How to Add Class Types

Set Up Wizard · https://a2bmanager.com/docs/adding-classes/

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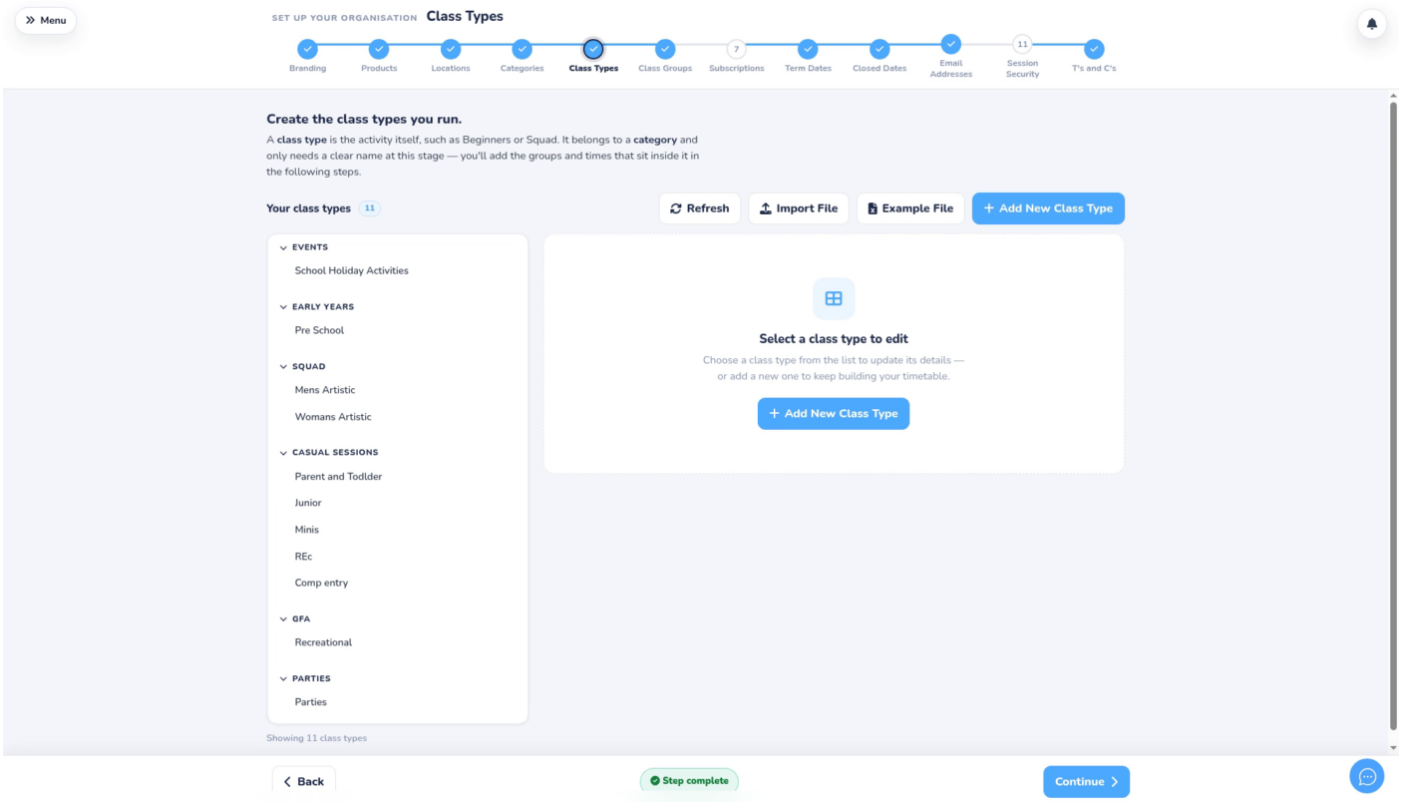
Video walkthrough: adding class types

A class type is the activity itself, such as Beginners or Squad. It belongs to a category, and the bookable groups and times sit inside it. You can add class types quickly in the Setup Wizard, then add their details in Class Management.

