How to Add Locations in the Setup Wizard

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

Embedded media: https://a2bmanager.com/wp-content/uploads/2026/10/locations-walkthrough-v3.mp4

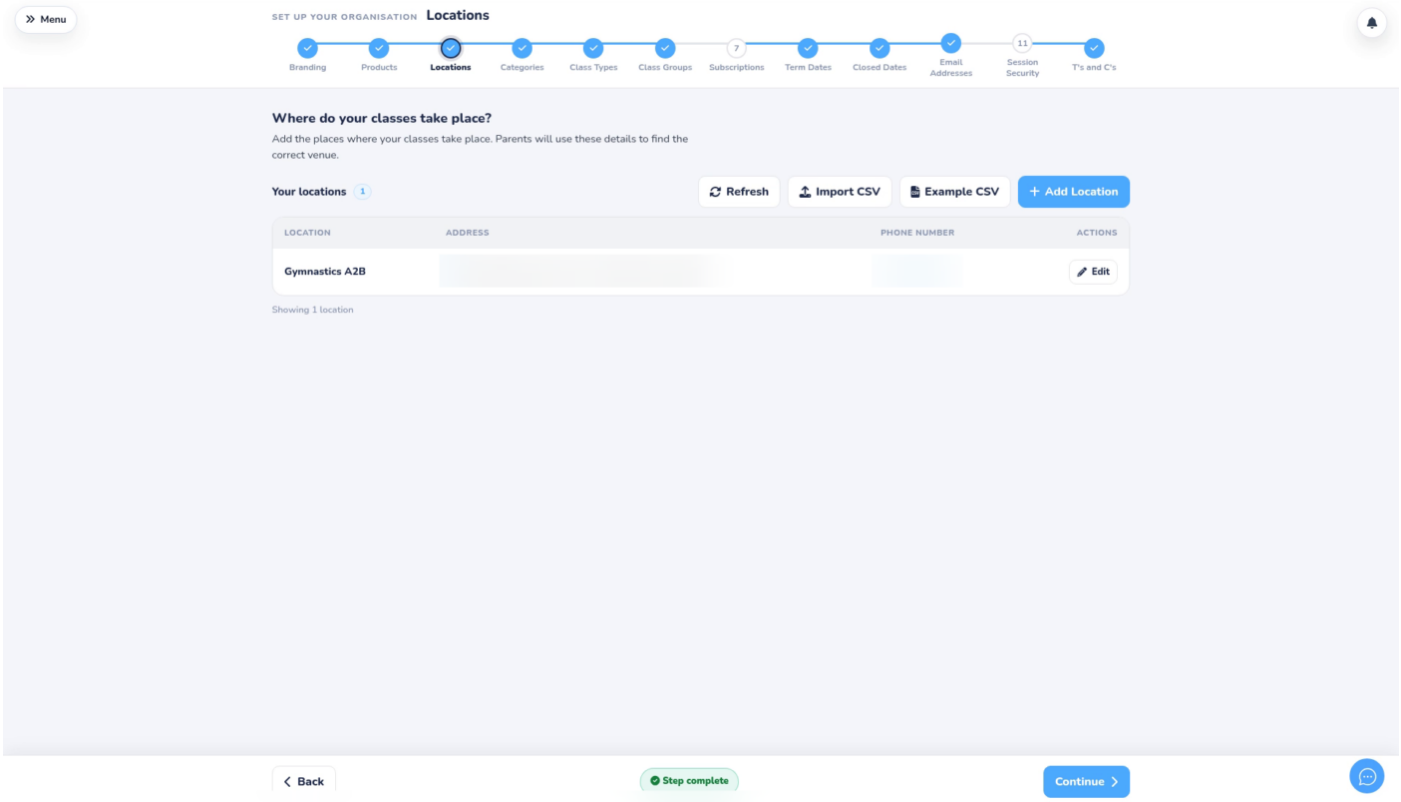
Video walkthrough: adding locations

Locations are the venues where your classes take place. Parents use these details to find the right venue, so you can add as many as your club needs.

