

WordPress Appointment Booking Plugin

Documentation

Updated on April 27, 2021

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Installation and setup

1. Download a .zip archive with the [MotoPress Appointment Booking Plugin](#) files.
2. Install the plugin from your WordPress Dashboard via Plugins → Add New → Upload Plugin → Browse → Install Now.

3. Activate the plugin.
4. You'll notice the new *Appointments* menu on your WordPress dashboard.

Quick start guide

This quick guide will help you get started easily:

1. Start by going to the *Settings menu* to configure basic plugin parameters, such as *currency, a default time slot for bookings, etc.*
2. Add Employees via the *Employees menu*.
3. Add a database of locations via the *Locations menu* (e.g. cities, areas, shops, rooms, etc.).
4. Create schedules for individual employees via the *Schedules menu* (e.g. add working hours, lunchtimes, days off, etc.).
5. Add and customize the list of services you offer (e.g. classes, doctor appointments, fitness training, etc.) via *the Services menu*.
6. Categorize services by *Tags* and *Categories* via the respective menus.
7. Set up *email notifications*.
8. Add a *shortcode* to display a booking wizard on your site.
9. Get and edit *bookings* on the admin dashboard.

General settings

The screenshot shows the 'General' settings tab for the MotoPress WordPress Appointment Booking plugin. The left sidebar contains a navigation menu with options: Posts, Media, Pages, Comments, Appointments (highlighted), Employees, Locations, Schedules, Services, Service Categories, Service Tags, Bookings, Settings, Shortcodes, Appearance, Plugins, Users, and Tools. The main content area has three tabs: General, Emails, and License. Under the General tab, the following settings are visible:

- Default Time Step:** A dropdown menu set to '10'. Below it, a description reads: 'Default length of the time slot step, which is used for the business hours and appointment durations.'
- Default Appointment Status:** A dropdown menu set to 'Confirmed'. Below it, a description reads: 'Select status for newly booked appointments.'
- Currency:** A dropdown menu set to 'Euro (€)'.
- Currency Position:** A dropdown menu set to 'Before'.
- Decimal Separator:** A text input field containing a period '.'.
- Thousand Separator:** A text input field containing a comma ','.
- Number of Decimals:** A dropdown menu set to '2'.

A blue 'Save Changes' button is located at the bottom left of the settings area.

Go to the settings menu to configure the following parameters:

- **Default time step**

A default time step is the bread and butter of the MotoPress WordPress Appointment Booking plugin. Your choice of the default time step directly depends on the duration of your appointments. For example, if you want to create an appointment that lasts *1 h and 10 m*, you need to set the default time step to 10 minutes to be able to set this duration.

If there are *no* appointments or breaks/lunchtimes that last, for example, *less* than 30 minutes, it makes sense to set a default time step to 30 minutes. However, if you have appointments that last *1 h 40 m*, again, a default time step of *10 m* is required.

Depending on a time step, you'll see different time slots when setting appointment durations:

Duration	2h	Duration	1h
Buffer Time Before	0m	Buffer Time Before	0m
	30m		10m
	1h		20m
	1h 30m		30m
Buffer Time After	2h	Buffer Time After	40m
	2h 30m		50m
	3h		1h
	3h 30m		1h 10m
Time Before Booking	4h		1h 20m
	4h 30m		1h 30m
			1h 40m

- **Default appointment status**

This status applies to all newly created booking requests (you can later change the status manually for any chosen booking). If you need to confirm each booking submission manually as an administrator, set *Pending*; if bookings are approved automatically upon submission, set *Confirmed*.

- **Currency**

Set the default currency and its settings - it'll be displayed on the individual service pages and at checkout.

\$100.00

 **Duration** 15 weeks

 **Lectures** 4

 **Enrolled** 756 students

 **Language** English

 **Deadline** English

 **John Doue**
Teacher

BUY COURSE

Add employees

You can add unlimited staff members via the *Employees menu* → *Add new*.

Once you assign any services to your employees, the list of them will be visible in the general list of employees:

Employees Add New		
All (3) Published (3)		<input type="text"/> Search Employee
Bulk Actions	Apply	All dates Filter 3 items
<input type="checkbox"/>	Title	Services Date
<input type="checkbox"/>	Daniel Berardi	Haircut Botanical Hair Therapy Treatment Bridal Styling Published 10 mins ago
<input type="checkbox"/>	Gloria Foster	Single Process Retouch Blowdry Styling Haircut Botanical Hair Therapy Treatment Bridal Styling Published 2020/11/18
<input type="checkbox"/>	Giovanni Torez	Beard trim Single Process Retouch Haircut Botanical Hair Therapy Treatment Men's Grey Blending Published 2020/11/17
<input type="checkbox"/>	Title	Services Date
Bulk Actions	Apply	3 items

In the employee profile, you can add a staff member's image and their bio/skills. Here is a default presentation:

Edit Employee [Add New](#)
Screen Options ▾

Permalink: <https://uglywebsites.org/bookium/employee/gloria-foster/> [Edit](#)

[Add Media](#)
Visual Text

Paragraph **B** *I* ☰ ☰ “ ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰

ABC — A ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰

Owner / Stylist / Make-up Artist

A graduate of the Soho Institute, Gloria has spent over a decade mastering her craft through continued education. She loves personalizing classic shapes with a modern twist that grow in with ease, and for creating color that's soft and sustainable that fits your personality and lifestyle!

- styling
- color
- cut
- texture treatment

P

Word count: 55 Last edited by anntaylor on November 23, 2020 at 1:10 pm

Publish ^ ▾ ▾

Featured image ^ ▾ ▲



Click the image to edit or update

[Remove featured image](#)

The way it's displayed on the frontend depends on the style of your WordPress theme.

Note: You *may or may not* showcase your whole team/individual staff members on the dedicated site pages.

Since version 1.2.0, you can add more categorized employee information using dedicated contact blocks:

The image displays three stacked panels, each representing a different category of employee information. Each panel has a title bar with expand/collapse icons and a table-like structure with four columns: Label, Content, Link URL, and CSS Class(es). Each row in the table includes a trash icon for deletion. An 'Add New' button is located at the bottom of each panel.

- Contact Information:** Contains one row with 'Phone' as the label and '+1647897459' as the content.
- Social Networks:** Contains two rows. The first row has 'Facebook' as content and 'https://facebook.com' as the link URL. The second row has 'Twitter' as content and 'https://twitter.com' as the link URL.
- Additional Information:** Contains one row with 'I have been cutting hair for' as the content.