Part A: Add class types in the Setup Wizard

Step 1: Open the Class Types step (0:00)

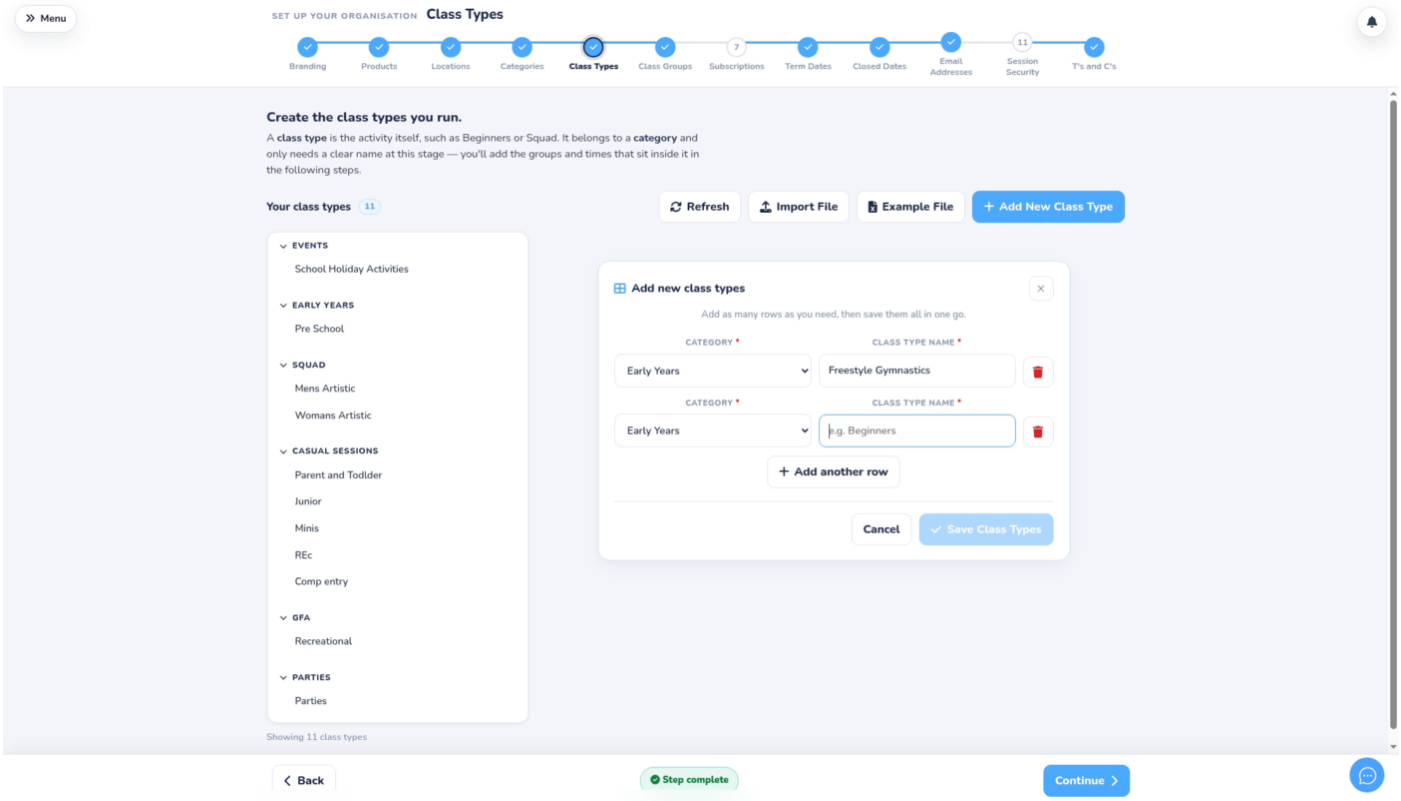
- Open the **Setup Wizard** and go to step 5, **Class Types**. Your class types are listed under each category.
- To add lots at once, click **Example File** to download a spreadsheet with two columns, Category and Class Type. Fill it in and upload it with **Import File**.



Step 1: The Class Types step

Step 2: Add your class types (0:13)

- Click **Add New Class Type**.
- Choose a **Category** and type the **Class type name**, for example Freestyle Gymnastics.
- Click **Add another row** to add more, then click **Save Class Types** to create them all together. Nothing is created until you save. Click **Cancel** to close without saving.

