

Your day, your chair.

Your appointments. Your clients. Your own way of working.

Prepared for Align Hair Studio. Learn your Arcbay routine, from a customer booking to the end of a visit.

Screens show a training copy of Align with fictional barbers and clients. Your own name, prices and appointments will differ.

Use your own login. Keep your book private. Collect cash directly at the studio.

Updated October 21, 2026. Features depend on your role and enabled account setup.

Find a task

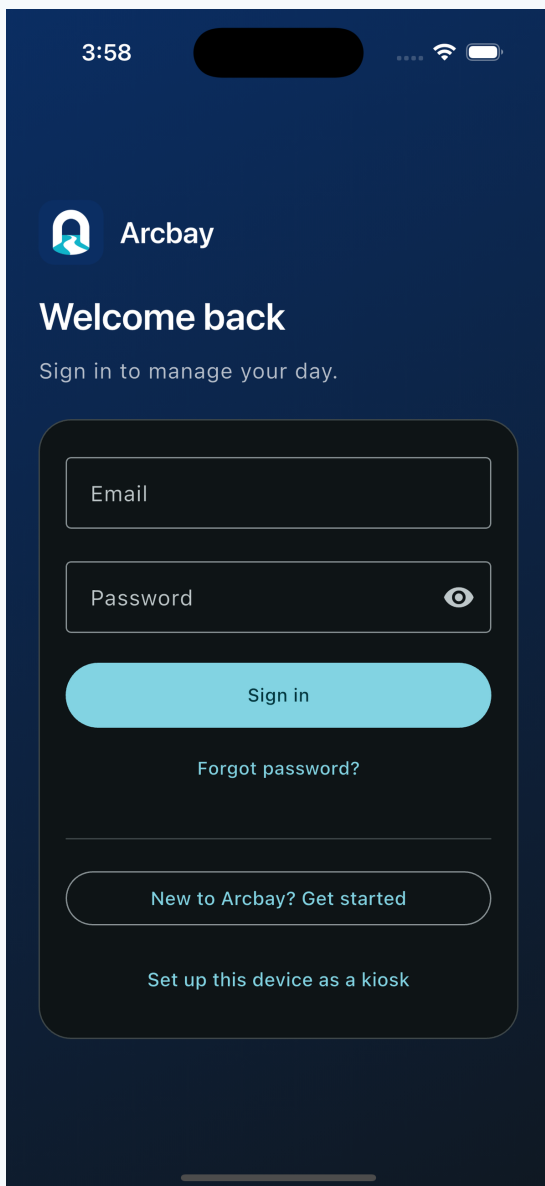
Tap a topic to open its page. Watch the videos at docs.archbay.app/barbers/align/.

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01 / START HERE

Sign in to your chair

Use the individual account the studio gave you. Your login connects to your own chair and book.



Sign in with your individual Align account.

1. Open Arcbay and choose Sign in.
2. Enter your own email and password. Do not share another barber's login.
3. Allow notifications when your phone asks, so Arcbay can alert you about bookings.
4. Check the shop name and your profile before making changes.

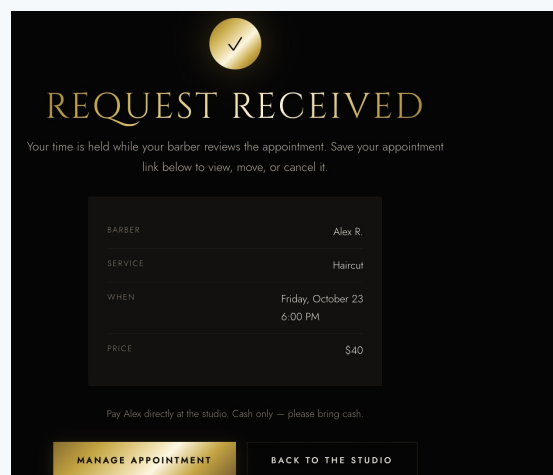
Good to know

Already have an Align account? Do not choose Get started to create a second shop. Use Forgot password if you cannot sign in.

02 / START HERE

What your customer sees

Customers book your services through Align's website or your own booking link. Each barber keeps their own menu and availability.



Request received: the time is held while your barber reviews it. Save the Manage appointment link.

1. The customer chooses a barber.
2. They choose one of that barber's services and review its price and length.
3. They choose an available date and time.
4. They enter their contact details and choose whether to receive appointment texts or offers.
5. They confirm the booking and save the Manage appointment link.

