which services they want to promote.
3. You can select a popular service or select a different service by using the drop down category menus. A list of staff that offer the service is displayed. Select one by clicking on them.
4. Select your time frame - date and time of day.
5. If you are not logged in, you will be asked to log in or register a new account.
6. Then you will be presented with a confirmation screen, click to add a service, add a gift card or to Complete Order (Go To Checkout).
7. Pay according to the checkout requirements set by the salon.

Create an Account

Email:

Password (minimum 6 characters):
 ✓

Re-enter password:
 ✓

First name(s):

Last name:

Phone number:

SECURE
VERIFIED & SECURED
VERIFY SECURITY

Register an Account

To book online, the user must set up an online booking account.

1. Click Create an Account.
2. Complete the registration form. Click the Register button.
3. The system sends a welcome email confirming your registration.
4. Verify your information and click Confirm to complete your registration.
 - ★ The system looks in SalonBiz for a matching client name and email address. If a match is found, then the password is stored in the client's file. If a match is not found, a new client is created in SalonBiz and the name, email and password is stored.

Gift Card

Delivery Method
 Email Gift Card Ship Gift Card

From:
 Name:

To:
 Name:
 Email:

Amount (\$):

Greeting:

Message:

Deliver on:

Select a Theme:
 Cake

Gift Card Preview

\$100.00 Gift Card

To Mandy
From Kirsten

Series Number: FG29-ISJR-2991-004J

HOW TO REDEEM YOUR GIFT CERTIFICATE
Present your gift card at the salon point of sale to redeem.
Thank you.

Visit our website for more information.

Purchase a Gift Card

To purchase a gift card, you must login.

1. Click Purchase gift cards.
2. Select a delivery method.
 - ★ Shipping is optional and determined by the administrator.
3. Complete the From and To fields.
4. Enter the amount, a greeting and a short message (this appears on the gift card).
5. Select a theme and click Preview to see your message with the gift card theme you selected.
6. Click Continue. Choose to add another gift card, book an appointment, or checkout.
7. Click Go to checkout when your order is complete
8. Complete the info on the Billing screen and click the Make Payment button.
 - ★ Any gift card purchases are displayed in the purchaser's file in SalonBiz. The purchaser also receives an email receipt and the recipient receives the gift card.

Your card will be charged **100.00**
 If you feel this is in error, please go back and verify your order.
 This payment session will time out in: 9:55

Billing Address

Name *

Address *

Payment Method

Card Type *

Card Number * CVV *

Expiration *

Save card for future use.

Powered By VeriFone

Complete Order

1. Enter your billing information into the fields provided.
2. Place a check in the box to Save card for future use if you would like the system to remember your billing information for the next purchase.
3. Click the Make Payment button.
4. Once your payment is successful, you will receive a confirmation screen listing the details of your order.
5. Use the social share buttons to share your appointment with your friends.

Help

The Need Help link displays an Appointment Request so that clients can send an appointment request at anytime during the booking process.