This information can be displayed if you build individual employee profiles or teams.

Nicky Jones



I successfully obtain my Barber license. I recently graduated in August and I now call Hays County Barber Shop home. I look forward to providing you with professional services in a great environment.

Contact Information

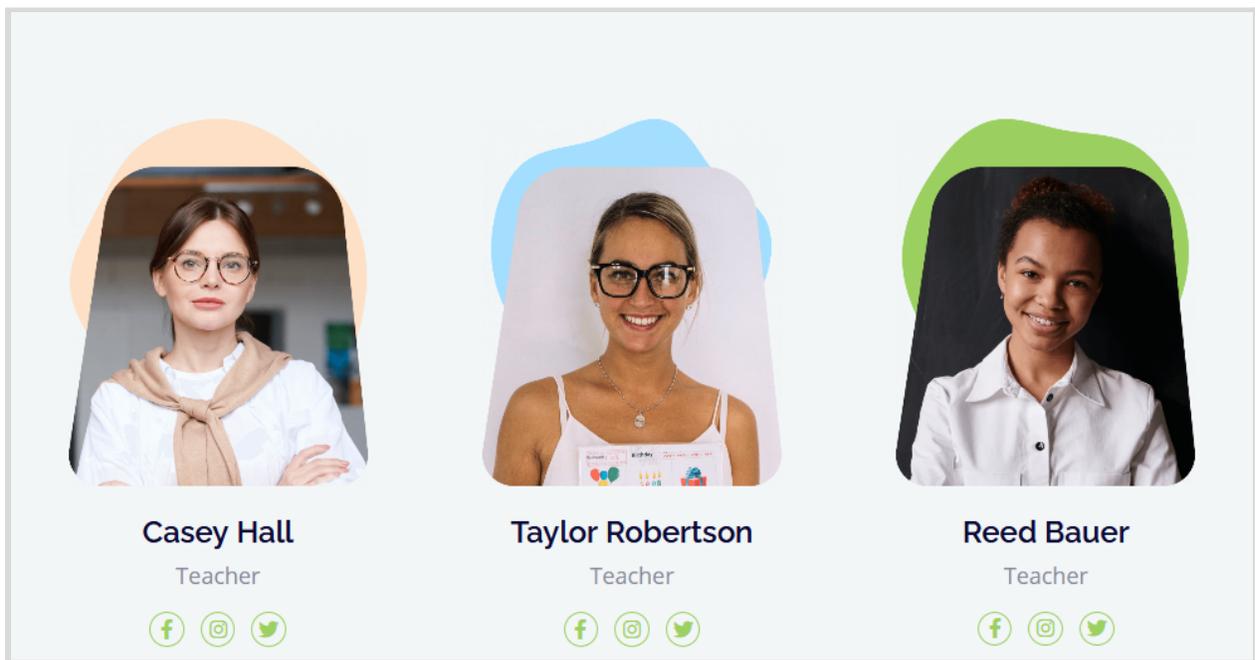
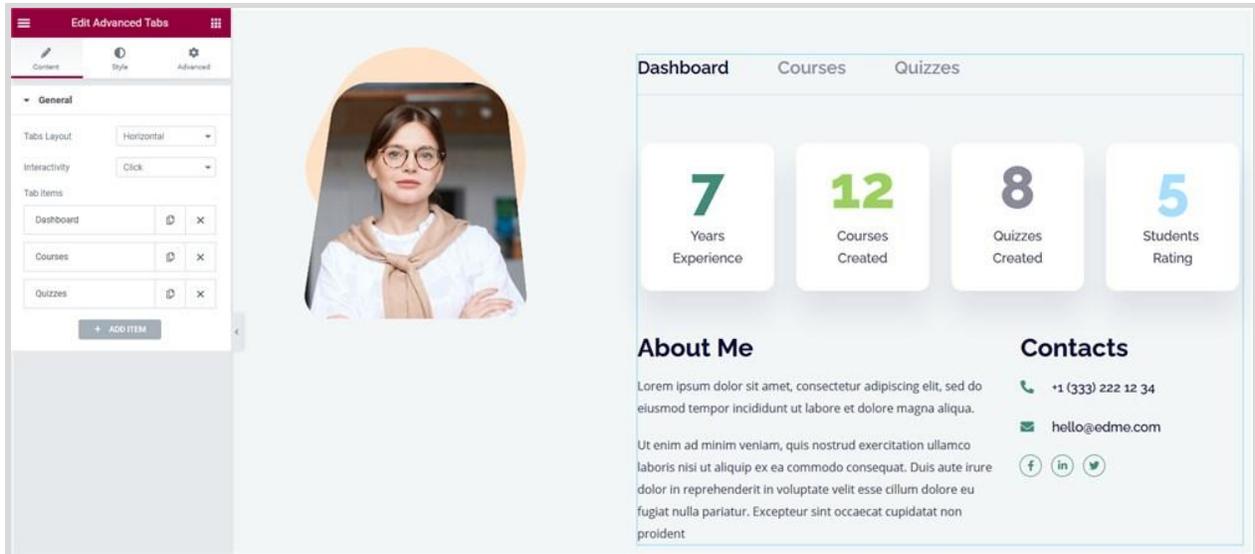
- Phone +1647897459

Social Networks

- Facebook

If you want to make an employee page more informative and engaging with custom styling, you can also use third-party builders like Elementor or the default block editor.

For example, the following instructor page is built with the help of our [Stratum widget](#) for Elementor:

