

How to Block Dates on Your Calendar

What Is This?

Blocked dates prevent customers from booking on days or timeslots that aren't available. You can close off a single day, a whole date range, or individual timeslots — customers simply won't see those options when booking.

Real-Life Example

Aishah runs a wellness studio in Petaling Jaya. She's renovating the treatment rooms for a week in April. Instead of manually turning away each booking request, she blocks 7 to 13 April as a date range on her calendar. All those days are instantly removed from the booking page — customers automatically see only the dates before and after the closure.

Which Block Type Should I Use?

Block Type	Use When	Example
Specific Date	The whole day is unavailable — a one-off closure	Public holiday, a private event, a single day off
Range of Dates	Multiple consecutive days are fully closed	Renovation week, staff retreat, seasonal shutdown
Specific Timeslot on Day	You're still open that day, but certain slots are taken	An afternoon meeting, a reserved slot, staff training

Quick rule: if the whole day is unavailable, use Specific Date or Range of Dates. If only part of the day is blocked, use Specific Timeslot on Day.

How to Set It Up

1. Go to **Admin Panel → Reservation → Calendars**.

Space	Name	Active	Visibility
Petaling Jaya	Studio A	✔	Public
Petaling Jaya	Studio B	✔	Private
Bangsar	Rooftop	✘	Public

2. Click the calendar you want to manage, then open the **Block Dates** tab.

Calendar Config Notifications Default Timeslots **Block Dates** Custom Fields Payment Advance

Block dates

↑↓ Specific Date

Date*

04/07/2026

↑↓ Range of Dates

Start Date* End Date*

04/14/2026 04/20/2026

+ Add to Block Dates

3. Click **+ Add to Block Dates** and choose **Specific Date**. Pick the **Date** you want to close, then click **Save**.

Calendar Config Notifications Default Timeslots **Block Dates** Custom Fields Payment Advance

Block dates

↑↓ Specific Date

Date*

03/25/2026

↑↓ Range of Dates

Start Date* End Date*

+ Add to Block Dates

4. To close multiple consecutive days at once, choose **Range of Dates** instead. Set the **Start Date** and **End Date**, then click **Save**.

Calendar Config Notifications Default Timeslots **Block Dates** Custom Fields Payment Advance

Block dates

↑↓ Range of Dates

Start Date* End Date*


03/28/2026 04/03/2026

+ Add to Block Dates


5. To block only certain timeslots on a day (leaving the rest open), choose **Specific Timeslot on Day**. Pick the **Date**, select the **Time Slots** you want to close, then click **Save**.

Calendar Config Notifications Default Timeslots **Block Dates** Custom Fields Payment Advance

Block dates

↑↓ Specific Timeslot on Day 

Date*

03/20/2026 

Time Slot*

09:00 AM - 10:00 AM 10:00 AM - 11:00 AM

+ Add to Block Dates

You can add multiple blocks of different types on the same calendar.

What Your Customers Will See

Blocked dates appear greyed out in the booking calendar — customers can't select them. For blocked timeslots, those time slots won't appear in the dropdown when customers book. The rest of the calendar stays available as normal.

Good to Know

- Date ranges cover every day from the start date to the end date, inclusive
- You can add as many blocks as you need — mix and match all three types on the same calendar
- Blocks take effect immediately after saving
- If a date is already fully blocked, it won't appear in the date picker when you add a **Specific Timeslot on Day** block — it's automatically excluded

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