How to Add Categories in the Setup Wizard

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

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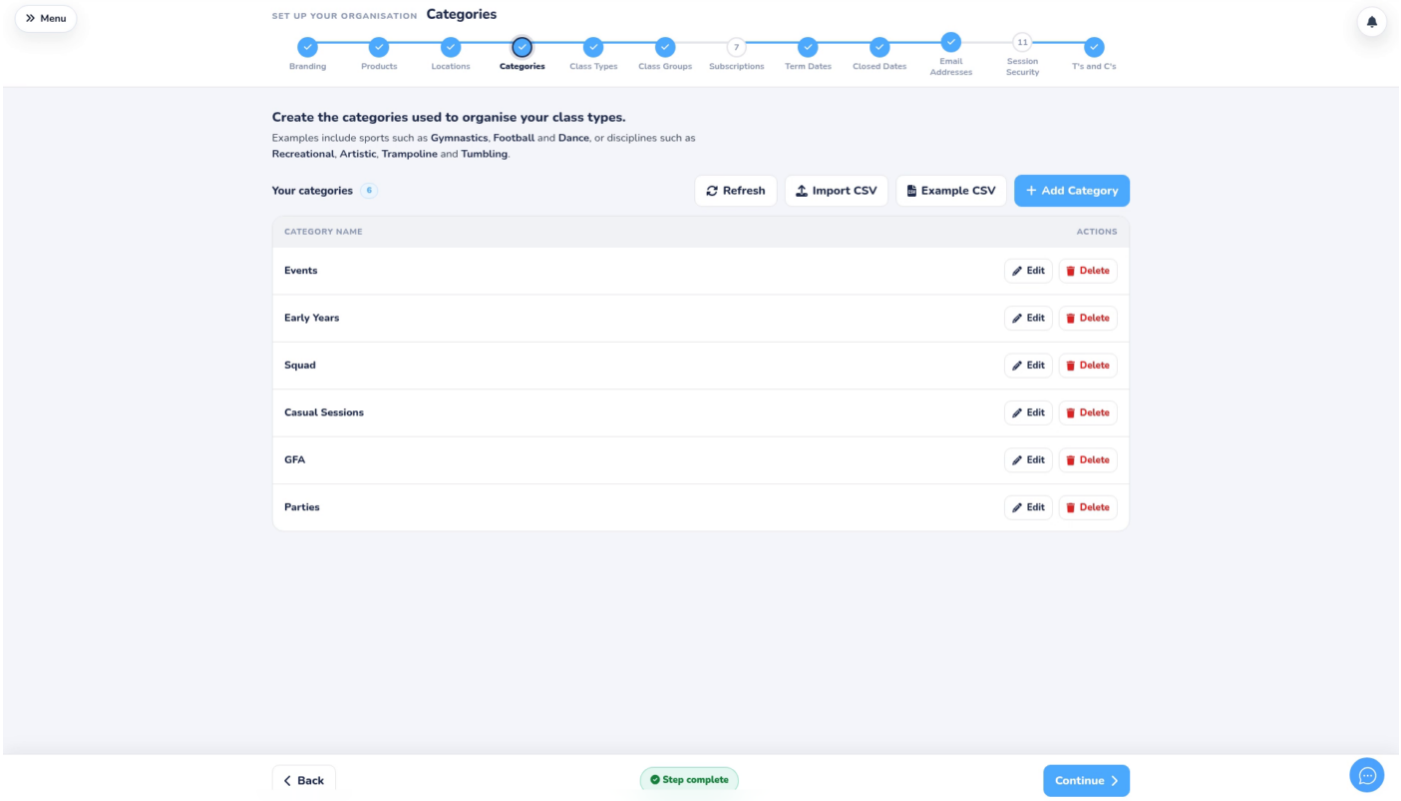
Video walkthrough: adding categories

Categories organise your class types. For example, you might use sports such as Gymnastics or Dance, or disciplines such as Recreational, Artistic and Trampoline.