Adding a location

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

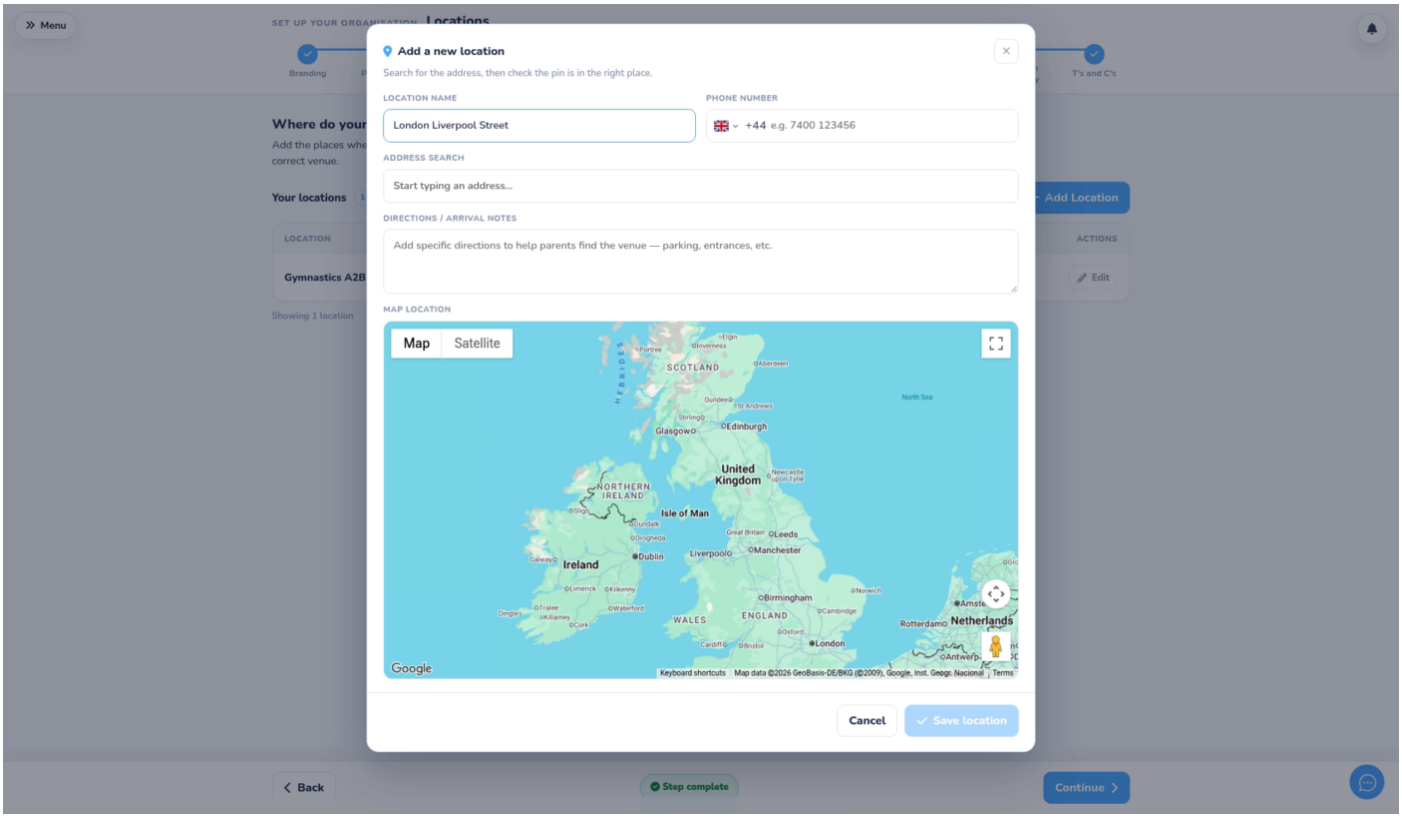
- Open the **Setup Wizard** and go to the **Locations** step ("Where do your classes take place?"). Your venues are listed with their address and phone number.