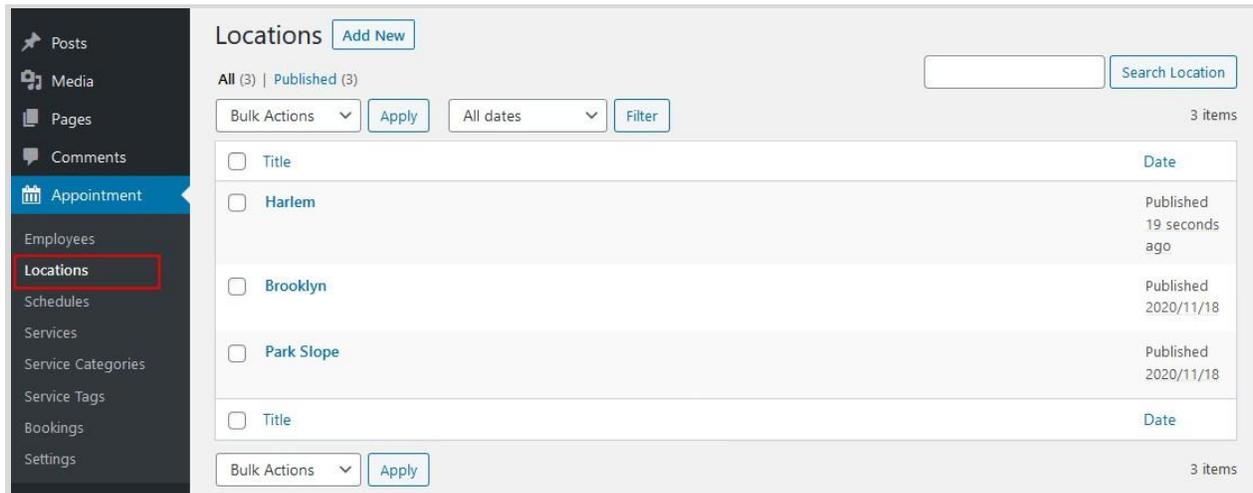


However, using third-party builders, you create these pages from scratch, they have no connection to the plugin's content.

Add locations

Add locations applicable to your business realities *via Locations* → *Add new*. You can add unlimited locations.

Those can be cities, city areas, rooms, buildings, etc. You can assign a category to each location. Clients will be able to choose a location when placing a booking. You'll further need to assign employees to different locations.



Create employee schedules

Add schedules for each employee via *Schedules* → *Add new*. You can add unlimited employees.

Here you'll configure when, at what time, and where individual workers perform their duties.

1. First of all, choose an *employee* you are creating a schedule for.
2. Choose their *main location* (can be flexible for different working hours and days).
3. Create a detailed timetable.

Edit Schedule [Add New](#)

Daniel's schedule

Schedule Settings ^ v ▲

Employee ▼
To which employee this schedule applies.

Main Location ▼
The location where the employee spends the major amount of time.

Employee timetable

In the timetable, for each day of the week you can choose:

- A shift duration (working hours)
- Lunchtime and break duration
- Optionally set a different location depending on the day of the week.

Timetable

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
11:30 am — 7:00 pm <i>Working hours</i>	2:00 pm — 9:30 pm <i>Working hours</i>	12:00 am — 9:00 pm <i>Working hours</i>	12:00 am — 9:00 pm <i>Working hours</i>	12:00 am — 9:00 pm <i>Working hours</i>	12:50 pm — 3:40 pm <i>Working hours</i>	
1:40 pm — 2:50 pm <i>Lunchtime</i>	2:40 pm — 4:20 pm <i>Break</i>	12:00 pm — 12:30 pm <i>Lunchtime</i>	2:40 pm — 4:20 pm <i>Lunchtime</i>	2:40 pm — 4:20 pm <i>Lunchtime</i>		
5:50 pm — 6:00 pm <i>Break</i>						

Day Of Week *

Period Of Time * —

Activity Type *

Location

The scheduling flexibility of the plugin also allows you to add:

- *days-off* by choosing specific dates:

Days Off ▲

Day / Period [Add](#)

< **November 2020** **December 2020** >

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7			1	2	3	4	5
8	9	10	11	12	13	14	6	7	8	9	10	11	12
15	16	17	18	19	20	21	13	14	15	16	17	18	19
22	23	24	25	26	27	28	20	21	22	23	24	25	26
29	30						27	28	29	30	31		

[Add](#)

December 14, 2020 - December 17, 2020 [Remove](#)

November 18, 2020 - November 21, 2020 [Remove](#)

Custom Working Days
▲

Day / Period	Working Hours	Add																																																	
<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> < November 2020 > </div> <table style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Sun</th><th>Mon</th><th>Tue</th><th>Wed</th><th>Thu</th><th>Fri</th><th>Sat</th> </tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td style="border: 1px solid #ccc; border-radius: 50%; padding: 2px;">23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> </tbody> </table> </div>	Sun	Mon	Tue	Wed	Thu	Fri	Sat	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">12:00 am ▼</div> <div style="display: flex; align-items: center;">-</div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;">2:30 am ▼</div>	<div style="border: 1px solid #0070c0; background-color: #0070c0; color: white; padding: 5px 10px; border-radius: 3px;">Add</div>
Sun	Mon	Tue	Wed	Thu	Fri	Sat																																													
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November 12, 2020 - November 14, 2020	12:00 am - 2:30 am	<div style="border: 1px solid #0070c0; background-color: #0070c0; color: white; padding: 5px 10px; border-radius: 3px;">Remove</div>																																																	

All these settings apply to the individual employees so you can create different schedules. You can also make changes to schedules anytime.

Add services

Add services you offer via *Services* → *Add new*. You can add unlimited services.

<input type="checkbox"/>	Title	Price	Duration	Date
<input type="checkbox"/>	Bridal Styling	Free	2h	Published 9 hours ago
<input type="checkbox"/>	Men's Grey Blending	€70	1h	Published 9 hours ago
<input type="checkbox"/>	Botanical Hair Therapy Treatment	€45	1h 30m	Published 9 hours ago
<input type="checkbox"/>	Haircut	€60	1h	Published 9 hours ago
<input type="checkbox"/>	Blowdry Styling	€15	1h	Published 9 hours ago
<input type="checkbox"/>	Single Process Retouch	€50	1h 30m	Published 2020/11/19
<input type="checkbox"/>	Beard trim	€12	30m	Published 2020/11/18
<input type="checkbox"/>	Title	Price	Duration	Date

The services are actual bookable slots - those can be anything from the beauty salon services to online classes.

You can add a service description and a featured image if you want to feature your services on dedicated pages. You can also add a service category to simplify and speed up the service search for your clients.

Service settings

For each service, you can apply the following settings:

- Service *price* (the currency sign will depend on the one you set via Settings at the beginning).
- Custom service *duration* – these are bookable slots (the time slot depends on the minimum time step you set in Settings at the beginning).
- *Optional buffer times* before and after the service – extra time added to the service duration - when you need to get prepared for the next booking or perform

some extra actions after the booking; it applies to a particular employee and service (it's invisible to your clients).

- *A time before booking* globally for the service.
- Assign *eligible employees* who can perform this service.

Service Settings



Price

45



Duration

3h



Buffer Time Before

0m



Time needed to get prepared for the appointment, when another booking for the same service and employee cannot be made.

Buffer Time After

0m



Time after the appointment (rest, cleanup, etc.), when another booking for the same service and employee cannot be made.