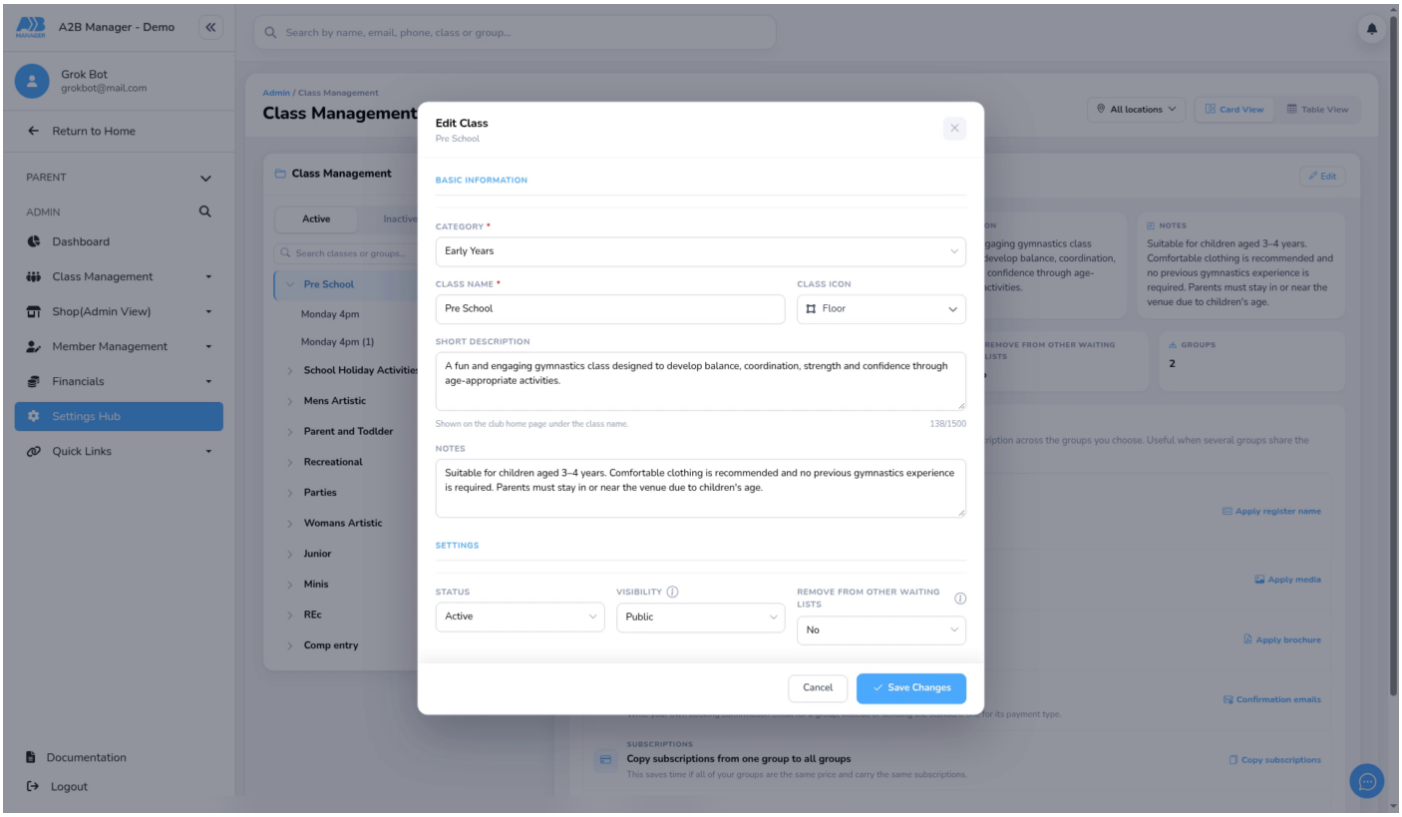


Step 2: Adding two class types

Part B: Add the class details

Step 3: Open the full class form (1:23)

