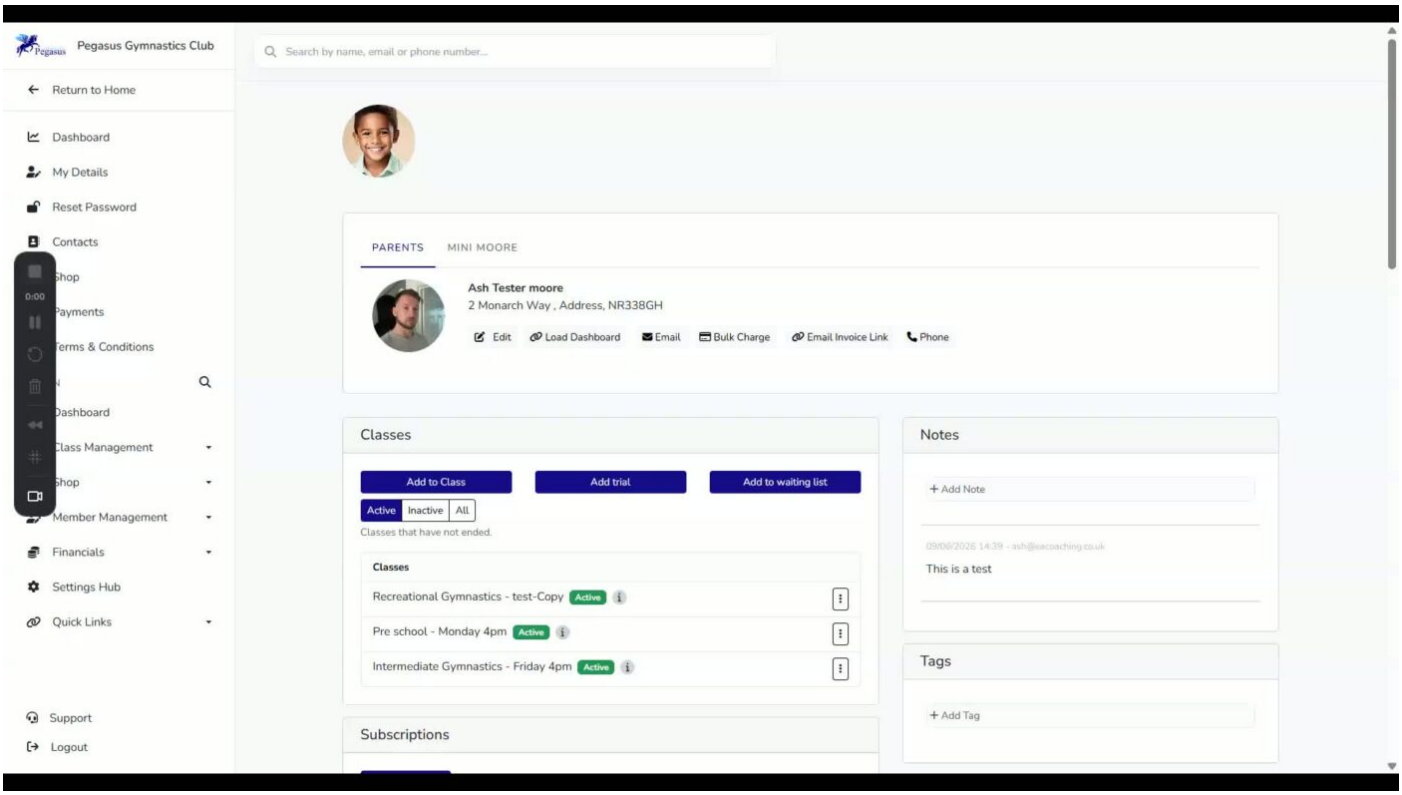
Adding a Trial from Member Profile

Student Profile · https://a2bmanager.com/docs/adding-a-trial-from-member-profile/