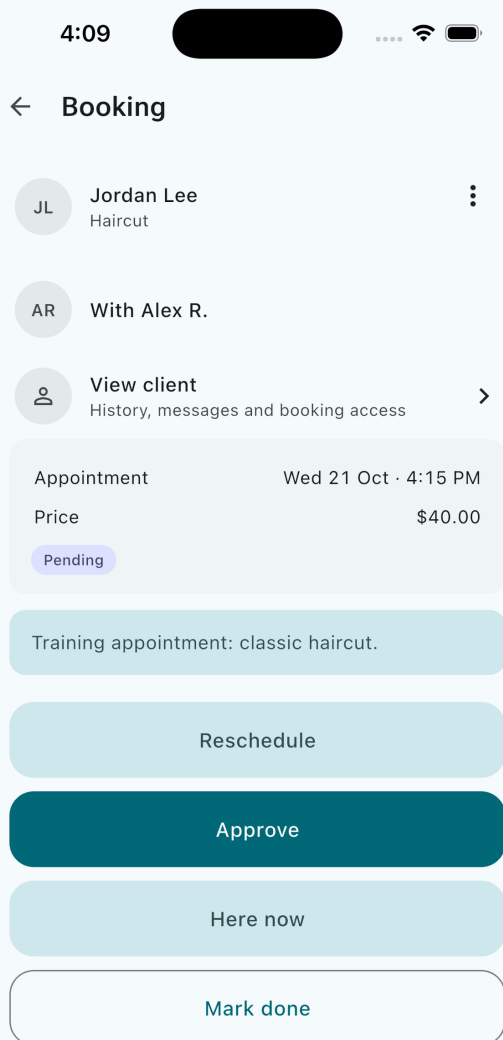
Good to know

Request received means the time is held while you review it. If automatic approval is enabled for your chair, the confirmation can be immediate. Align is cash only: customers pay their barber at the studio.

03 / APPOINTMENTS

Review and approve a request

A pending request needs your review. Check the service and time before approving it.



1. Open Bookings and choose the appointment date.
2. Open the client's pending appointment. You can use the Pending filter to find requests.
3. Review the client, service, time and notes.
4. Tap Approve and check that the status changes to Approved.

Good to know

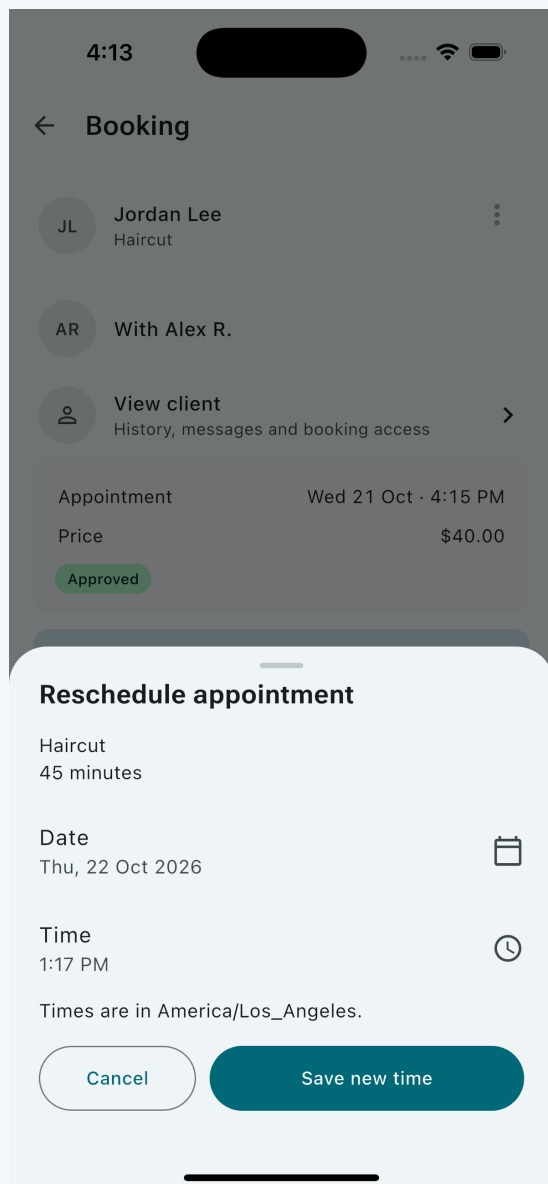
The app reports whether the client notification was sent. An approved appointment is not the same as a completed visit or a collected payment.

Review the appointment, then tap Approve.

04 / APPOINTMENTS

Move an appointment

Change the date and exact time from the appointment itself.



Review the exact local date and time before saving.

1. Open the appointment and tap Reschedule.
2. Choose the new date.
3. Open Time, adjust the hour and minute, check AM or PM, then tap Done.
4. Review the date, time and shop time zone. Tap Save new time.
5. Check the updated appointment and notification result.