Time Before Booking

0m



Eligible Employees



Employees

- Giovanni Torez
- Gloria Foster
- Daniel Berardi

Customize Service For Employee

Employee	Price	Duration	
Giovanni Torez	55	30m	

Add Variation

Moreover, you can change the service duration and its pricing based on who provides it:

Eligible Employees

Employees

- Giovanni Torez
- Gloria Foster
- Daniel Berardi

Customize Service For Employee

Employee	Price	Duration	
<input type="text" value="Giovanni Torez"/>	<input type="text" value="55"/>	<input type="text" value="30m"/>	
<input type="text" value="Gloria Foster"/>	<input type="text" value="60"/>	<input type="text" value="20m"/>	

If you want to create a feature-rich service page, feel free to use any third-party builders or the default WordPress block editor. For example, we improved this default service page (online course) with the help of Elementor and its addon - [Stratum widgets](#):

The Complete Introduction To Mathematics and Logics

Home → The Complete Introduction To Mathematics and Logics

Overview Curriculum Instructor Reviews

1. Change simplification

General introduction to customer-centric strategies 1h, 20 min - 6 lessons

Lesson 1: Simple, attainable goals	20 min
Live meeting about Infotech Strategies	16 min
Quiz 1: Yes or No?	20 min
Lesson 2: A/B Testing	16 min
Quiz 2: Yes or No?	20 min
Lesson 3: Wrap up about A/B testing	16 min
Quiz 3: Yes or No?	20 min

\$100.00

Duration 15 weeks

Lectures 4

Enrolled 756 students

Language English

Deadline English

 **John Doue**
Teacher

BUY COURSE

Similarly to how you worked with Employees showcase, you can create a list of services (course in our case) in any preferable way with the links to individual services:

Recent Courses



The Complete Introduction To Mathematics and Logics

4,5k+ Students 4 Lectures



Casey Hall



Stanford Introduction to Food and Health

4,5k+ Students 4 Lectures



Kamron Skinner



IT Fundamentals for Cybersecurity

4,5k+ Students 4 Lectures



Joseph Ross

Service categories & tags

In the Service categories and tags menu, you can add categories that will simplify and speed up the search of a service via the booking wizard on your site.

Enable automated email notifications

Enable immediate notifications and customize email templates via *Settings* → *Emails*.

General **Emails** License

Admin Emails

Email	Enabled	Content Type	Recipients	
New Booking Email Email that will be sent to administrator after booking is placed. This email is sent when "Default Appointment Status" is set to "Confirmed".	Yes	text/html	Administrator	Manage
Pending Booking Email Email that will be sent to administrator after new booking is placed. This email is sent when "Default Appointment Status" is set to "Pending".	Yes	text/html	Administrator	Manage

Customer Emails

Email	Enabled	Content Type	Recipients	
New Booking Email Email that will be sent to customer after booking is placed. This email is sent when "Default Appointment Status" is set to "Confirmed".	Yes	text/html	Customer	Manage
Pending Booking Email Email that will be sent to customer after booking is placed. This email is sent when "Default Appointment Status" is set to "Pending".	Yes	text/html	Customer	Manage
Approved Booking Email Email that will be sent to customer when booking is approved.	Yes	text/html	Customer	Manage
Cancelled Booking Email Email that will be sent to customer when booking is canceled.	Yes	text/html	Customer	Manage

First of all, apply some general settings and brand your email notifications - you'll see these settings right after the block of available email templates.

General email settings

Email Sender

Administrator Email

From Email

From Name

Email Template

Logo URL
URL to an image you want to show in the email header.

Footer Text
Text applied to the footer of all emails.

Template Parts

Name	
Admin Reservation Details Used for {reservation_details} tag in admin emails.	Manage
Customer Reservation Details Used for {reservation_details} tag in customer emails.	Manage

Styles

Base Color

Background Color

Body Background Color

Body Text Color

[Save Changes](#)

- Sender's email address

- Sender's name (e.g. site title)

Email template

- You can add a logo to personalize your emails (make sure to test this to find the appropriate logo size).
- Add an email footer text.
- Customize template parts. Some email template macros (tags) are complex ones - they can contain several submacros. In the Template Parts menu, you can personalize those submacros. For example, the {reservation_details} tag can include some extra tags like {service_name}, {reservation_date} - or any other detail to your liking.

The screenshot shows the 'Admin Reservation Details' email template editor. At the top, there is a 'Back' button. Below it, a note states 'Used for {reservation_details} tag in admin emails.' The main editing area is titled 'Template Content' and features an 'Add Media' button. A rich text editor toolbar is visible, containing icons for bold, italic, text color, list, quote, link, unlink, table, text background color, text foreground color, link, unlink, undo, redo, and help. The editor's content area contains the following text: 'Service: {service_name} with {employee_name}', 'Location: {location_name}', 'Date: {reservation_date}', and 'Time: {reservation_time}'. Below the editor, there are two sections of tags: 'Reservation tags:' and 'Service tags:'. The 'Reservation tags' section lists: 'Reservation ID - {reservation_id}', 'Reservation price - {reservation_price}', 'Reservation date - {reservation_date}', 'Reservation time (period) - {reservation_time}', and 'Reservation time (with buffer time) - {reservation_buffer_time}'. The 'Service tags' section lists: 'Service ID - {service_id}', 'Service name - {service_name}', 'Service description - {service_description}', 'Service categories - {service_categories}', and 'Service edit link - {service_link}'.

- Style settings include the base color, background color, body background color and body text color settings so you can better brand your emails.

Admin emails

These notifications are sent to the website administrator's address (find it via *WordPress dashboard* → *Settings* → *General* → *Administrator email address*).

- *New Booking Email* - if the default booking status is confirmed, you'll receive emails on each new confirmed booking.
- *Pending Booking Email* is sent to your admin email address when you need to go through all received bookings manually (that is, change the booking status manually).

New Booking Email [Back](#)

Email that will be sent to administrator after booking is placed. This email is sent when "Default Appointment Status" is set to "Confirmed".

Enable/Disable Enable this email notification

Other Recipients
You can use multiple comma-separated email addresses.

Subject

Header

Message Template [Add Media](#) Visual Text



Dear Administrator,

You have a new confirmed {service_name} appointment!

{booking_edit_link}

The appointment was scheduled for {employee_name} on {booking_date} from {start_buffer_time} till {end_buffer_time} at {location_name}.