Adding categories

Step 1: Open the Categories step (0:00)

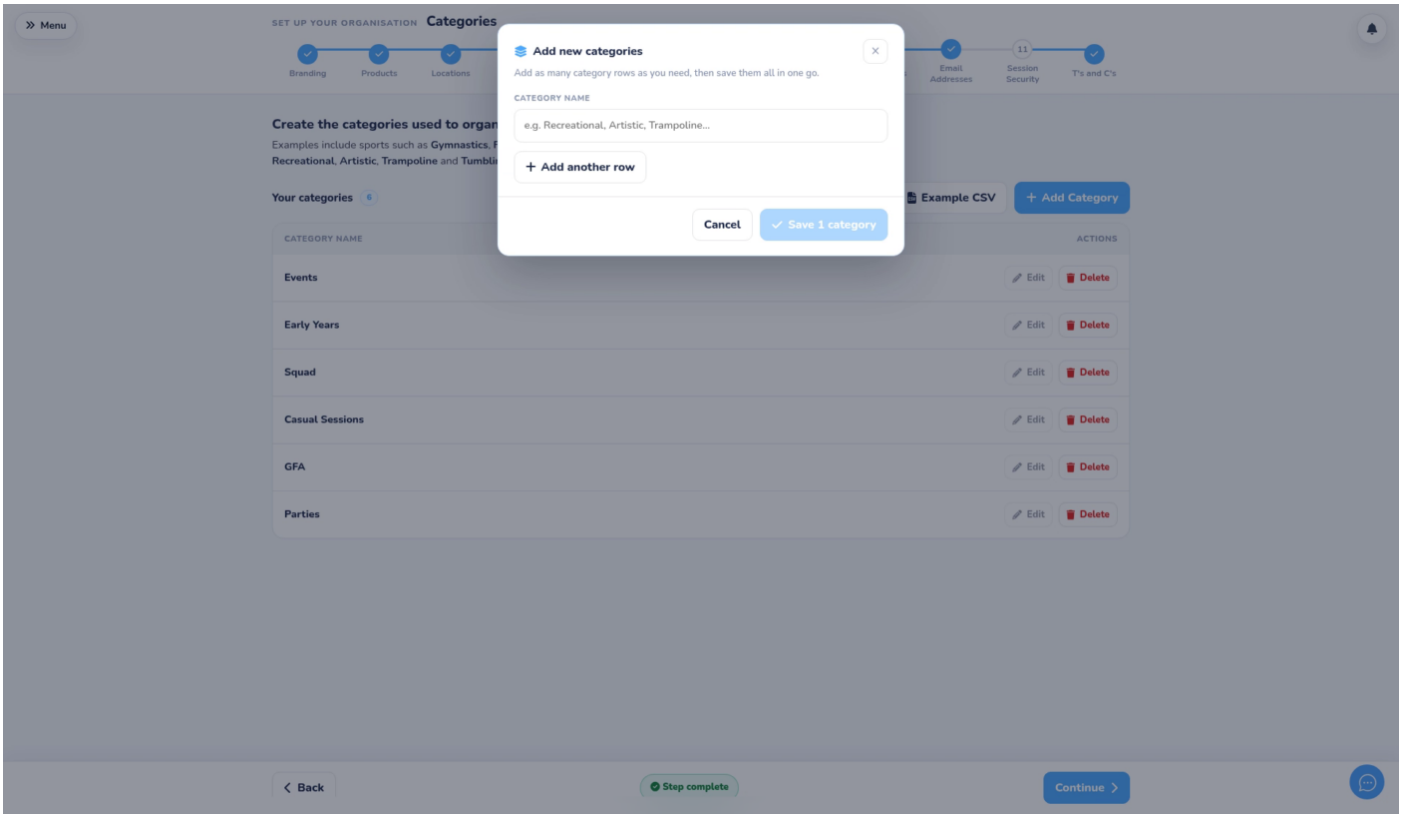
- Open the **Setup Wizard** and go to the **Categories** step. Your categories are listed with **Edit** and **Delete** buttons.
- To add lots at once, click **Example CSV** to download a sample file with one category name on each row, then upload yours with **Import CSV**.