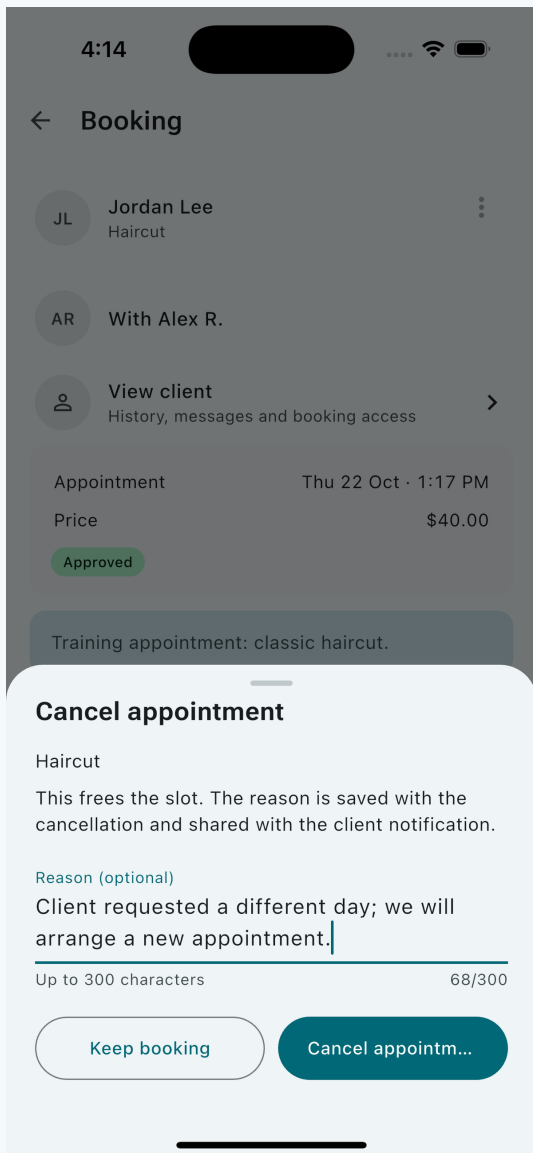
Good to know

The example uses 1:17 PM to show exact-minute control. Pick a time you and your client have agreed on; existing appointments and scheduling rules still matter.

05 / APPOINTMENTS

Cancel with a clear reason

Canceling frees the appointment slot. Use a clear, respectful reason because it can be shared with the client.



1. Open the appointment's menu and choose Cancel booking.
2. Enter a reason if appropriate. The reason can be up to 300 characters.
3. Tap Cancel appointment, or Keep booking if you changed your mind.
4. Check the canceled status and the saved cancellation details.

Good to know

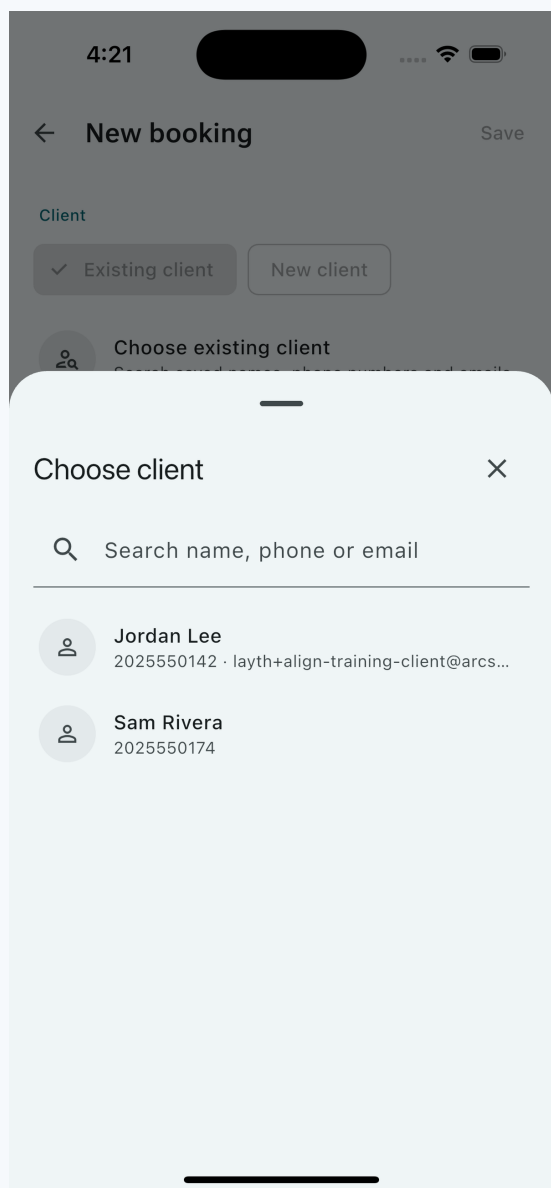
Canceling an appointment does not block the client from booking again. Use Booking access for that.