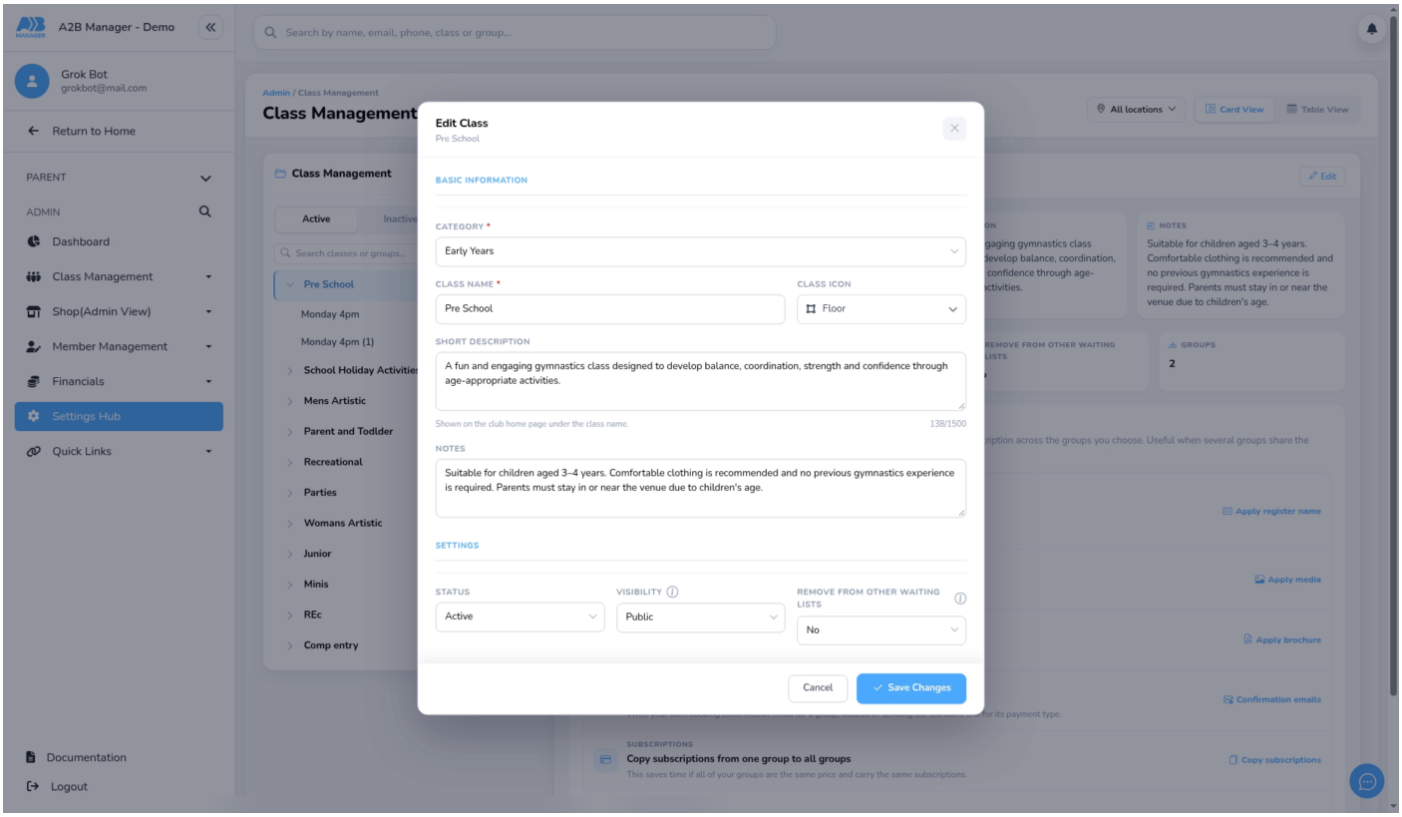
- Go to **Class Management** > **Classes** to open Class Management.
- Choose the class in the list and click **Edit**. To start a new one here instead, click **New Class**.