Client details:
{customer_name}
{customer_email}
{customer_phone}

General tags:
The plugin name - {appointment}
Site title (set in Settings > General) - {site_title}
Site address (URL) - {site_link}

Booking tags:
Booking ID - {booking_id}
Booking edit link - {booking_edit_link}
Booking total price - {booking_total_price}
Booking date - {booking_date}
Booking time (period) - {booking_time}
Booking time (with buffer time) - {booking_buffer_time}
Start time - {start_time}
End time - {end_time}
Start time (with buffer time) - {start_buffer_time}
End time (with buffer time) - {end_buffer_time}
Customer name - {customer_name}
Customer email - {customer_email}
Customer phone - {customer_phone}

Reservation tags:
Reservation details - {reservation_details}
Reservation ID - {reservation_id}
Reservation price - {reservation_price}
Reservation date - {reservation_date}
Reservation time (period) - {reservation_time}
Reservation time (with buffer time) - {reservation_buffer_time}

Employee tags:
Employee ID - {employee_id}
Employee name - {employee_name}
Employee bio - {employee_bio}
Employee edit link - {employee_link}

You can customize the content of these emails, subject and header, change macros, and optionally add multiple extra recipients who'll get the same emails (for example, your employees).

Customer emails

These emails are sent to the email address customers provide when placing a booking.

- *New Booking Email* is sent to customers when booking requests are confirmed automatically upon submission.
- *Pending Booking Email* notifies customers that their booking request is waiting for manual approval by the admin staff.
- *Approved Booking Email* is sent to customers when their booking is confirmed by admins manually.
- *Canceled Booking Email* notifies customers that their booking is canceled.

General
Emails
License

New Booking Email [Back](#)

Email that will be sent to customer after booking is placed. This email is sent when "Default Appointment Status" is set to "Confirmed".

Enable/Disable Enable this email notification

Other Recipients
You can use multiple comma-separated email addresses.

Subject

Header

Message Template [Add Media](#) Visual Text

B I ABC ☰ ☰ “ - ☰ ☰ ☰ 🔗 🗑️ 📄

ABC - A ▾ 📁 🔗 Ω ☰ ☰ ↶ ↷ ?

Dear {customer_name},

Your {service_name} appointment with {employee_name} has been successfully approved.

We scheduled it for {booking_date} from {start_time} till {end_time} at {location_name}.

See you soon,

{site_title}

General tags:
 The plugin name - {appointment}
 Site title (set in Settings > General) - {site_title}
 Site address (URL) - {site_link}

Booking tags:
 Booking ID - {booking_id}
 Booking edit link - {booking_edit_link}
 Booking total price - {booking_total_price}
 Booking date - {booking_date}
 Booking time (period) - {booking_time}
 Booking time (with buffer time) - {booking_buffer_time}
 Start time - {start_time}
 End time - {end_time}
 Start time (with buffer time) - {start_buffer_time}
 End time (with buffer time) - {end_buffer_time}
 Customer name - {customer_name}
 Customer email - {customer_email}
 Customer phone - {customer_phone}

Here is an example of a confirmation email a client gets when their booking is confirmed by admins:

Blowdry Styling Appointment Approved

Dear Marianne Sheridan,

Our administrator has confirmed your appointment booking request!

Your Blowdry Styling appointment with Gloria Foster is scheduled for January 18, 2021 from 12:50 am till 1:50 am at Brooklyn.