Step 1: The Locations step

Step 2: Add the name (0:12)

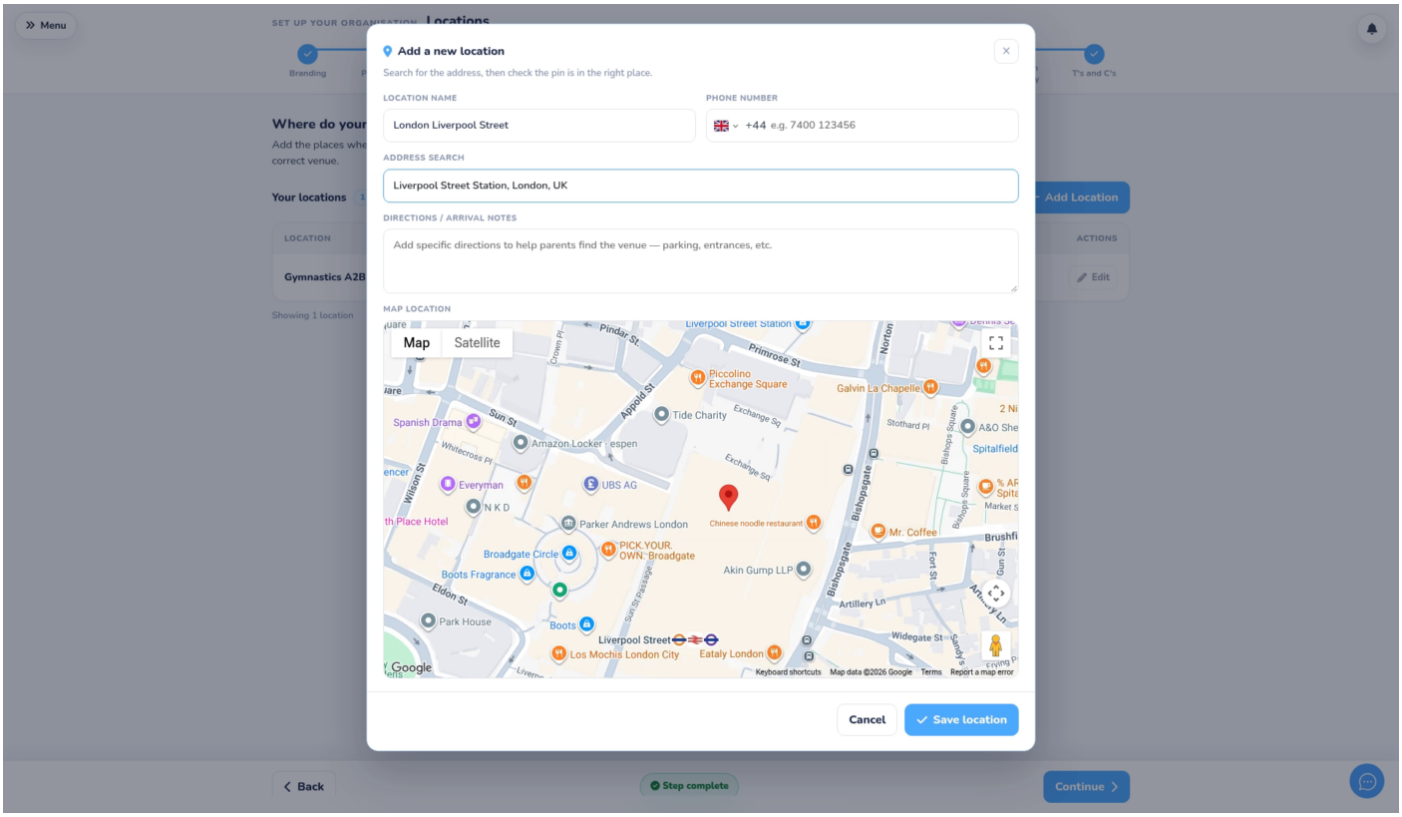
- Click **Add Location**.
- Enter the **Location name**, for example London Liverpool Street.
- Add a **Phone number** if you'd like parents to have one.



