Adding subscriptions to groups

Set Up Wizard · https://a2bmanager.com/docs/adding-subscriptions-to-groups/

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

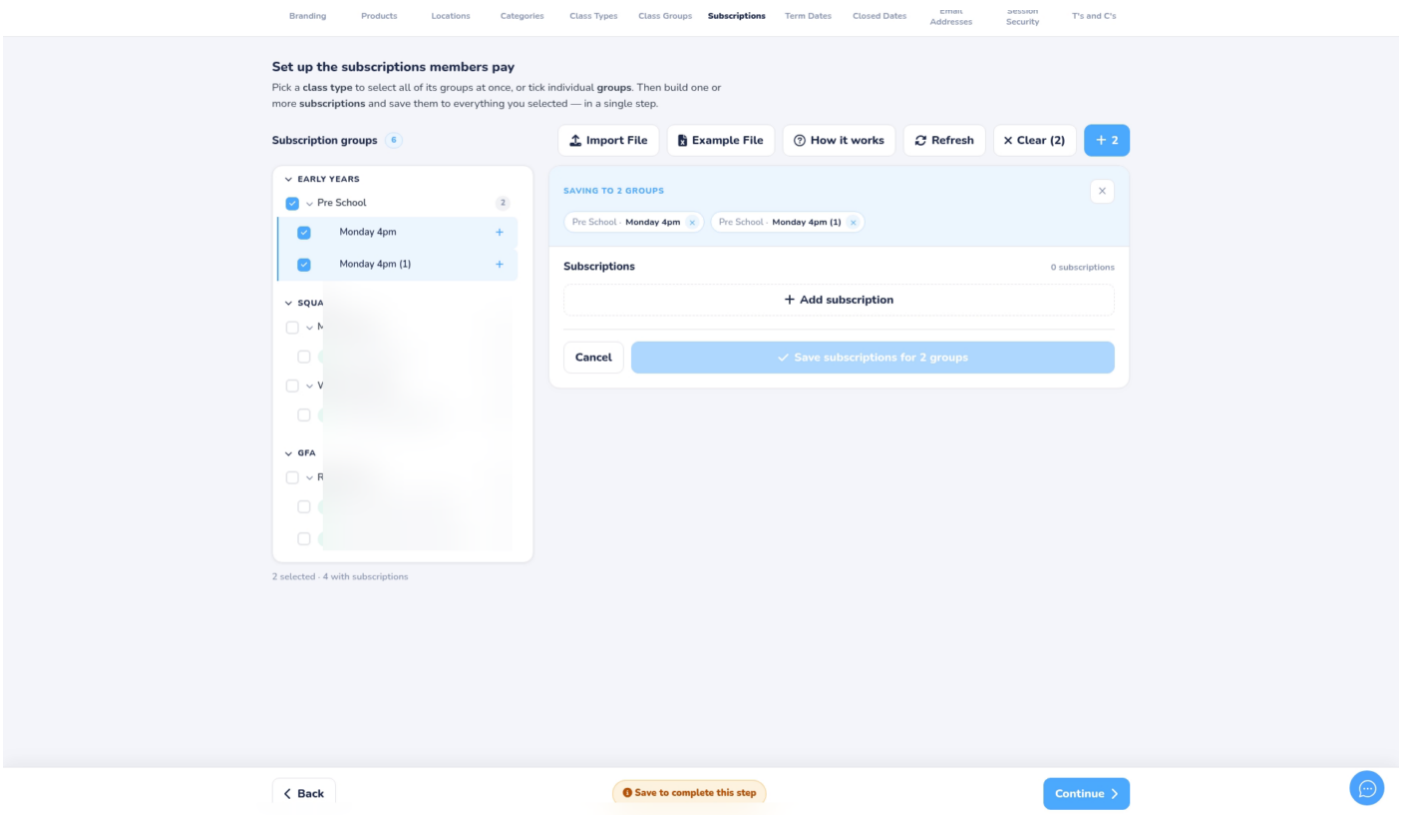
Video walkthrough: adding subscriptions to groups

Subscriptions are what members pay for their classes. In this step you link your Stripe plans to your class groups, and you can set up several groups at once.