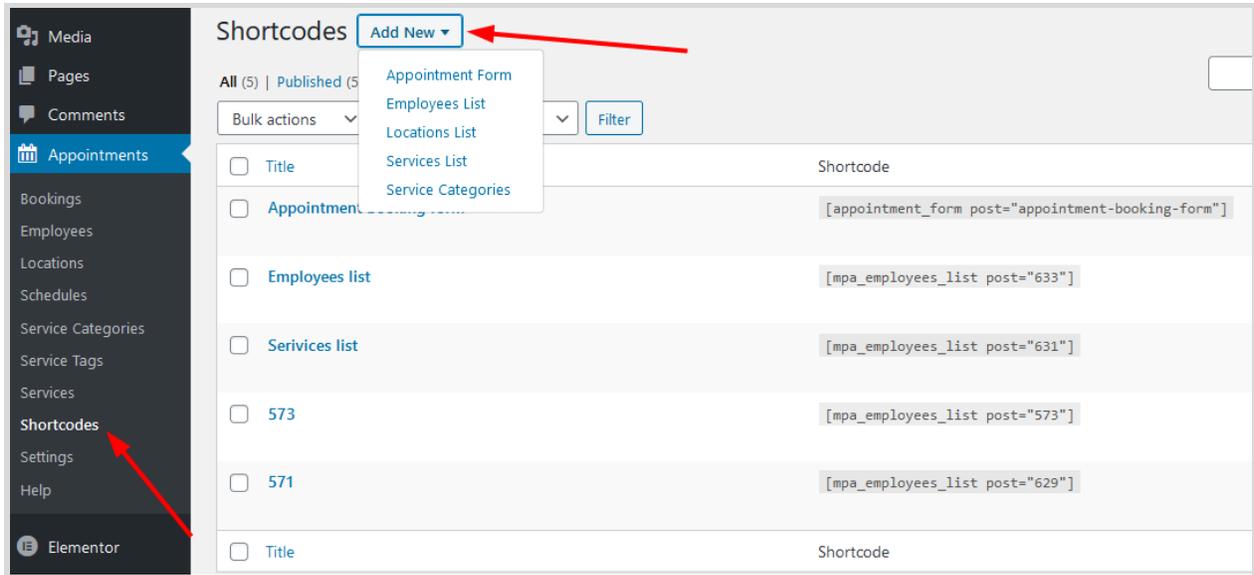
Thank you and see you soon,

Booklium

[Booklium](#) — Built with Appointment Booking

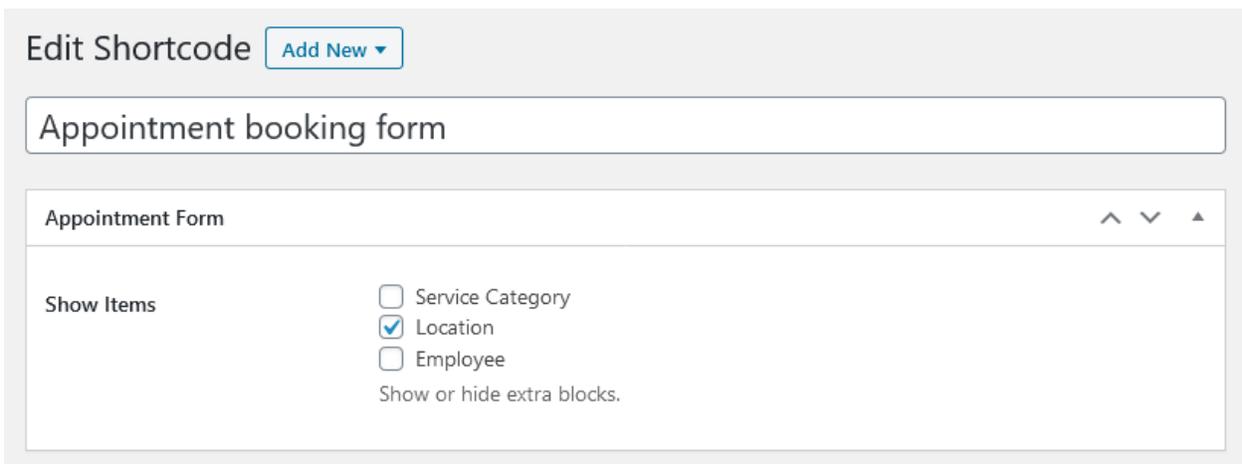
Add a booking wizard to your site

To add a booking wizard to your site, go to *Shortcodes* → *Add New* → *Appointment form*.



This visual shortcode generator allows you to customize the look of your appointment booking form:

- Tick form fields that must be displayed:



This is useful when you don't want customers to choose fields, for example, you can hide an employee field:

The image shows a form with two dropdown menus and a button. The first dropdown is labeled "Choose service *" and has "Business English Communication Skills" selected. The second dropdown is labeled "Where you'd like to visit us?" and has "Room #1" selected. Below the dropdowns is a dark blue button with the text "NEXT".

As you see, all for fields except for the service are optional.

- Rename default field labels
- Set default values
- Optionally add CSS or custom HTML

Default Values

Service Category: Business

Service: Brand Management: Aligning Business, Brand and I

Location: — Unselected —

Employee: — Unselected —

Advanced

HTML Anchor:

HTML Anchor. Anchors lets you link directly to a section on a page. [Learn more about anchors.](#)

CSS Class(es):

Additional CSS Class(es). Separate multiple classes with spaces.

Once all the needed changes are applied, save them and the shortcode will be *automatically generated*.

Edit Shortcode

[Add New](#)

Appointment booking form

Appointment Form

Show Items

- Service Category
- Location
- Employee

Show or hide extra blocks.

Shortcode

Copy this shortcode and paste to your page:

```
[appointment_form  
post="appointment-booking-form"]
```

[Publish](#)

Now you can paste this shortcode to any page using the default *Shortcode block* for the block editor or any other shortcode-specific widget by third-party builders like Elementor.



Note: changes you set in the shortcode general apply globally to all forms; if you use the booking form on different pages and want to make different changes to individual forms, you need to customize chosen shortcodes only using the needed shortcode parameters from the *Help menu*:

Shortcodes

Shortcode	Parameter	Description	Default
Appointment Form <code>[appointment_form]</code>			
	<code>show_category</code>	Show the service category field in the form.	<i>yes</i>
	<code>show_location</code>	Show the location field in the form.	<i>yes</i>
	<code>show_employee</code>	Show the employee field in the form.	<i>yes</i>
	<code>label_category</code>	Custom label for the service category field.	<i>Service Category</i>
	<code>label_service</code>	Custom label for the service field.	<i>Service</i>
	<code>label_location</code>	Custom label for the location field.	<i>Location</i>
	<code>label_employee</code>	Custom label for the employee field.	<i>Employee</i>
	<code>label_unselected</code>	Custom label for the unselected service field.	<i>— Select —</i>
	<code>label_option</code>	Custom label for the unselected service category, location and employee fields.	<i>— Any —</i>
	<code>default_category</code>	Slug of the selected service category.	<i>—</i>
	<code>default_service</code>	ID of the selected service.	<i>—</i>
	<code>default_location</code>	ID of the selected location.	<i>—</i>
	<code>default_employee</code>	ID of the selected employee.	<i>—</i>
	<code>html_id</code>	HTML Anchor. Anchors lets you link directly to a section on a page. Learn more about anchors.	<i>empty string</i>
	<code>html_class</code>	Additional CSS Class(es). Separate multiple classes with spaces.	<i>empty string</i>
	<code>post</code>	Linked Post. The slug or the post ID with shortcode settings. Manage settings in Appointments > Shortcodes.	<i>empty string</i>

The shortcode will run the one-page booking wizard for your clients, where they'll be offered to complete several steps to submit a booking.

Let's take a class booking example from our [Edme appointment booking WP theme](#) to see the process your clients will need to go through.

Step 1. Choose a service category, service, location, and an employee (or optionally go with 'any').

Service Category

Mathematics

Service

The Complete Introduction To Mathematics and Logic

Location

Room #1

Employee

Casey Hall

NEXT

Step 2. Select the date and time and choose a free slot from available ones.

