

# Set Up Team Members Roster

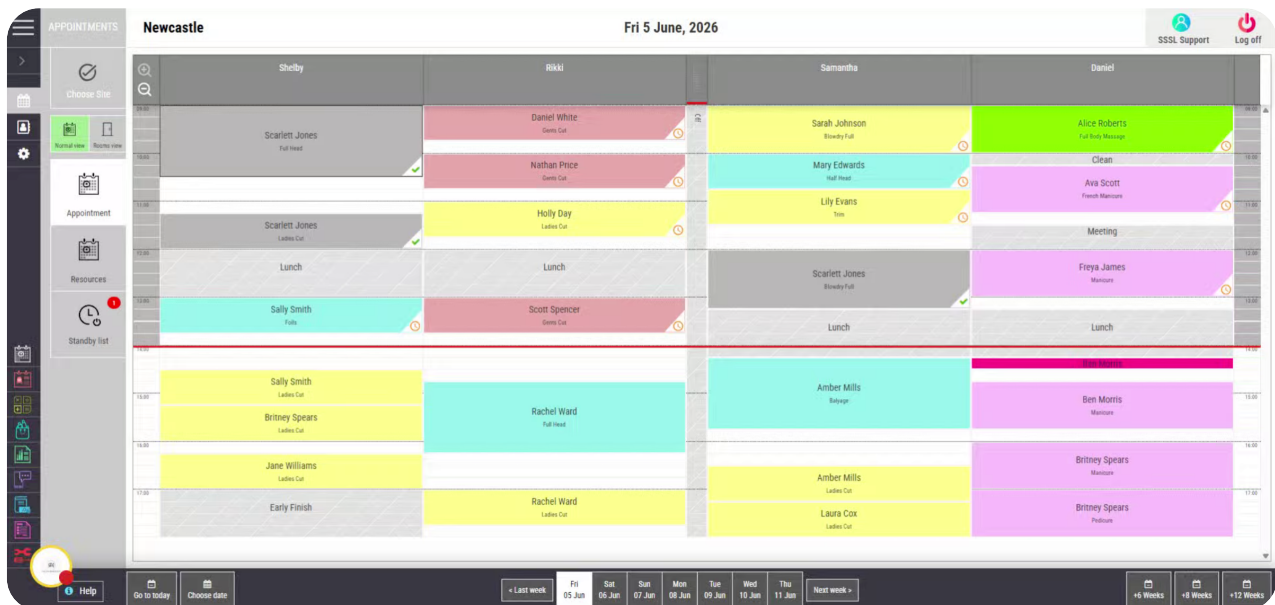
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SALON MANAGER

## 01 Introduce Team Roster Setup

Hello, today I'm going to show you how to set up a team members roster in Salon Manager.



## 02 Open Team Roster Menu

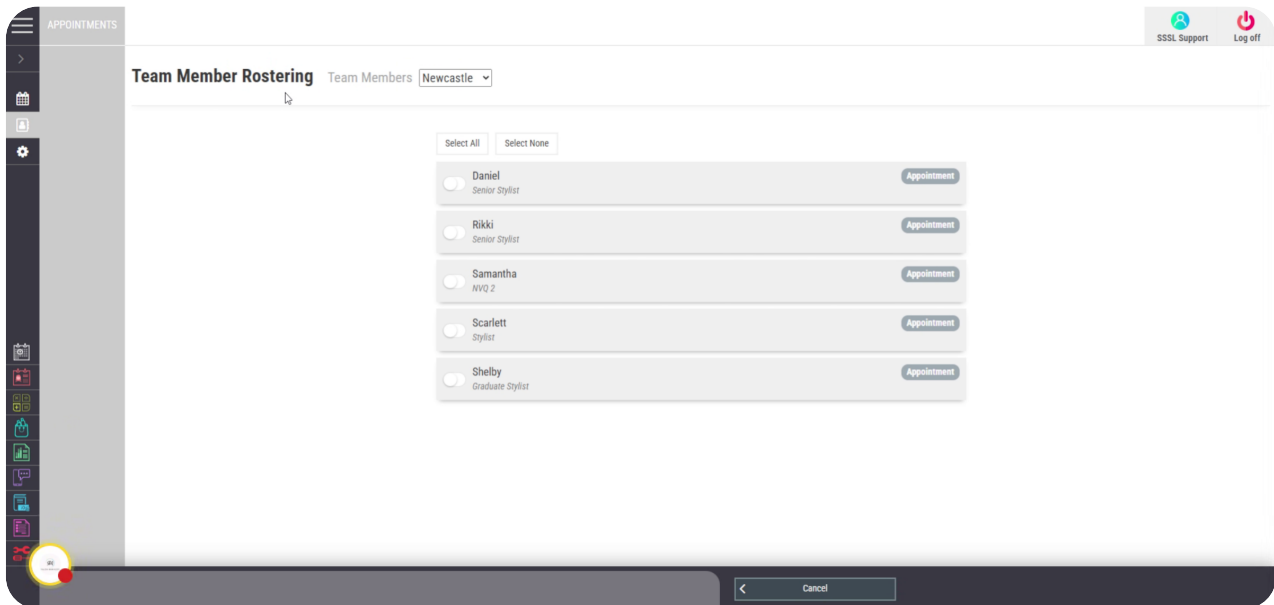
We just need to go to the little menu here on the left hand side and click this icon here to enter into the roster settings. Once we've clicked this, a list of our team members that are in the diary will appear.