Adding a subscription

Step 1: Choose the groups (0:00)

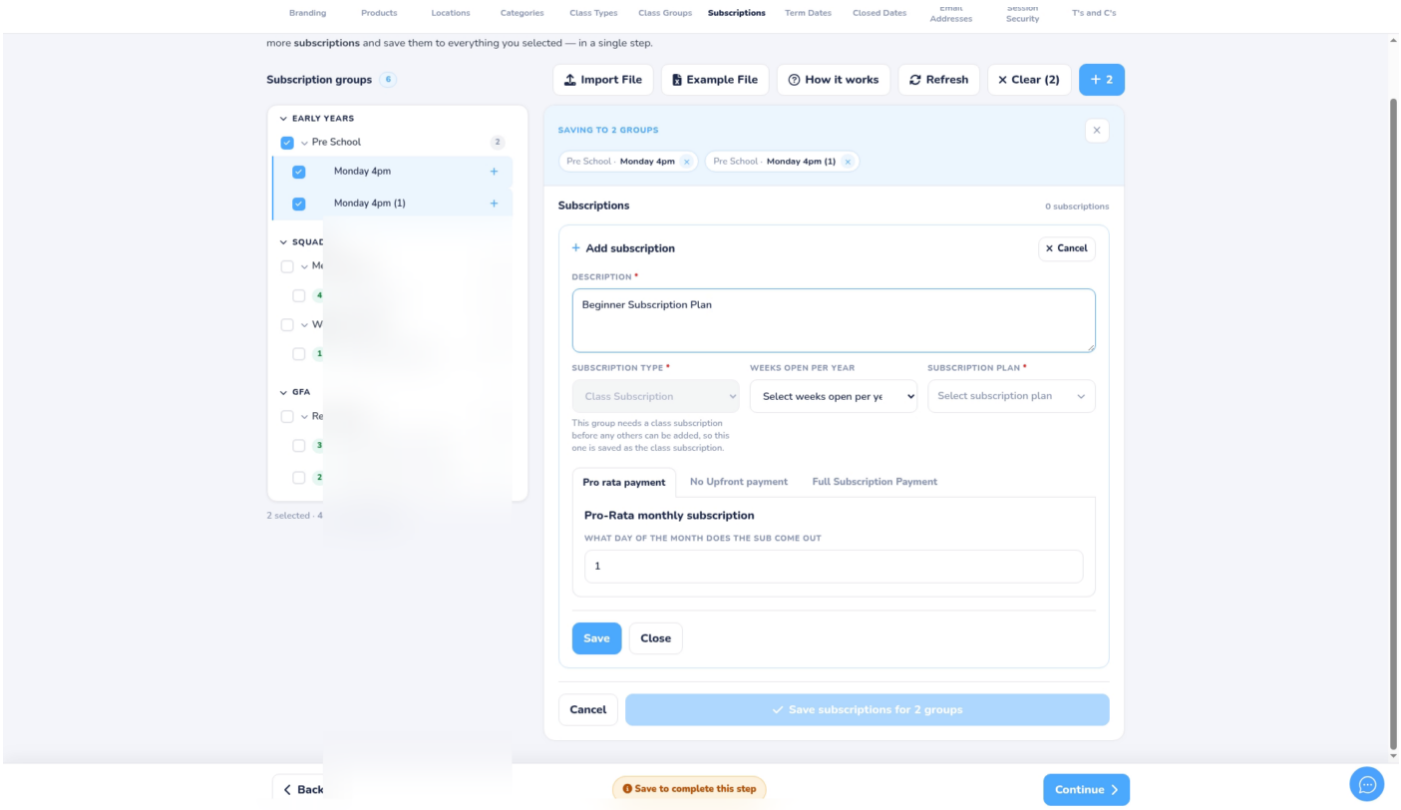
- Open the **Setup Wizard** and go to the **Subscriptions** step ("Set up the subscriptions members pay").
- Tick a class type to select all of its groups, or tick individual groups. **Select all** and **Clear** help with bigger lists.



