

Set Up Your Shop and Fill Your First Chair

Follow these steps once. Most shops can complete setup in about 20 minutes.

What you will need

[]	The Google account that owns or can edit your shop calendar.
[]	Your shop's legal and bank details for Stripe onboarding.
[]	One artist and a small list of customers who agreed to receive offers.

Start with your shop

1	Sign in to your real account Go to empty-chair-mvp.onrender.com/login?fresh=1 . Do not use the demo login for your shop.
2	Complete Shop Settings Enter your shop name, timezone, contact email, phone number, and booking information. Save before continuing.
3	Add your first artist Enter the artist's name, styles, appointment length, and working hours. Start with one artist for the pilot.
4	Add consented customers Import only customers your shop is allowed to contact. Include accurate email, phone, artist, and style preferences.

Important

Do not upload purchased lists or customers who did not agree to receive shop offers. Customers can unsubscribe from email or reply STOP to text messages.

CONNECT YOUR TOOLS

Connect Calendar and Payments

These connections prevent double-booking and let customers pay deposits securely.

Connect Google Calendar

- 1** Open Settings > Integrations
Select Connect Google Calendar.
- 2** Choose the correct Google account
Sign in with the account that owns or can edit the shop calendar, then approve the requested calendar access.
- 3** Choose the artist calendar
Select the calendar Empty Chair should check and update. Confirm the integration shows Ready.

Connect Stripe

- 1** Select Connect Stripe
In Settings > Integrations, begin Stripe onboarding.
- 2** Complete the Stripe form
Stripe may ask for the owner, business, tax, bank, and identity details required for payouts.
- 3** Return to Empty Chair
Finish onboarding and confirm Stripe shows Ready. If it says Onboarding required, reopen Stripe and complete the missing item.

Connection checklist

[]	Google Calendar shows Ready and the correct calendar is selected.
[]	Stripe shows Ready, including charges and payouts.
[]	Test email arrived. SMS can remain off during the email-first pilot.

Fill Your First Chair

Start small: one artist, one real opening, and a small customer group.

Launch the opening

1	Create the opening Choose the artist, date, start time, duration, minimum value, and the types of work that fit.
2	Review and start filling Double-check the details, then start recovery. Empty Chair contacts eligible customers in ranked order.
3	Let a customer claim it The customer opens the offer, claims the appointment, and pays the required deposit.
4	Confirm the result Verify the booking appears in Empty Chair and Google Calendar and the recovered revenue is correct.

Success checklist

[]	Offer email arrived and displayed correctly.
[]	Claim page accepted the customer.
[]	Stripe deposit succeeded.
[]	Booking appeared in Google Calendar and Empty Chair.
[]	Opening stopped contacting additional customers.

If anything fails

Stop the test and note the opening, artist, customer, time, and what you expected. Do not resend the opening. Email hello@emptychair.app with those details.

Support: hello@emptychair.app | Login: empty-chair-mvp.onrender.com/login?fresh=1