The reason is saved and shared with the client notification.

06 / APPOINTMENTS

Book an existing client

Choose a saved client instead of retyping their details or creating a duplicate.



Search and reuse the saved client record.

1. In Bookings, tap New appointment.
2. Keep Existing client selected and tap Choose existing client.
3. Search by name, phone or email, then choose the correct client.
4. Choose your service. Adjust Duration (minutes) for this appointment only if needed.
5. Choose the date and time, review the details and tap Save.

Good to know

A one-off duration changes this appointment. Edit My services if you want to change your normal service length.

07 / APPOINTMENTS

Book a new client or an exception

Create appointments yourself when a client calls, walks in, or needs a time you have arranged outside your normal hours.

5:07


← New booking
Save

Phone
2025550186

Name
Casey Park

Email

Appointment


Beard Trim
\$20.00 · 20 min

Duration (minutes)
20

Change the length for this appointment only.

Date
Choose date

< October 2026 >

Mon 19 Tue 20 Wed 21 Thu 22 Fri 23 Sat 24 Sun 25

Time

Make a booking exception
Choose a time outside your hours or on a closed day. Other appointments and your time off still apply.
☒

1. In New booking, select New client and enter their correct contact details.

2. Choose your service, duration and date.

3. For an agreed time outside your normal hours, enable Make a booking exception.

4. Choose the exact time and review the appointment before saving.

5. Review the saved appointment and use the available confirmation action when appropriate.

Good to know

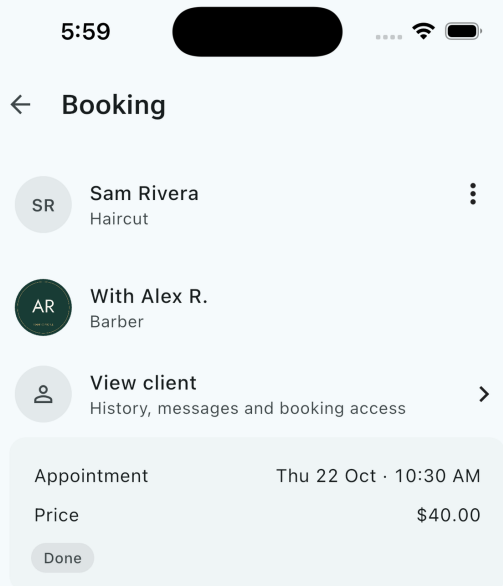
An exception does not change the hours offered to online customers. Other appointments and your time off still apply. Do not turn on text consent for a client who has not agreed to texts.

Enable Make a booking exception for an arranged after-hours time.

08 / APPOINTMENTS

Check in and complete a visit

Keep the appointment status current from arrival through the completed service.



1. Open Schedule and choose the appointment date. Tap the appointment block, or open it from Bookings.
2. When the client arrives, tap Here now and check the updated status.
3. After the service, tap Mark done. Review the Final price and confirm Mark done.
4. Check that the saved appointment says Done. Collect cash directly from the client at Align.

Good to know

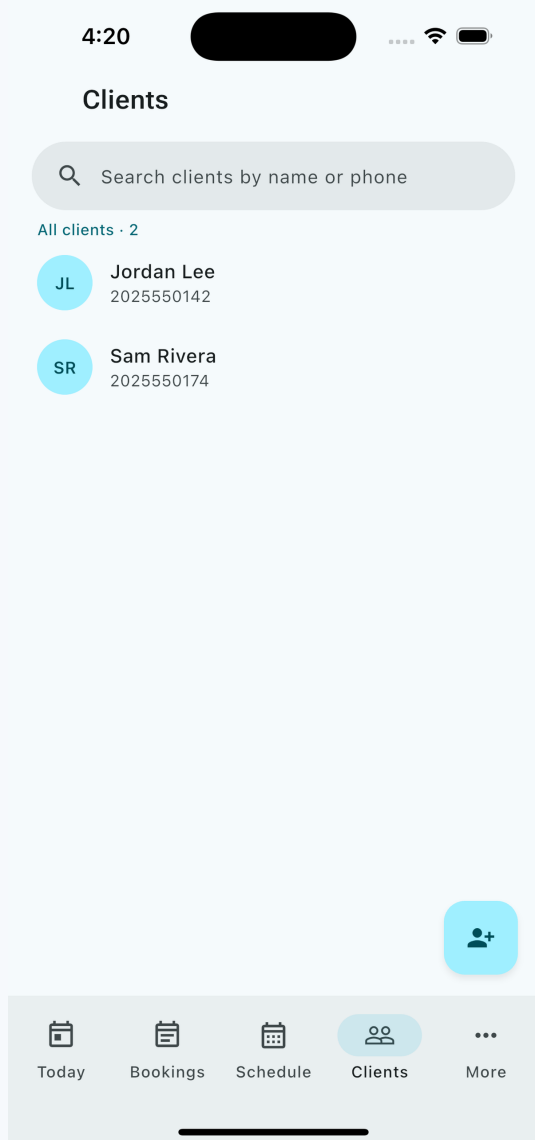
Mark done records the visit and its final price. It does not charge a card or collect cash for you. Do not complete a visit before the service has happened.