Step 2: Adding a location

Step 3: Find the address (0:37)

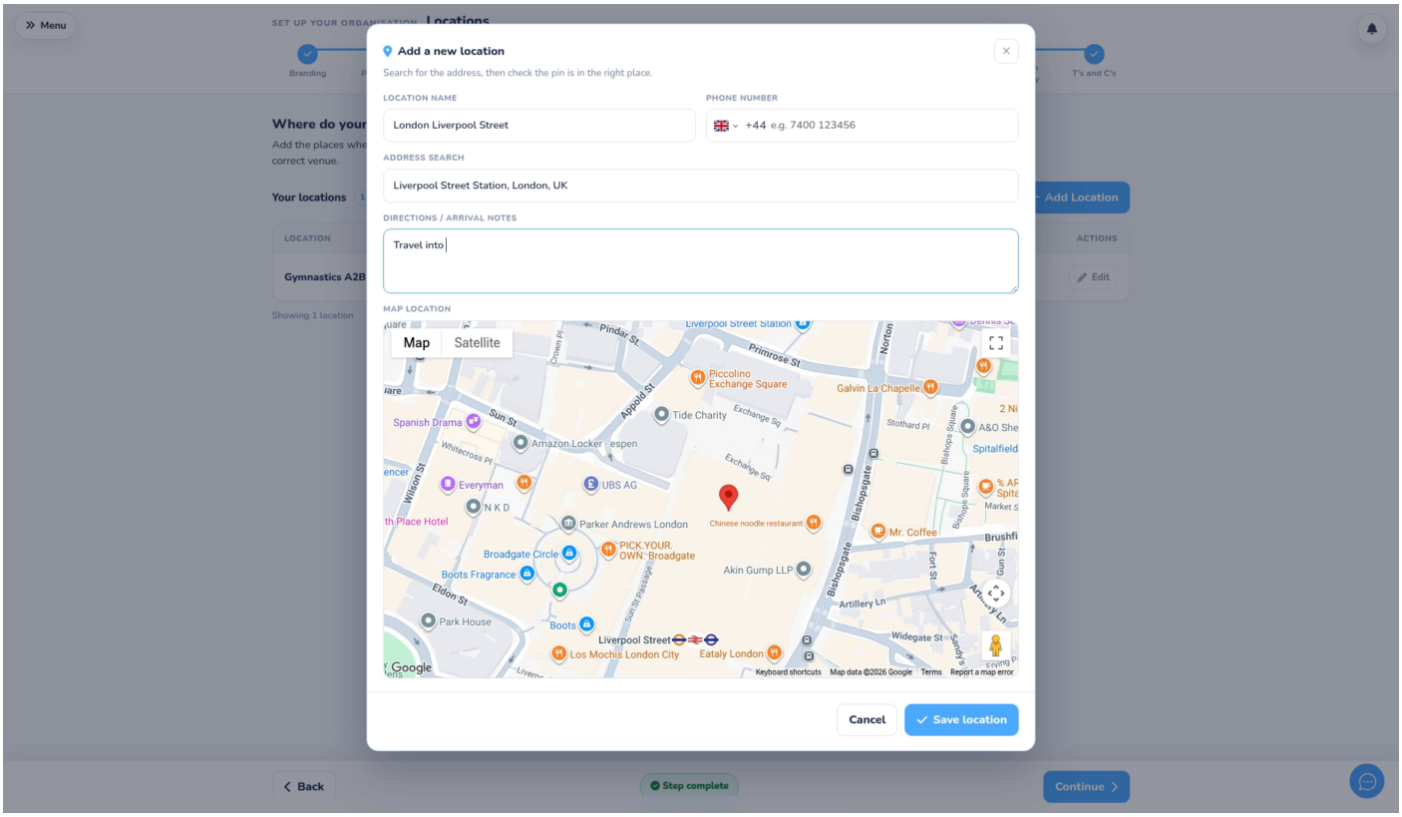
- Start typing the address in **Address search** and pick the right suggestion.
- The **Map location** shows a pin so you can check it's the right place.



Step 3: The address and map pin

Step 4: Add directions and save (0:50)

- Under **Directions / arrival notes**, add anything that helps parents find the venue, such as parking or which entrance to use.
- Click **Save location**. You need a name and an address to save. Click **Cancel** to close without saving.



Step 4: Directions and Save location

Good to know

- To add several venues at once, click **Example CSV** to download a sample, fill in the Location Name and Address (and Phone Number and Directions if you like), then upload it with **Import CSV**. Each address is looked up for you.
- Use **Edit** to change a venue.
- **Delete** asks you to confirm. You can't delete a venue that a class uses.
- To share a booking link that only shows one location, see How to Share a Booking Link for One Category or Location.

Download the PDF guide (optional)