Step 1: Groups ticked, ready to add a subscription

Step 2: Add a subscription (0:10)

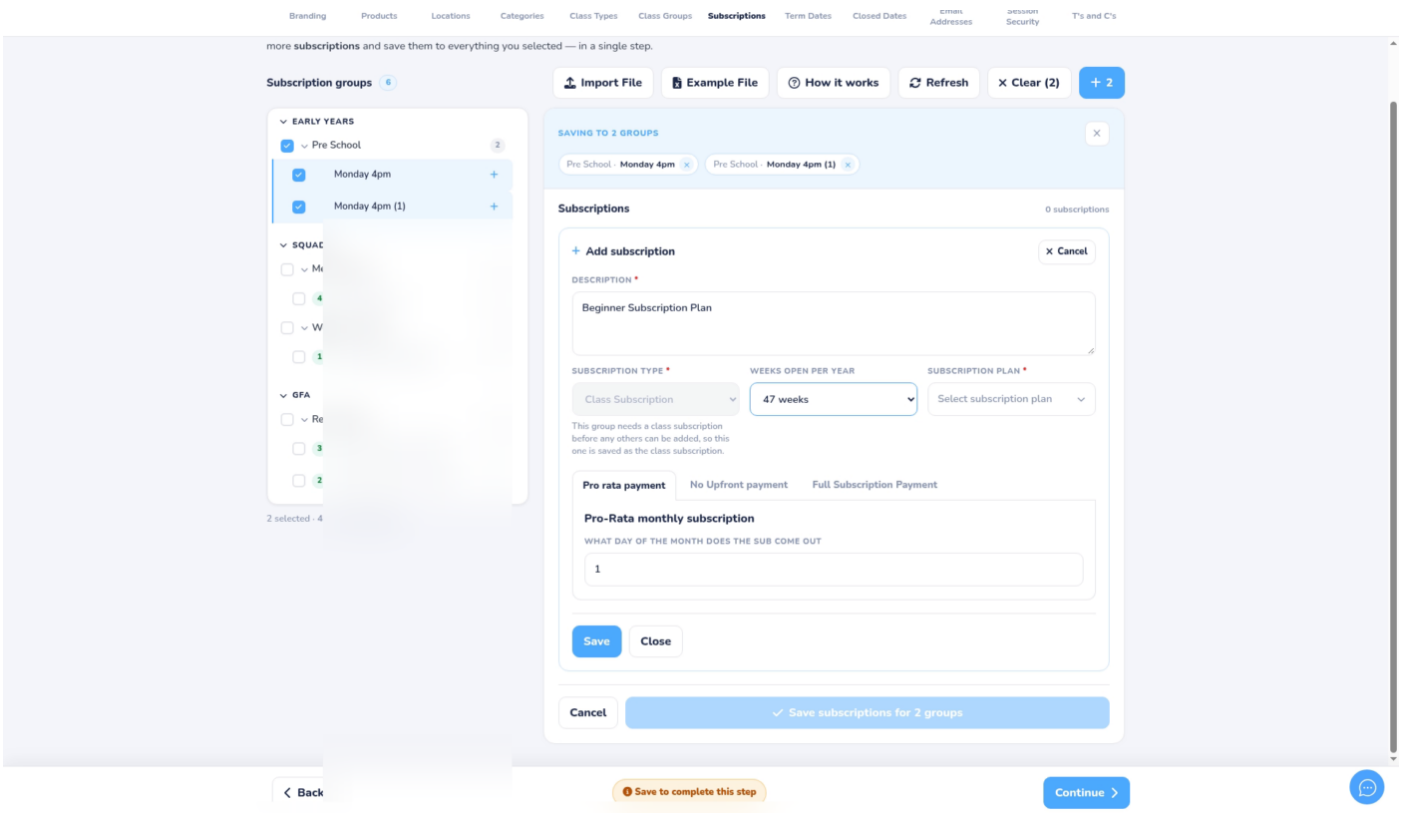
- Click **Add subscription**.
- Type a **Description** that parents will recognise, for example **Beginner Subscription Plan**.