The saved appointment status is Done.

09 / CLIENTS

Find a client and their history

Your Clients list keeps your client records together, including their appointment history and message entry point.



Your client list is scoped to your own book.

1. Open Clients and search by name or phone.
2. Choose the correct client.
3. Review recent appointments and use the client menu for Full history, Edit or Booking access.
4. Use Message client to open the text-message entry point.

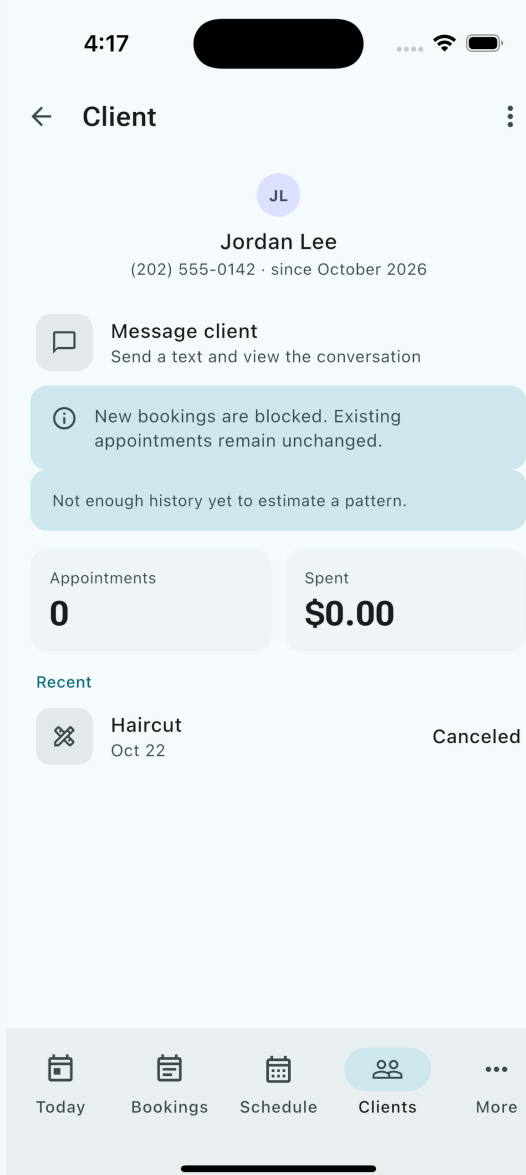
Good to know

At an independent-chair shop, another barber's private client list is not automatically available to you or the studio owner.

10 / CLIENTS

Block or unblock online booking

Stop unwanted future bookings with you without deleting the client's history.



1. Open the client, then their menu and Booking access.
2. Turn off Allow bookings with me to block future bookings with your chair.
3. Check that the client page says new bookings are blocked.
4. To restore access later, return to Booking access and turn Allow bookings with me back on.

Good to know

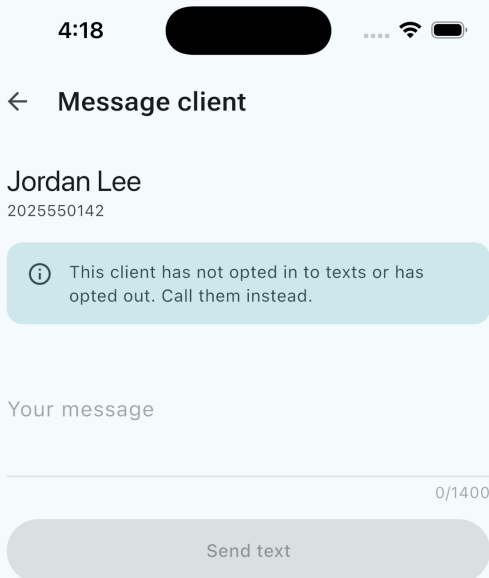
Blocking does not cancel existing appointments. Cancel those separately if necessary. Your personal block does not automatically block the client with every other independent barber.

A blocked client retains their history; future bookings are stopped.

11 / CLIENTS

Message a client

Open messages from a client record. Texting requires a ready sender and a client who can receive appointment texts.



1. Open the client and tap Message client.
2. Read any sender-setup, consent or opt-out warning. If the client cannot receive texts, call them instead.
3. Open More > Messages to find your own conversations.
4. For texting setup, use My business number or ask the studio about its shared business number. Complete the registration shown in the app before relying on SMS.