Select Date & Time

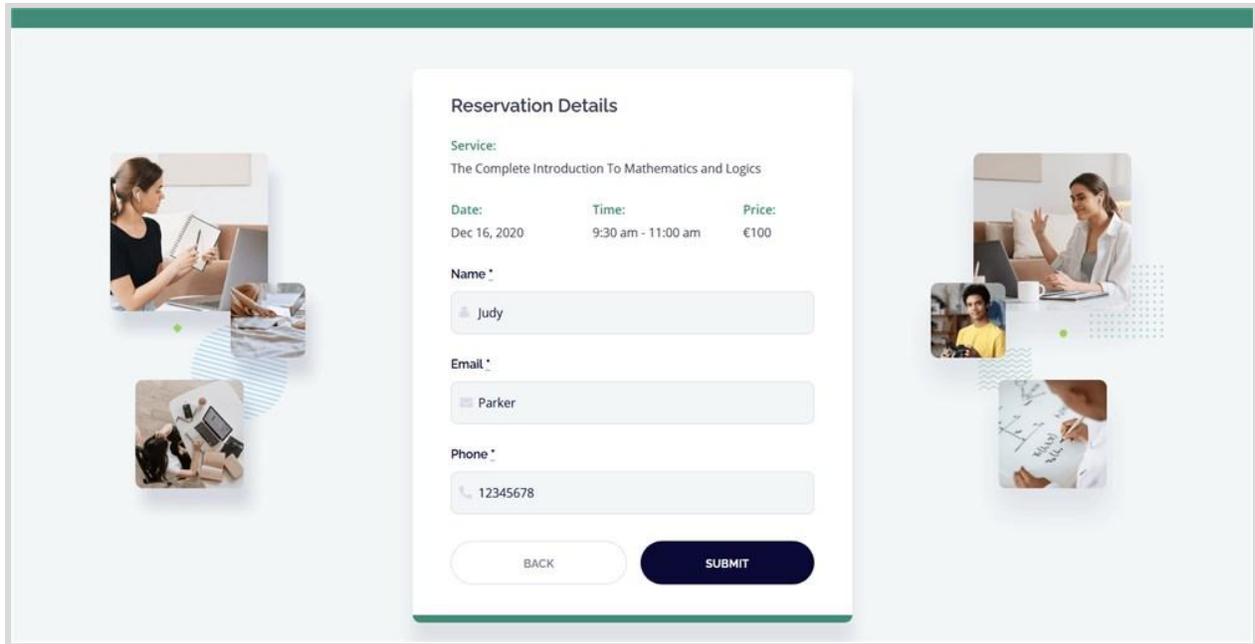
< December 2020 >

Mon	Tue	Wed	Thu	Fri	Sat	Sun
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

9:30 am - 11:00 am	10:00 am - 11:30 am	10:30 am - 12:00 pm
11:00 am - 12:30 pm	11:30 am - 1:00 pm	12:00 pm - 1:30 pm
12:30 pm - 2:00 pm	1:00 pm - 2:30 pm	1:30 pm - 3:00 pm
2:00 pm - 3:30 pm	2:30 pm - 4:00 pm	3:00 pm - 4:30 pm

BACK CONFIRM

Step 3. Clients provide personal details (an email address, name, and phone number).



Reservation Details

Service:
The Complete Introduction To Mathematics and Logics

Date:	Time:	Price:
Dec 16, 2020	9:30 am - 11:00 am	€100

Name *

Judy

Email *

Parker

Phone *

12345678

BACK SUBMIT

Let's also see what you can do with the rest of the shortcodes.

Display an employees list

By default, your staff members will be displayed in a grid format, so just tick which information to show.

Use the *Employees list* shortcode generator:

- Select IDs of employees (regular WordPress post IDs)

Employees [Add New](#)

All (8) | Published (8) [Search Employee](#)

Bulk actions All dates 8 items

<input type="checkbox"/>	Title	Services	Date
<input type="checkbox"/>	Dr. Jesse Johnson <i>1. hover your mouse over the title</i> Edit Quick Edit Trash View <i>2. copy the ID</i>	Umbilical Cord Appearance Cardiac Electrophysiology Repositioning Techniques Geriatric Neurology Nuclear Cardiology Neurocritical Care Echocardiography Colonoscopy Gastroscopy Bronchoscopy Cardiac Ablation Holter monitoring	Published 2020/12/22 at 4:11 pm
<input type="checkbox"/>	Dr. Tyler Campos	Umbilical Cord Appearance Cardiac Electrophysiology Repositioning Techniques Geriatric Neurology Nuclear Cardiology Neurocritical Care	Published 2020/12/22 at 4:10 pm

<https://uglywebsites.org/anntaylor/wp-admin/post.php?post=141&action=edit>

- Optionally select only specific locations
- Decide how many posts per page to show
- Choose the number of columns for a grid
- Configure ordering settings.

Employees list

Employees List

Show Items

- Featured image
- Post title
- Excerpt
- Contact Information
- Social Networks
- Additional Information

Show or hide extra blocks.

Employees

Comma-separated slugs or IDs of employees that will be shown.

Locations

Comma-separated slugs or IDs of locations.

Posts Per Page

Columns Count

The number of columns in the grid.

Posts Order

Order By

Sort retrieved posts.

Order

- ASC — from lowest to highest values (1, 2, 3)
- DESC — from highest to lowest values (3, 2, 1)

Designates the ASC - ascending or DESC - descending order of sorting.

Paste the shortcode to see the result:

The image displays three employee profile cards arranged horizontally. Each card features a portrait of the employee, their name in a large green font, and a list of contact and social media information in a smaller green font. The background of the cards is light blue with decorative colored shapes behind the photos.

Employee Name	Contact Information	Social Media
Joseph Ross	• Phone +16478946464	• Twitter • Pinterest
Kamron Skinner	• Address 101 Hall Professional Center Suite C, Kyle, TX 78640	• Facebook
Nicky Jones	• Phone +1647897459	• Facebook • Twitter

Create a single employee page

If you want to display more information about an employee, e.g. their schedule, services they provide, etc., there are dedicated shortcodes you can find in *Appointments* → *Help*.

You can use:

- Employee photo and title
- Services assigned
- Schedule
- Content
- Contact information
- Social networks
- Additional information

Employee Title [mpa_employee_title]		
id	Post ID of an employee to display content from. Note: this parameter automatically uses the current post ID when a shortcode is inside the employee's post and is required otherwise.	empty string or current post ID
html_id	HTML Anchor. Anchors lets you link directly to a section on a page. Learn more about anchors.	empty string
html_class	Additional CSS Class(es). Separate multiple classes with spaces.	empty string
Employee Services List [mpa_employee_services_list]		
id	Post ID of an employee to display content from. Note: this parameter automatically uses the current post ID when a shortcode is inside the employee's post and is required otherwise.	empty string or current post ID
html_id	HTML Anchor. Anchors lets you link directly to a section on a page. Learn more about anchors.	empty string
html_class	Additional CSS Class(es). Separate multiple classes with spaces.	empty string
Employee Schedule [mpa_employee_schedule]		
id	Post ID of an employee to display content from. Note: this parameter automatically uses the current post ID when a shortcode is inside the employee's post and is required otherwise.	empty string or current post ID
html_id	HTML Anchor. Anchors lets you link directly to a section on a page. Learn more about anchors.	empty string
html_class	Additional CSS Class(es). Separate multiple classes with spaces.	empty string
Employee Content [mpa_employee_content]		
id	Post ID of an employee to display content from. Note: this parameter automatically uses the current post ID when a shortcode is inside the employee's post and is required otherwise.	empty string or current post ID
html_id	HTML Anchor. Anchors lets you link directly to a section on a page. Learn more about anchors.	empty string
html_class	Additional CSS Class(es). Separate multiple classes with spaces.	empty string
Employee Contact Information [mpa_employee_contacts]		
id	Post ID of an employee to display content from. Note: this parameter automatically uses the current post ID when a shortcode is inside the employee's post and is required otherwise.	empty string or current post ID
html_id	HTML Anchor. Anchors lets you link directly to a section on a page. Learn more about anchors.	empty string
html_class	Additional CSS Class(es). Separate multiple classes with spaces.	empty string
Employee Social Networks [mpa_employee_social_networks]		

Paste the needed shortcodes with the needed ID one by one to display the needed information:

The screenshot shows the WordPress Gutenberg editor interface. At the top, there is a navigation bar with a plus sign, a pencil icon, undo and redo arrows, an information icon, and a hamburger menu icon. The text "Template Library" is displayed in the center of the navigation bar. On the right side of the navigation bar, there are buttons for "Saved", "Preview", "Publish", a settings gear icon, and a vertical ellipsis icon.