Step 1: The Categories step

Step 2: Add your categories (0:14)

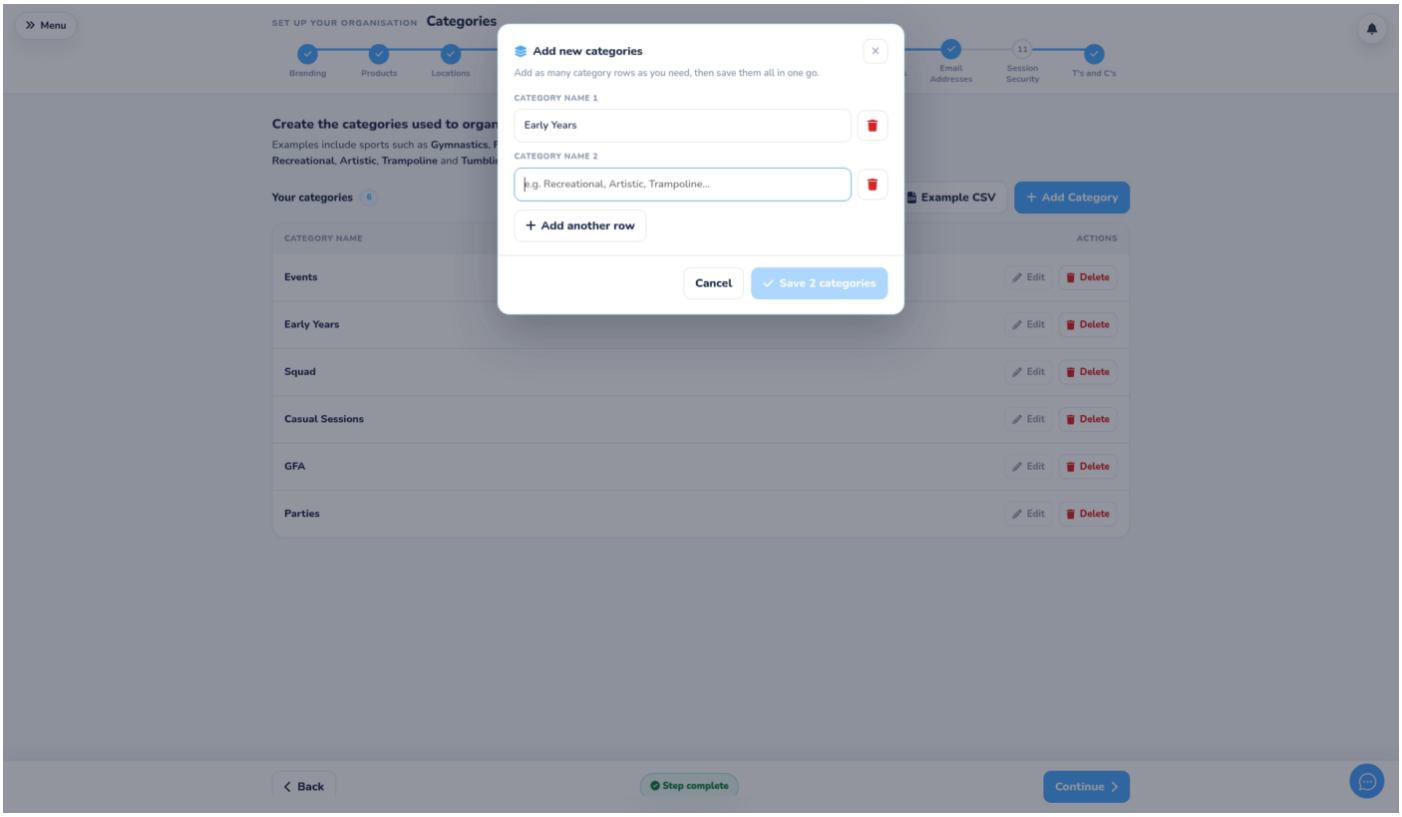
- Click **Add Category**.
- Depending on the activity you chose, the rows may already be filled in with a starting list. Change or remove any of them.



Step 2: Adding a category

Step 3: Add more rows and save (0:26)

- Type a **Category name**, for example Early Years.
- Click **Add another row** to add more, for example School Age.
- Click the save button, for example **Save 2 categories**, to create them all together. Nothing is created until you save. Click **Cancel** to close without saving.



Step 3: Two categories ready to save

Choosing categories

- There's no single right way. Choose categories that match how your club is organised.
- A smaller recreational club might use broad groups such as Early Years, School Age, Kids and Events.
- A larger club might use disciplines such as Women's Artistic, Men's Artistic and Recreational.

Good to know

- Use **Edit** to rename a category.
- **Delete** asks you to confirm. It only works when no class types use the category.
- Next, add your class types. See How to Add Class Types.
- To share a booking link that only shows one category, see How to Share a Booking Link for One Category or Location.

Download the PDF guide (optional)