Good to know

Appointment texts and promotional texts require separate choices. Never change a client's opt-out just to send a message. A sent status is different from carrier delivery.

Texting needs a ready business number and eligible client. This training shop has no active SMS sender, so the video shows message access and consent checks. A delivered text is not demonstrated.

The app prevents texting a client who cannot receive texts.

12 / YOUR BUSINESS

Set your services and exact durations

Your service prices and lengths belong to your chair.

5:10





←
My services

Beard Trim
☒

Price
20.0

Duration (minutes)
20

Any whole minute, for example 37.

Haircut
☒

Price
40.0

Duration (minutes)
42

Any whole minute, for example 37.

Haircut & Beard
☒

Price
55.0

Duration (minutes)
60

Any whole minute, for example 37.

Save services

Use any whole number of minutes, then tap Save services.

1. Open More > My services.
2. Turn on the services you offer. Enter your own price and Duration (minutes); any whole minute is allowed.
3. Leave an override blank to use the shop default. Tap Save services and check the saved result.
4. To add a brand-new service name to the shop menu, ask a manager or owner to use More > Services > Add a service. You then choose whether to offer it in My services.

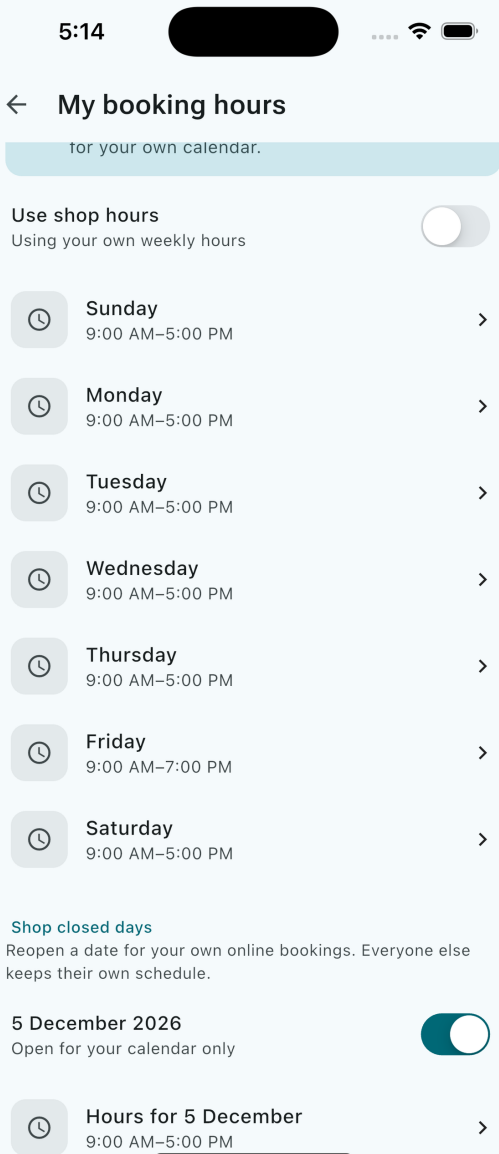
Good to know

Keep shared service names understandable. Different barbers can have different prices and durations for the same type of service.

13 / YOUR BUSINESS

Set your personal booking hours

Set the hours customers can book with you, including individual exceptions.



1. Open More > My booking hours. Turn off Use shop hours to set your own weekly hours.

2. Choose a weekday. Set Starts and Ends; add separate working periods if you need a lunch break. Tap Save.

3. Under Shop closed days, turn on a date to reopen your calendar only.

4. Open Hours for that date, set your working period and tap Save.

5. Review your public booking availability after changes. Other appointments and time off still apply.

Good to know

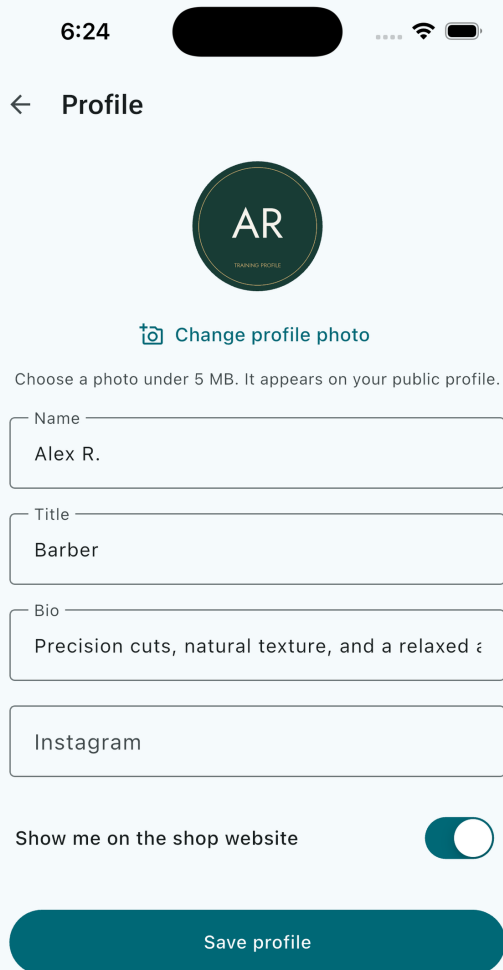
Your own hours and dated exceptions can differ from studio hours. A personal exception does not reopen another barber's calendar.