The main editing area contains a large heading "Add title" in a dark grey font. Below the heading is a small rectangular block containing a placeholder "[/]" and a vertical ellipsis icon. Below this is a larger rectangular block containing the text "[/]" Shortcode". Inside this block is a smaller, outlined rectangular area containing the following WordPress shortcode:

```
[mpa_employee_image id="141"] [mpa_employee_title id="141"]  
[mpa_employee_services_list id="141"] [mpa_employee_schedule id="141"]  
[mpa_employee_content id="141"] [mpa_employee_additional_info id="141"]
```

On the right side of the editor, there is a sidebar with a close button (X) and two tabs: "Page" and "Block". The "Block" tab is currently selected. Below the tabs, the sidebar displays the following information:

- [/] Shortcode
- Insert additional custom elements with a WordPress shortcode.

This is a very default view:



Dr. Jesse Johnson

- Umbilical Cord Appearance — €25
- Cardiac Electrophysiology — €90
- Repositioning Techniques — €88
- Geriatric Neurology — €44
- Nuclear Cardiology — €70
- Neurocritical Care — €70
- Echocardiography — €50
- Colonoscopy — €40
- Gastroscopy — €70
- Bronchoscopy — €80
- Cardiac Ablation — €120
- Holter monitoring — €25

- Mon-Fri: 8:00 am - 5:00 pm

The Department of Pediatrics strives to improve the well-being of all children. We will be recognized by UNMC, the region, and the nation as a center of excellence and innovation in health care, scholarship, education, service, and advocacy. Our faculty members will continuously improve their abilities through the support and opportunities provided by the Department and UNMC.

- Clinic 3, 1245 Hillview Drive, KS

Create a list of services

Use the *Services list* shortcode to feature all or selected services, with their prices and descriptions.

Services List ^ v ▲

Show Items

- Featured image
- Post title
- Excerpt
- Price
- Duration
- Employees

Show or hide extra blocks.

Services

Comma-separated slugs or IDs of services that will be shown.

Employees

Comma-separated slugs or IDs of employees that perform these services.

Categories

Comma-separated slugs or IDs of categories that will be shown.

Tags

Comma-separated slugs or IDs of tags that will be shown.

Posts Per Page

Columns Count

The number of columns in the grid.

You can also optionally output photos of employees – if there is just one person, it'll be displayed with the person's name; if there are many employees – only photos will be displayed.

The image displays two course cards side-by-side. The left card features a top image of a person using a laptop. Below the image is the title 'Introduction to Chemistry: Reactions and Ratios' in bold green text. Underneath the title, it lists 'Duration: 1h', 'Price: €20', and the instructor 'Casey Hall' with a small profile picture. The right card features a top image of two people at a desk with a laptop. Below the image is the title 'Stanford Introduction to Food and Health' in bold green text. Underneath the title, it lists 'Duration: 1h 30m', 'Price: €100', and three small profile pictures of the instructors.

Create a list of locations

Use the *Locations list shortcode* to create a list of locations where you operate (shops, rooms, departments). You can:

- Show or hide a featured image, post title and an excerpt
- Choose which locations and location categories to show
- Posts per page and the number of columns
- Ordering settings

Edit Shortcode [Add New](#)

Locations list

Locations List

Show Items

- Featured image
- Post title
- Excerpt

Show or hide extra blocks.

Locations

576,577,578

Comma-separated slugs or IDs of locations that will be shown.

Categories

Comma-separated slugs or IDs of categories that will be shown.

Posts Per Page

Columns Count

3

The number of columns in the grid.

Posts Order

Order By

Page order and post title

Sort retrieved posts.

Order

- ASC — from lowest to highest values (1, 2, 3)
- DESC — from highest to lowest values (3, 2, 1)

Designates the ASC - ascending or DESC - descending order of sorting.

Shortcode

Copy this shortcode and paste to your page:

```
[mpa_locations_list post="644"]
```

Publish

The default styling will be inherited from your WordPress theme:



Room #3

Math lessons

Aliquam et bibendum nibh. Nulla maximus erat nec nisi lacinia maximus.

Room #4

English classes

Aliquam et bibendum nibh. Nulla maximus erat nec nisi lacinia maximus.

Room #5

Speaking clubs

Aliquam et bibendum nibh. Nulla maximus erat nec nisi lacinia maximus.

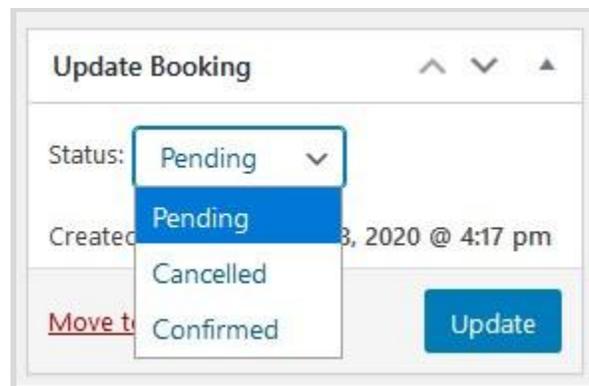
You can do the same for categories using the *Service Categories list* shortcode.

Manage bookings

Go to the *Booking menu* to see all your bookings. Click “Edit” to edit individual bookings.

So far, there are two things you can update in a booking:

- Booking status (pending, cancelled, or confirmed)



- Booking details (total price and personal customer details)

Booking Price



Total Price

12

Reserved Services

Service	Employee	Location	Price	Date	Time
Beard trim	Giovanni Torez	Brooklyn	€12	November 23, 2020	1:00 pm - 1:30 pm

Customer Info



Name

Ann

Email

Parker

Phone

12345678