Step 3: The Edit Class form

Step 4: Name, icon, description and notes (2:05)

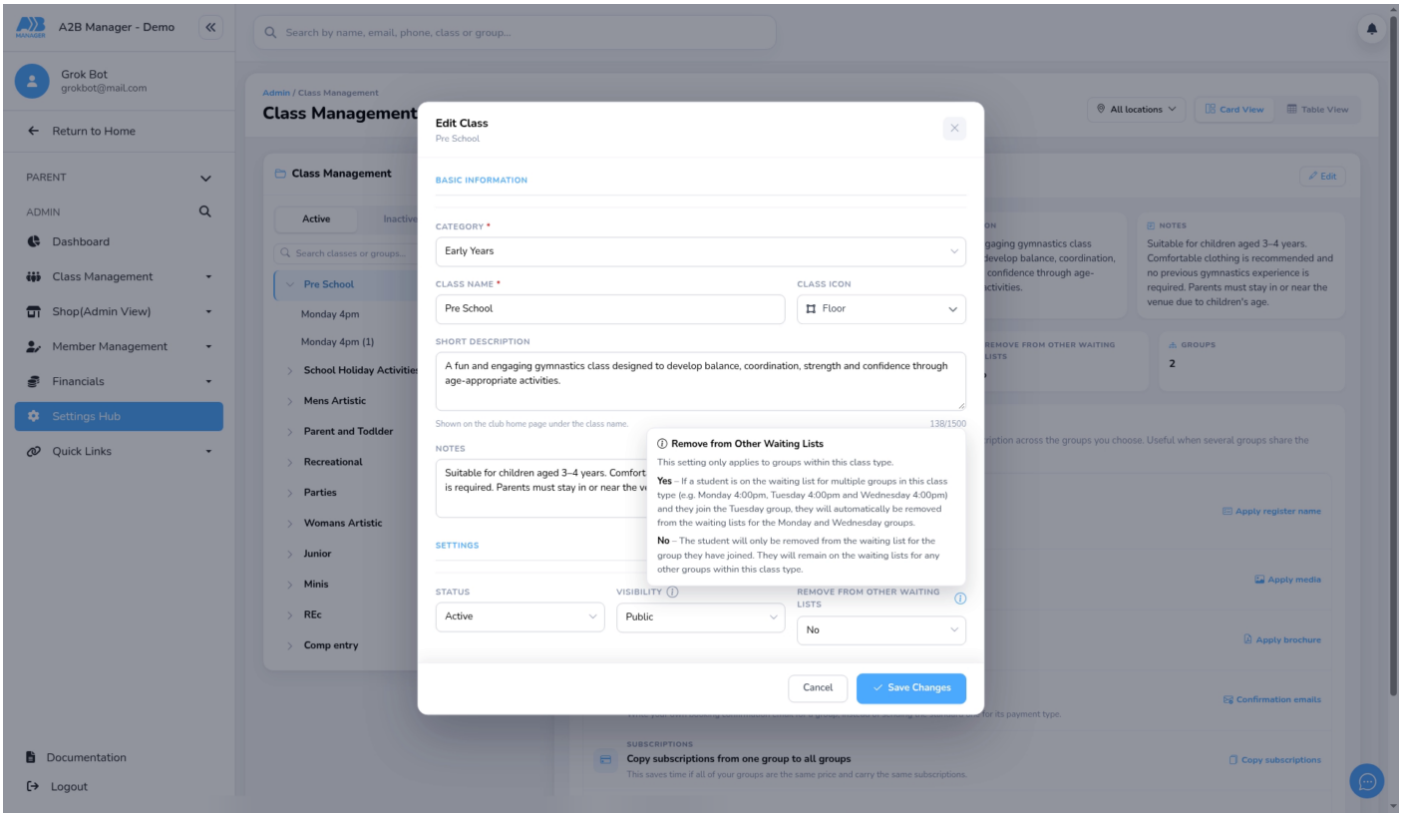
- Check the **Category** and **Class Name**, and choose a **Class Icon**.
- Add a **Short Description**. It's shown on your club home page under the class name.
- Use **Notes** for anything parents need to know, for example that parents must stay and watch.



Step 4: Basic information

Step 5: Status, visibility and waiting lists (2:27)

- Set **Status** to **Active** so the class can be booked.
- Choose **Public**, or **Private** for classes such as squads that the public shouldn't book.
- **Remove from other waiting lists**: choose Yes so that when a child joins one group in this class type, they're taken off the waiting lists for its other groups.
- Click **Save Changes** (or **Save Class** for a new class), or **Cancel** to close without saving.



Step 5: Settings

Good to know

- Awards are now set for each group, not the class. Use **Awards & Syllabus** in the group's settings. See How to Set Up Class Groups.
- Next, add the groups families book. See How to Set Up Class Groups.

Download the PDF guide (optional)