Your own weekly hours and dated reopening do not change another barber's calendar.

14 / YOUR BUSINESS

Update your public profile and photo

Help clients recognize you and understand your work.



6:24

← Profile

Change profile photo

Choose a photo under 5 MB. It appears on your public profile.

Name
Alex R.

Title
Barber

Bio
Precision cuts, natural texture, and a relaxed

Instagram

Show me on the shop website

Save profile

1. Open More > My profile.

2. Review your public name, title, biography and social details.

3. Tap Add profile photo or Change profile photo. Choose an image under 5 MB from your phone; the photo is saved separately.

4. Save, reopen your profile, and check the public booking page.

Good to know

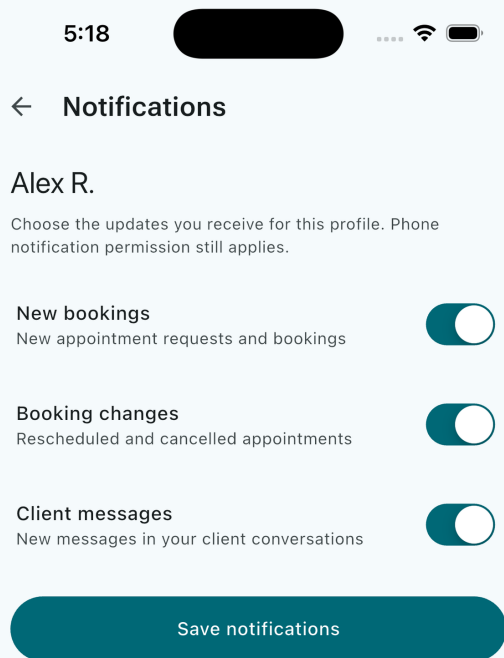
Use a clear photo of yourself. The demonstration uses a fictional training monogram. Save profile applies your text fields; the photo action saves its own upload.

Reopen your profile to review the saved image, name, title and biography.

15 / YOUR BUSINESS

Choose your alerts

Your Arcbay alert preferences and your phone's notification permission both matter.



1. Open More > Notifications.

2. Review the available booking, booking-change and client-message alert switches.

3. Save any changes and keep phone notifications allowed for Arcbay.

4. If alerts are missing, check Focus or Do Not Disturb and the phone's Arcbay notification settings.

Good to know

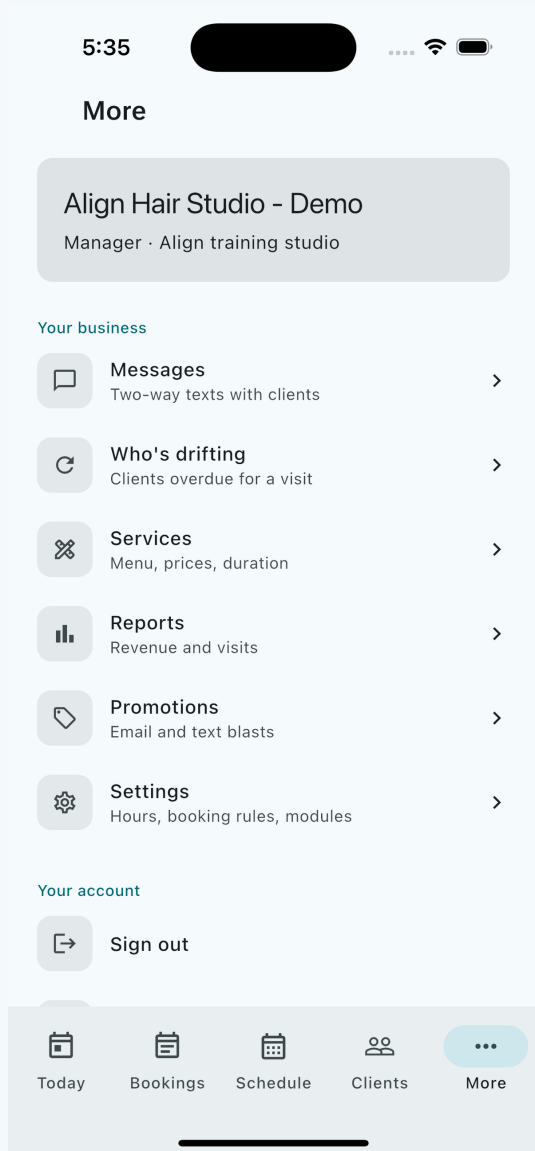
Turn on detailed notification previews only if you are comfortable showing client information on your lock screen. Alert preferences do not grant SMS marketing consent.