Embedded media: https://www.loom.com/embed/013ee8a5f64b4a4cbd4becf5e14319cb

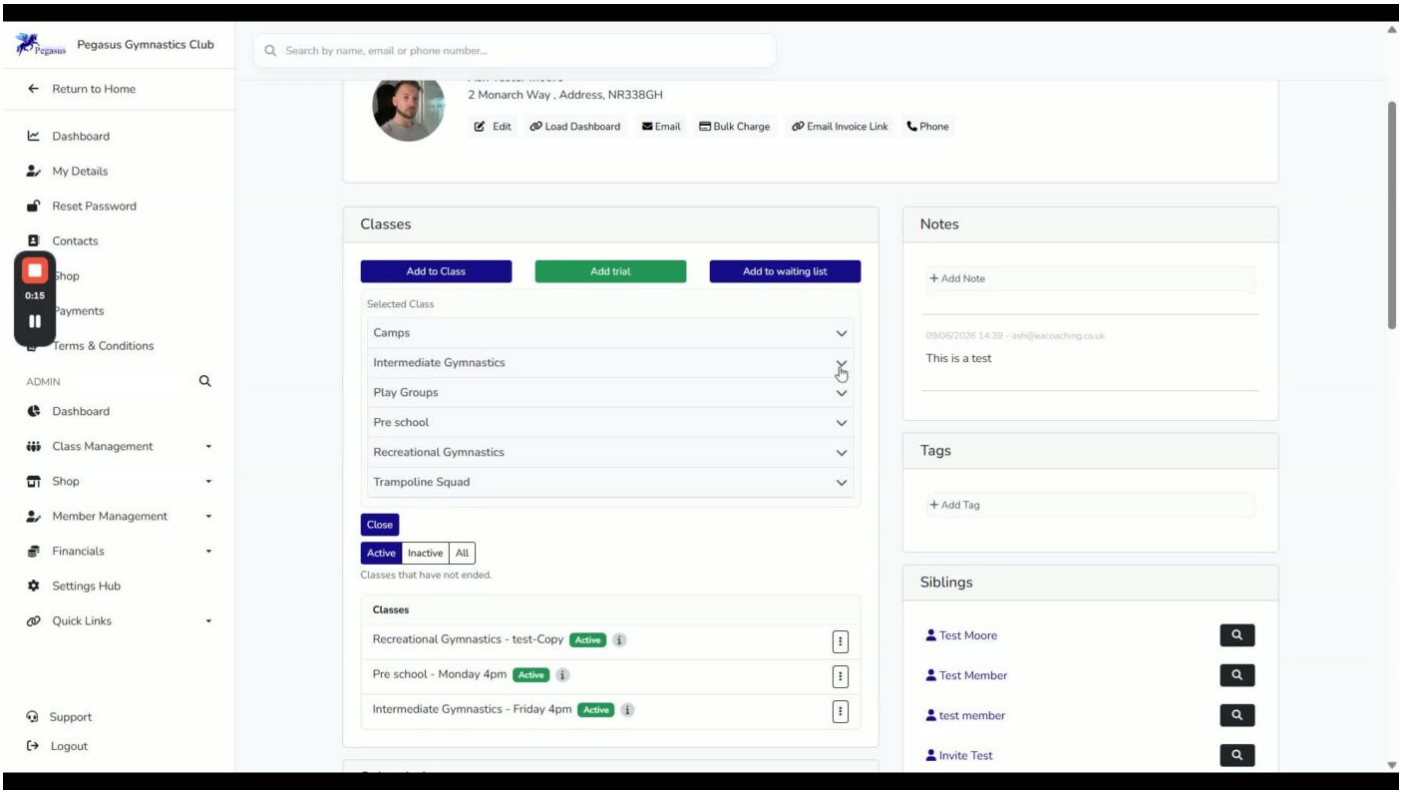
How to Add a Trial to a Member from Their Profile

1. Open the member profile and start a new trial 0:00



- From the member's profile, click **Add Trial**.
- This opens the **class selection** screen so you can choose which class the member will trial.