Step 2: Adding a subscription with a description

Step 3: Set the type and weeks (0:35)

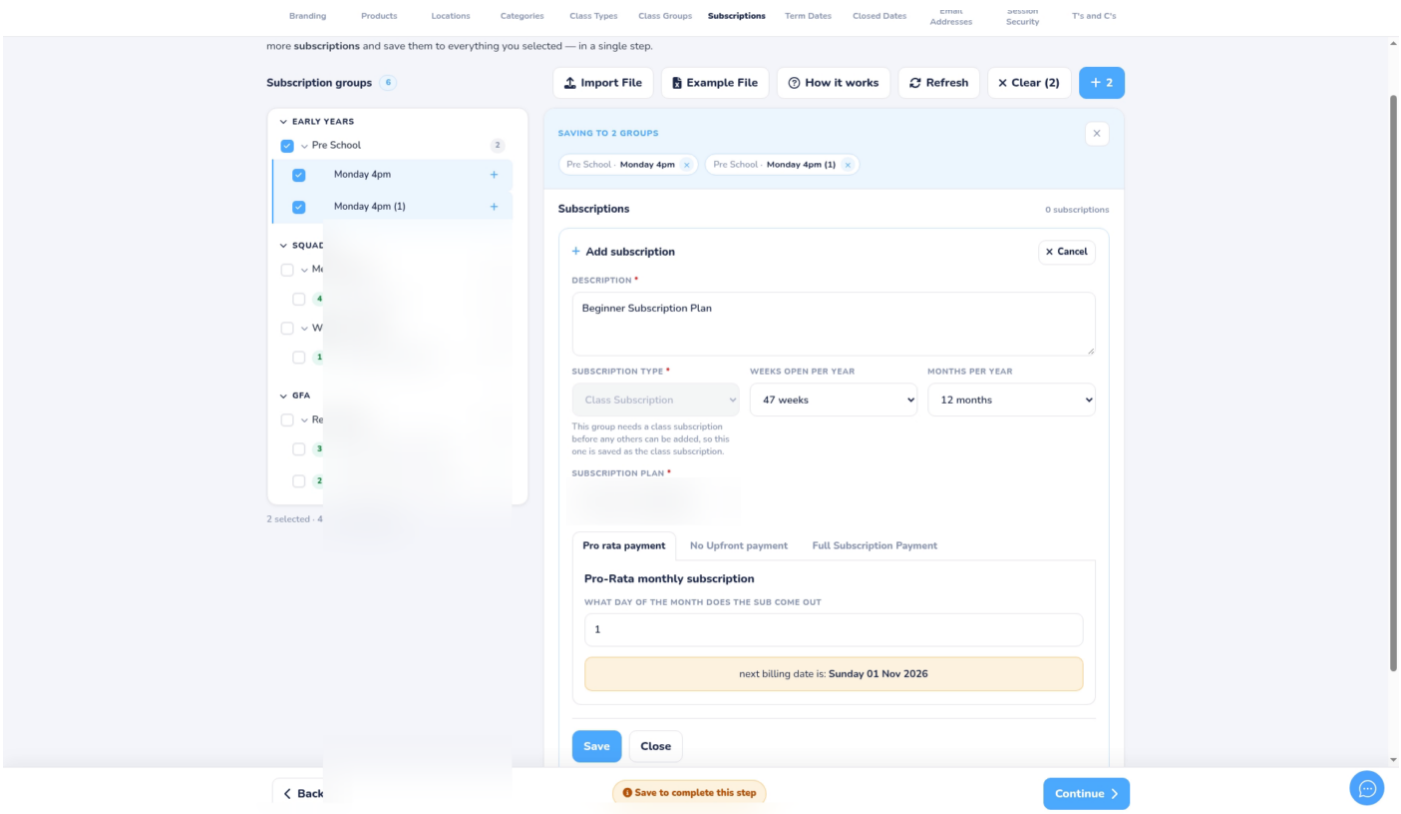
- Choose the **Subscription type**: Class Subscription, Insurance Subscription or Other. Some groups need a class subscription first, so the type is set for you.
- Choose **Weeks open per year**, for example **47 weeks**, or choose open all year.