The screenshot displays a team roster interface for 'Newcastle' on 'Fri 5 June, 2026'. The interface includes a left-hand sidebar with navigation options: 'APPOINTMENTS', 'Choose Size', 'Normal view', 'Resource view', 'Appointment', 'Resources', and 'Standby list'. The main area shows a grid of appointments for four team members: Shelby, Nikki, Samantha, and Daniel. Each appointment is represented by a colored bar indicating the time and the person assigned. The bottom of the interface features a navigation bar with buttons for 'Go to today', 'Choose date', and a week view selector showing days from Friday to Thursday.

| Team Member | Appointment                     | Time          |
|-------------|---------------------------------|---------------|
| Shelby      | Scarlett Jones Full Head        | 10.00 - 11.00 |
| Shelby      | Scarlett Jones Ladies Cut       | 11.00 - 12.00 |
| Shelby      | Lunch                           | 12.00 - 13.00 |
| Shelby      | Sally Smith Fails               | 13.00 - 14.00 |
| Shelby      | Sally Smith Ladies Cut          | 14.00 - 15.00 |
| Shelby      | Briney Spears Ladies Cut        | 15.00 - 16.00 |
| Shelby      | Jane Williams Ladies Cut        | 16.00 - 17.00 |
| Shelby      | Early Finish                    | 17.00 - 18.00 |
| Nikki       | Daniel White Gents Cut          | 10.00 - 11.00 |
| Nikki       | Nathan Price Gents Cut          | 11.00 - 12.00 |
| Nikki       | Holly Day Ladies Cut            | 12.00 - 13.00 |
| Nikki       | Lunch                           | 13.00 - 14.00 |
| Nikki       | Scott Spencer Gents Cut         | 14.00 - 15.00 |
| Nikki       | Rachel Ward Full Head           | 15.00 - 16.00 |
| Nikki       | Rachel Ward Ladies Cut          | 16.00 - 17.00 |
| Samantha    | Sarah Johnson Blowdry Full      | 10.00 - 11.00 |
| Samantha    | Mary Edwards Half Head          | 11.00 - 12.00 |
| Samantha    | Lily Evans Trim                 | 12.00 - 13.00 |
| Samantha    | Scarlett Jones Blowdry Full     | 13.00 - 14.00 |
| Samantha    | Lunch                           | 14.00 - 15.00 |
| Samantha    | Amber Mills Balayage            | 15.00 - 16.00 |
| Samantha    | Amber Mills Ladies Cut          | 16.00 - 17.00 |
| Samantha    | Laura Cox Ladies Cut            | 17.00 - 18.00 |
| Daniel      | Alice Roberts Full Blow Massage | 10.00 - 11.00 |
| Daniel      | Clean                           | 11.00 - 12.00 |
| Daniel      | Ava Scott French Manicure       | 12.00 - 13.00 |
| Daniel      | Meeting                         | 13.00 - 14.00 |
| Daniel      | Freya James Manicure            | 14.00 - 15.00 |
| Daniel      | Lunch                           | 15.00 - 16.00 |
| Daniel      | Ben Morris                      | 16.00 - 17.00 |
| Daniel      | Ben Morris Manicure             | 17.00 - 18.00 |
| Daniel      | Briney Spears Manicure          | 18.00 - 19.00 |
| Daniel      | Briney Spears Pedicure          | 19.00 - 20.00 |

### 03 Select Team Member for Roster

Once we've found the team member we wish to roster, we just need to click the slider next to their name and then click times at the bottom right.