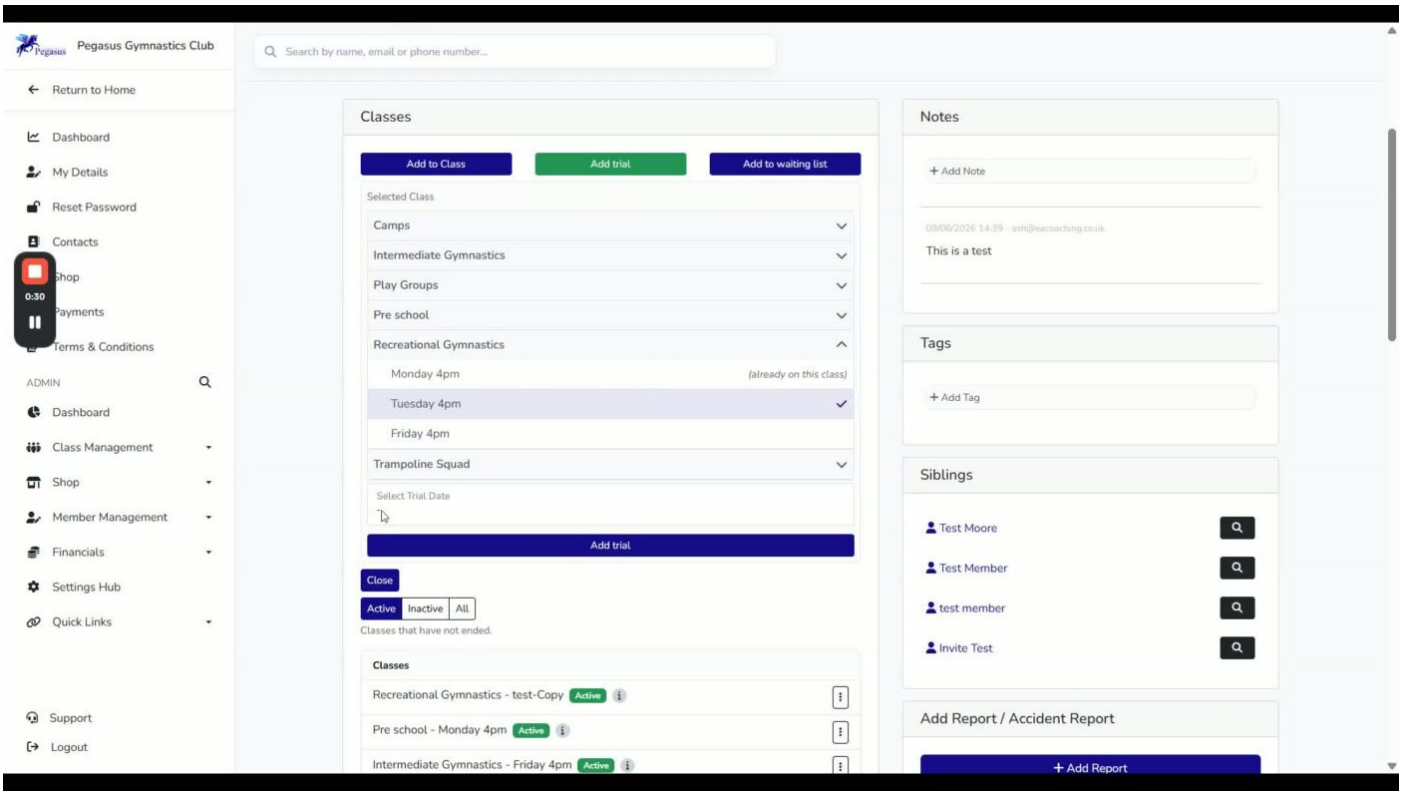
2. Choose an eligible class for the trial 0:16



- Select a class for the member to trial.

- In the example, **Tuesday 4:00 PM** is chosen because the member is already enrolled in **Monday 4:00 PM**.
- The system does **not** allow booking a trial into a session the member is already on.

3. Select the trial date and confirm 0:29



- Choose the **trial date**.
- Click **Add Trial** to save the booking.
- After saving, a new **Trials** section appears under the **Classes** area.
- The member's trial is now visible there, including the scheduled date and time.