

1. Getting started

This chapter takes you from "no account yet" to inside the backoffice, ready to configure your business. It takes about **5 minutes**.

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Introduction

This chapter takes you from "no account yet" to inside the backoffice, ready to configure your business. It takes about **5 minutes**.

You'll need: your business name, a valid email (to confirm the account) and a rough idea of how you want to organize bookings (per professional, per table, per space or per service — explained in chapter 2).

1.1 Create your account

Registration is a **3-step wizard** that creates your user account, the **business** and the **first store** at once. There are no half-created records: everything is created in a single final step.

1. On the home page, click **Create account** (or open `/Account/Register`).
2. **Step 1 — Business:**
 - **Business name** (e.g. "Central Barbershop"). It's the name shown on your public page.
 - **Address** and **phone** (optional but recommended — shown to customers).
 - **Default language:** the language your **public page** will appear in to customers. The picker opens on the language the site is currently shown in, with the flag and language name.
3. **Step 2 — Agenda & setup:**
 - **Business type:** pick from the list (barbershop, salon, clinic, restaurant, padel, escape room, spa, etc.). The list is grouped by category with icons.
 - **Agenda type:** **suggested automatically** from the business type (e.g. barbershop ? Per professional; restaurant ? Per table). You only pick it manually if you choose "Other".
 - **Include example data** (on by default): creates sample services, staff and/or spaces suited to the business type so you can try it right away. You can delete them later.
4. **Step 3 — Account:** your **name**, **email** and **password** (min 6 chars, with upper, lower, number and symbol). Click **Create account**.
5. The account is created **unconfirmed**. You get a **confirmation email** and land on the "Check your email" page.

“ ? `01-register-step1.png` — Wizard step 1: business name + language picker with flag. Register — step 1

“ ? `01-register-step2.png` — Step 2: business-type dropdown (grouped), the agenda-type cards and the "Include example data" toggle. Register — step 2


“ ? `01-register-step3.png` — Step 3: name, email and password, with the "Create account" button. Register — step 3

“ ? **Scenario** — *"I have two barbershops."* Create the account with one of them; add the second store later (chapter 10). You don't need two accounts.

1.2 Confirm your email

For security, you **can't sign in before confirming your email**.

1. Open the "**Confirm your email**" message from Rezvy (check spam too).
2. Click the confirmation button.
3. You'll see a success page with a **sign-in** link.

“ ?  — "Check your email" page with the address and the resend button. Confirm email

“ ?? **Didn't get the email?** The "Check your email" page has a **Resend** button. Make sure the address is correct. Emails are sent via our provider (Brevo) — on some corporate domains they can take a few minutes.

1.3 Sign in and recover your password

1. Open `/Account/Login`, enter your email and password and click **Sign in**.
2. **Forgot password:** click the link, enter your email and you'll get a message with a link to set a new password.
3. **Change your password** (while signed in): user menu ? **Profile** ? **Change password**.

“ ? `01-login.png` — Sign-in screen with the "Forgot password" link. Login

“ ?? **"Confirm your email" when signing in:** the credentials are right but the account isn't confirmed yet. Use the resend link shown in the error.

1.4 Tour the backoffice

After signing in you land directly on the **Agenda** (Appointments tab) — that's where you'll spend most of your time. Navigation is a **two-row top bar**.

Top row:

- **Logo** (back to start).
- **Store switcher** — a pill with the active store; only appears if you have more than one store. Clicking switches store.
- **User menu** — shows your name and your **plan**; opens a popup with **Profile**, **language**, **Help** (if configured) and **Sign out**.

Bottom row (tabs):

- **Appointments** — the agenda and bookings (chapter 3).
- **Customers** — your customer base (chapter 5).
- **Staff** — your team (chapter 2.7).
- **Store setup** — submenu: Agenda · Hours · Special hours · Services · Spaces · Menu.
- **Settings** — submenu: Business · Stores · Public Page (owner only).

On mobile, the bar becomes a **menu (?)** icon that opens a drawer with the same navigation.

“ ? `01-backoffice-topbar.png` — Backoffice top bar with the tabs and the user menu open. Backoffice

“ ? `01-backoffice-mobile.png` — Mobile version with the menu (?) and the navigation drawer open. Backoffice mobile

“ ? **Who sees what?** What appears in the menus depends on the user's **role** (Employee, Store admin, Business admin). See roles in chapter 10.3.

Next: [Set up your store](#) — the most important step.