## 04 Configure Shift Hours and Days

Once in here, we can set the start date at the top. We can then set the hours from the start times down the left hand side and the end finish times down the right hand side. If the team member is off on a particular day, we can use the sliders on the right to dictate which days they do work and which they don't. If they happen to do a separate set of shifts one week and another, we can click add another week to shift at the bottom. Once we're happy with the hours here, we just click confirm. A confirmation will come up just telling you where you're starting the roster from, and we just click save.

**Team Member Rostering** Roster for Daniel

Roster starts on 5 June, 2026

You don't need to choose an end date. We'll automatically keep your roster going until you next change it.

| Day       | From  | Until | Status      |
|-----------|-------|-------|-------------|
| Monday    |       |       | Not working |
| Tuesday   | 09:00 | 18:00 | Working     |
| Wednesday | 09:00 | 18:00 | Working     |
| Thursday  | 09:00 | 16:00 | Working     |
| Friday    | 09:00 | 18:00 | Working     |
| Saturday  |       |       | Not working |
| Sunday    |       |       | Not working |

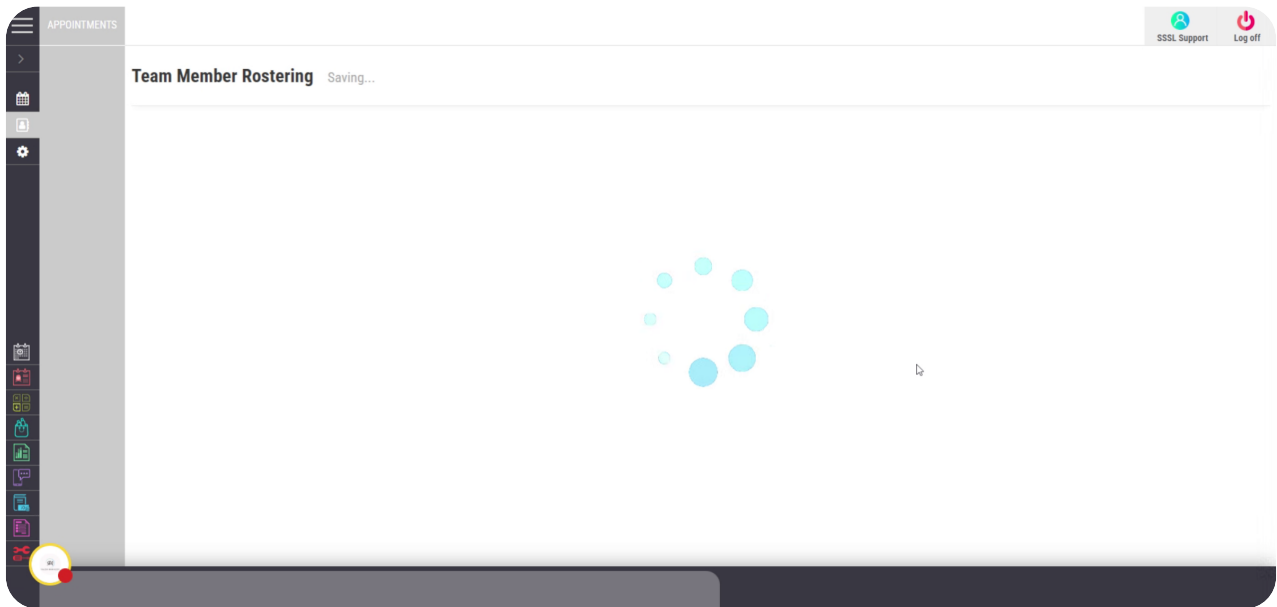
**Week 2** COPY

| Day       | From  | Until | Status      |
|-----------|-------|-------|-------------|
| Monday    |       |       | Not working |
| Tuesday   | 09:00 | 18:00 | Working     |
| Wednesday | 09:00 | 18:00 | Working     |
| Thursday  | 09:00 | 16:00 | Working     |
| Friday    | 09:00 | 18:00 | Working     |

**Team Members** **Confirm**

## 05 Save and Finalize Roster

This will go through the process of saving, and once we're happy with that, we can either finish or make further changes.



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