01 / PREPARE ONE SERVICE

Start with one bookable service

Type into the fields, save a copy, or print and write. Then test the time on page 2.

A worked studio example

Say a studio offers a 45-minute treatment followed by a 15-minute reset.
For this plan, both the practitioner and room are reserved for the full 60 minutes.

Service	Restorative treatment / 45 min + 15 min reset = 60 min held
Staff	Lea / Tuesday 09:00-12:00
Room	Treatment Room 1 / Tuesday 09:00-13:00 / one booking at a time
Already booked	Room 1 is in use Tuesday 10:00-11:00 with another practitioner

09:00-10:00 fits. 10:00-11:00 conflicts with the room booking.
11:00-12:00 fits. 12:00-13:00 fails because Lea finishes at 12:00.
A second free practitioner does not make the occupied room available.

Your first service

Studio name

Studio timezone (for example, Europe/London)

Service name customers will see

Customer price + currency

Session length (minutes)

Setup / reset time (minutes)

Total time to reserve (minutes)

Who can deliver this service?

Required room / equipment

One essential booking question, if needed (avoid sensitive health details here)

Plan the full occupied time, including setup or reset. When configuring your booking app, check how it reserves that time and what duration the customer sees.

02 / CHECK THE SHARED TIME

Make the first slot conflict-free

Use one day to check every required person and room before sharing your booking link.

Day / date to test

Timezone for every time below

Write the available windows and existing blocks

List breaks, other appointments and room use by any service. Use 24-hour times.

Person / room / equipment	Available from - to	Already busy from - to

Test one proposed booking

Proposed start

End, including setup / reset

Assigned staff + room

End = start + total reserved minutes. The whole interval must fit every resource.

- [ ] The selected staff member is working and has no overlapping booking or break.
- [ ] Every required room or item is free for the whole reserved time.
- [ ] The booking ends by the earliest closing time of its required resources.
- [ ] Before sharing: test a valid slot and a blocked slot in the actual booking flow.

If it fails, what will you change? (start time, staff, room or available hours)

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