



South Coast Academy

RTO CODE 40921



fresha

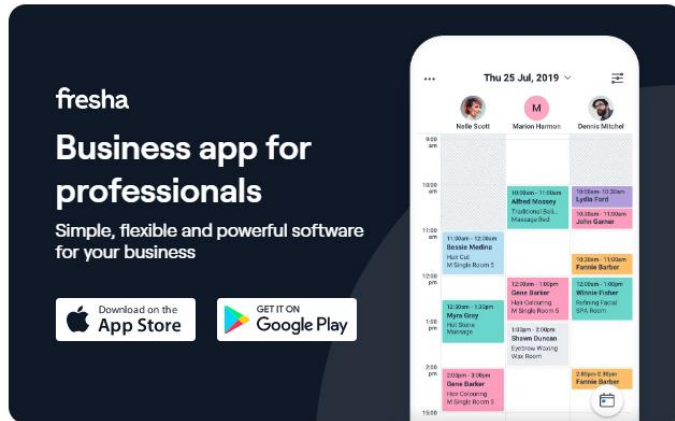
Student Manual

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INSTALLING FRESHA APP

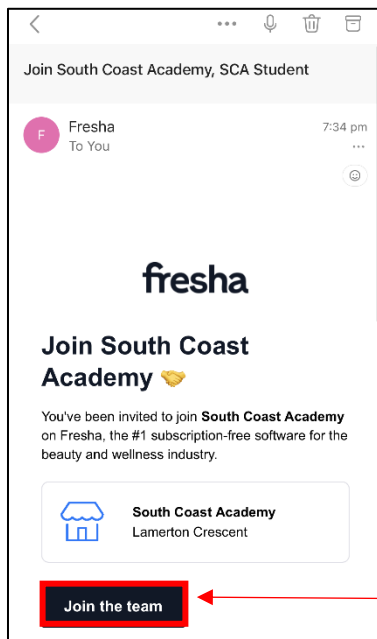
1. To download the Fresha app for your device, visit the following website:
<https://www.fresha.com/download-app>



2. Follow the link to either the Apple Store or the Google Play store for your device
3. Click download, this will now install on your device

LOGGING IN TO FRESHA

1. The Academy has already add you to the Fresha system. You will receive an email with a link to accept your invitation to the SCA Fresha. Click on "Join the Team"



2. After clicking on the button, this will open the Fresha app on your phone

3. Once the app opens on your phone, confirm the email address is correct and click “continue”

Welcome to Fresha

South Coast Hair and Beauty Academy is inviting you to Fresha.



South Coast Hair and Beauty Academy
Lamerton Crescent, Shellharbour City Centre, New South Wales

YOUR EMAIL HERE

Continue

4. In the next screen you will be asked to review your details. Makes sure you have entered the correct:

- First Name
- Last Name
- Phone Number
- Email

5. Create a password with 8 Letters, 1 Character and 1 Number.

Enter a password

To create a Fresha account, please enter a password for
YOUR EMAIL HERE

Password

Enter your password 

Join Fresha

6. Once created a password, click on “Join Fresha”

7. You will then be asked to verify your phone number, once confirmed you will be sent a verification code. Enter this code and click “continue”

Verify your mobile number

To protect your account, we'll send a text message with a 4-digit code to the mobile number below.

Mobile number

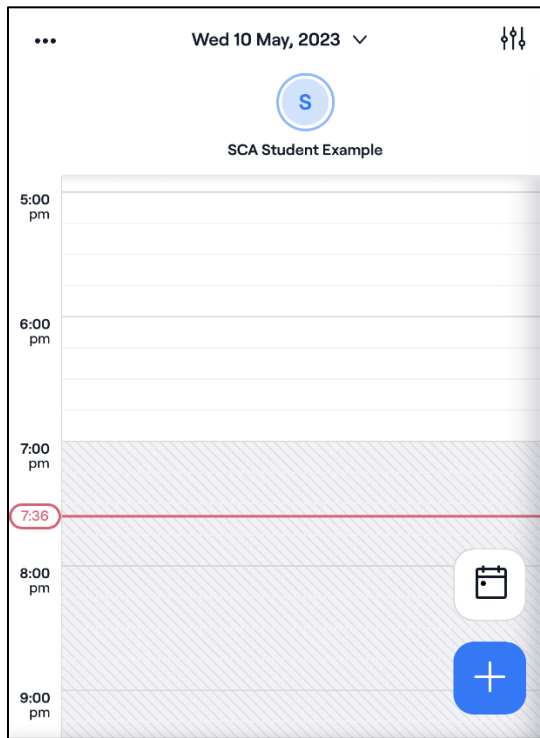
+61 ▾

YOUR PHONE NUMBER HERE

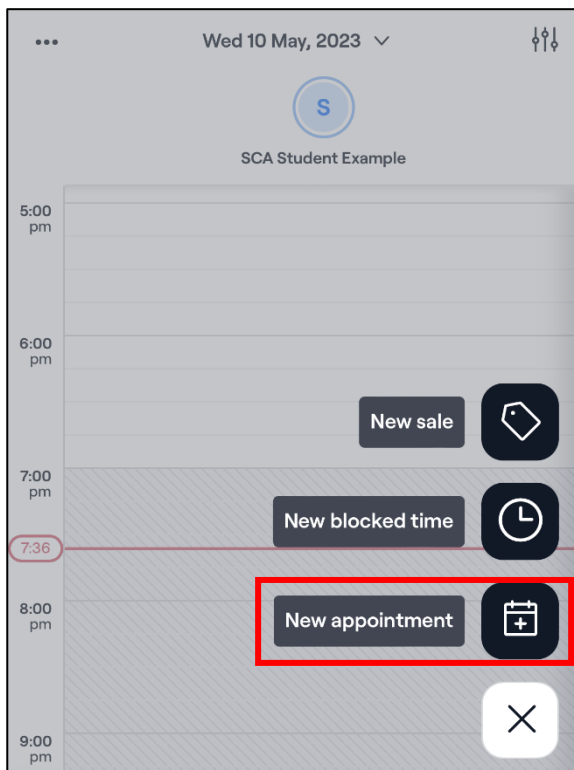
Send code

BOOKING AN APPOINTMENT

1. Once logged in you will see your dashboard. Here you can check dates and see when you have clients booked in.



2. To add a client, click on the  button.
3. Click on 'New Appointment'



4. From here, add:

- Client
- Date
- Time
- Type of Service
- Book them in with yourself

New appointment

[Add client](#) 

Wednesday, 10 May 2023 
Doesn't repeat

Services

Service
 

Start time  **Duration** 

Team member
 

Notes

Total: Free (0min)

CLICK THE + TO ADD A CLIENT – SEARCH THEIR PHONE NUMBER TO SEE IF THEY HAVE BEEN TO THE ACADEMY BEFORE. IF NOT, ADD THEIR DETAILS TO CREATE A NEW CLIENT PROFILE

Click on the date and choose what date the client is coming in

You can search for a service or scroll through the list of services eg. Tanning, Haircut, Shampoo + Blowdry etc

Enter the appointment start time. The end time will be calculated once you enter what service the client is booked in for.

Make sure you click on your own name as the team member.

To confirm the appointment, click "save"

5. This service and client now appears on your dashboard