Save the types of alerts you want to receive.

16 / HELP

Barber, manager and owner

Your role determines which shop controls you see. At Align, independent-chair privacy remains important for every role.



1. Barbers manage their own appointments, clients, service menu, public profile and booking hours.
2. Managers can access shared Services and applicable Settings, such as the shop's default hours and booking rules.
3. The Team entry shown in the current app is owner-only.
4. A manager or owner does not automatically receive another independent barber's private book, messages or editable personal service settings.

Good to know

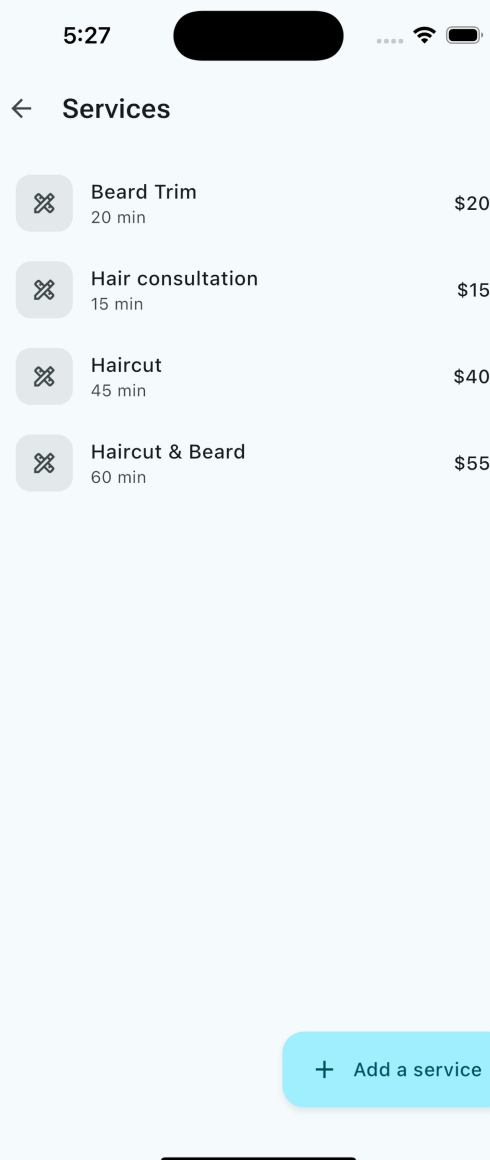
If an option is missing, first check whether it belongs to your role or whether the studio has enabled that feature. Never share a password to work around permissions.

Managers have Services and Settings; the Team entry is owner-only.

17 / HELP

Add a new shop service

A new shared service name begins at shop level. Individual barbers then choose whether to offer it.



1. Open More > Services and tap Add a service.

2. Enter a clear Name, Price and How long (minutes).

3. Review Featured on the website and Bookable online, then tap Save.

4. Check the new service in the shop menu. Ask each barber to open My services and choose whether to offer it at their own price and duration.

Good to know

A manager creating a service does not automatically decide that every independent barber offers it. Keep names consistent for shared service types.

Hair consultation is saved as a new shared shop service.

Quick answers

My password is not working

Use your own invited account and check the email spelling. Update Arcbay, then use Forgot password. Do not create another studio to resolve a sign-in problem.

A time is not offered online

Check service duration, your booking hours, dated exceptions, time off and existing appointments. A manual booking exception is separate from your public availability.

I do not receive an alert

Check More > Notifications and the phone's notification permission, Focus and Do Not Disturb. Open Bookings to check the appointment directly; a missing alert does not mean the booking failed.

I cannot text a client

Read the app's warning. Texting needs a configured sender, a ready account and an eligible client. Do not override a client's opt-out; call them instead.

How does the client pay?

Align is cash only. The customer pays their barber at the studio; making an appointment is not an online payment.

Can a manager see every barber's clients?

Independent-chair privacy is enforced separately from shop-management permissions. A manager role does not automatically grant access to everyone's private book.

About this training

Screens use a private staging copy with fictional barbers and clients; no live Align appointments were changed.

The demo confirms a pending website booking in the app. Push dispatch was accepted by the server, but visible iOS alert delivery and tapping the alert were not captured.

The training shop has no active SMS sender. Message access and consent gating are shown; SMS delivery and replies are not demonstrated.