Step 3: Weeks open per year set to 47

Step 4: Choose the plan (0:56)

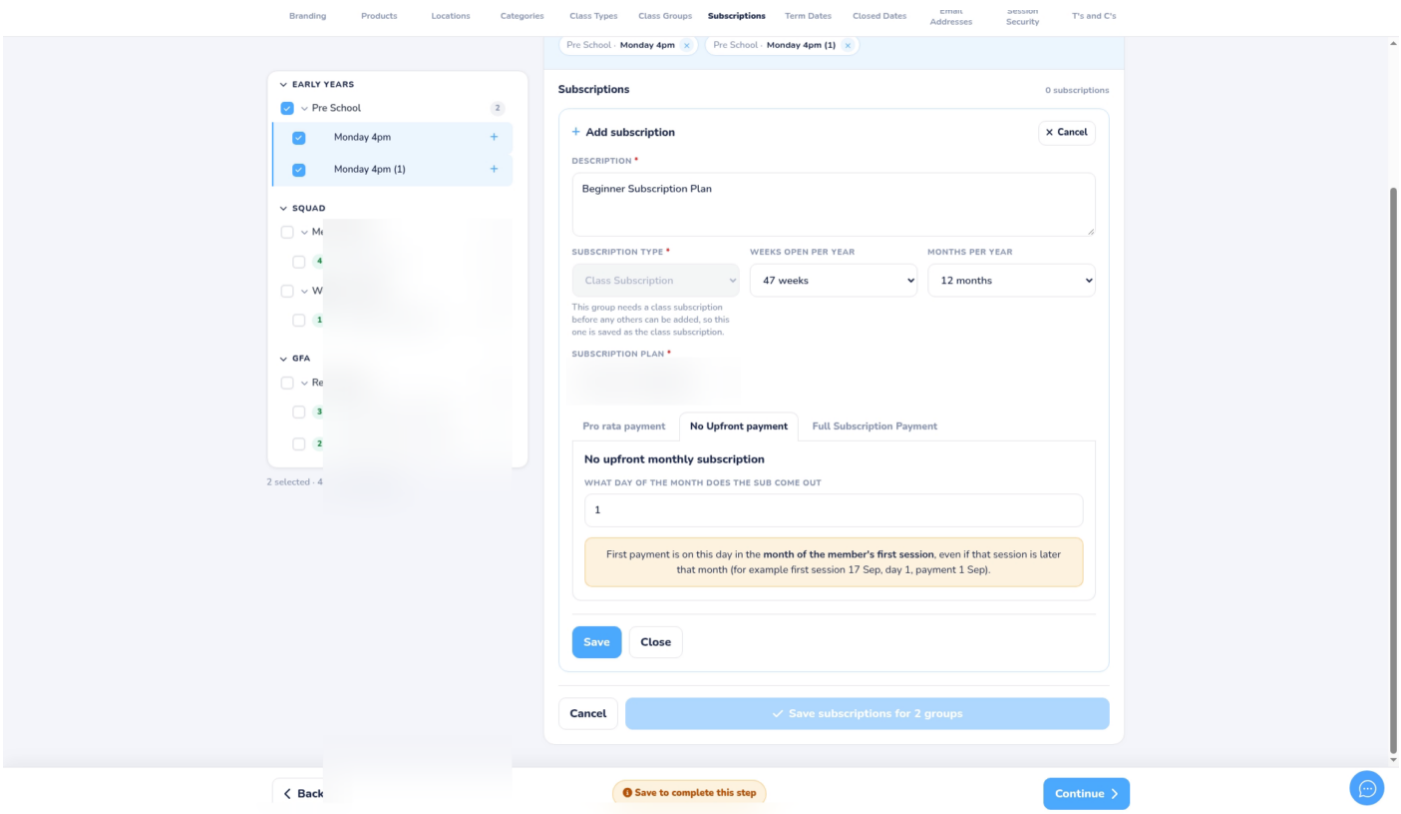
- Open **Subscription plan** and pick one of your Stripe plans. You can search by name.
- Some plans also ask for **Months per year**.



Step 4: A Stripe plan chosen

Step 5: Choose how members pay and save (1:23)

- Pick a payment tab: **Pro rata payment**, **No Upfront payment** or **Full Subscription Payment**.
- Set **What day of the month does the sub come out**. The form shows the next billing date so you can check it.
- Click **Save subscriptions for N groups** to save it to every group you ticked.



Step 5: Payment options for the subscription

Good to know

- Groups you don't charge for can be left alone. They show **No subscriptions set up yet**.
- To set up lots of groups at once, click **Example File** to download a sheet with your groups and Stripe plans filled in, complete it, then upload it with **Import File**.
- **How it works** opens a short guide to this step.
- Once saved, each subscription is listed under its group, where you can change it, copy it to other groups, or remove it.

Download the PDF guide (optional)