Adding terms and conditions

Set Up Wizard · https://a2bmanager.com/docs/adding-terms-and-conditions/

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

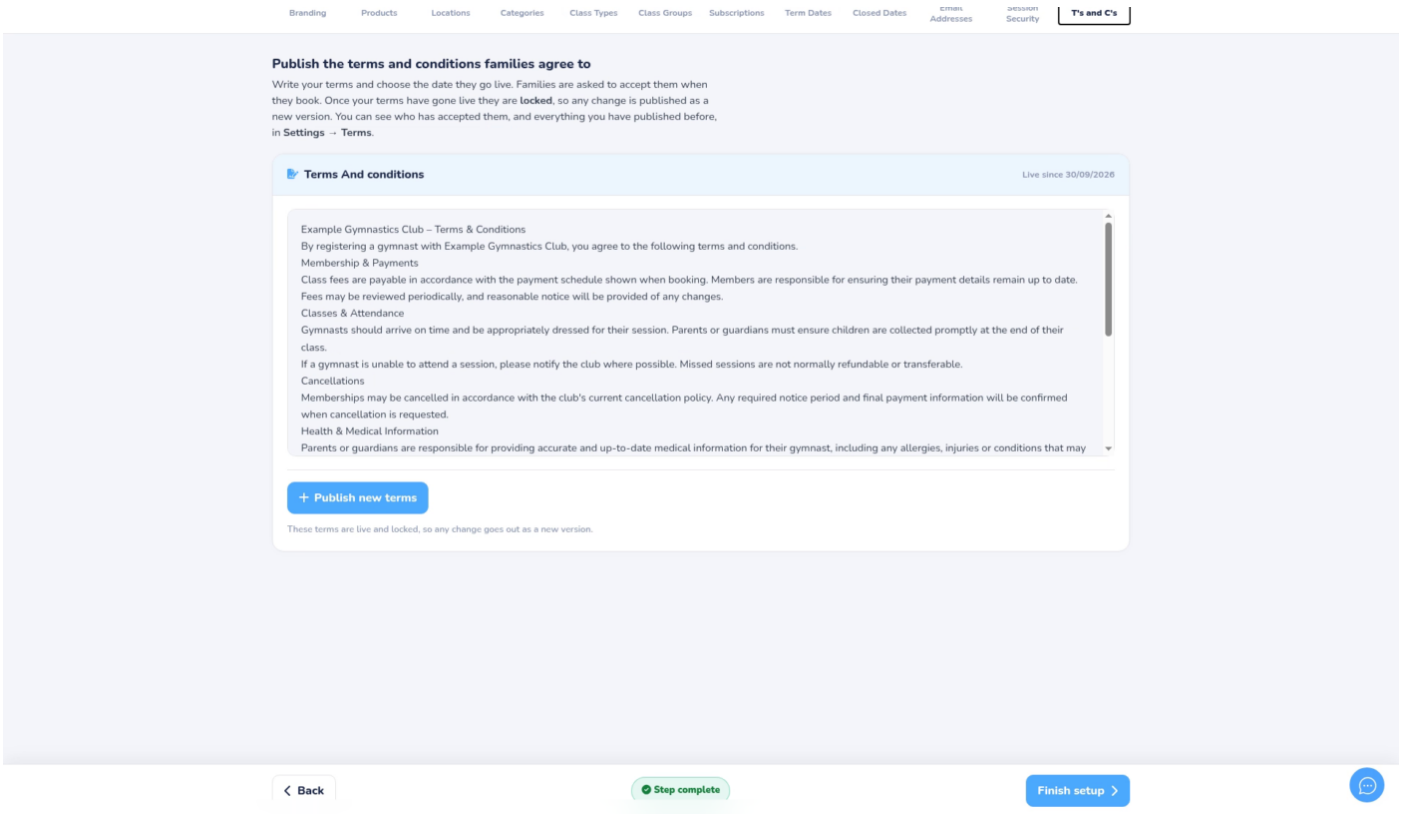
Video walkthrough: adding terms and conditions

Your terms and conditions are what families agree to when they book. You add them in the last step of the Setup Wizard.

Adding your terms

Step 1: Open T's and C's (0:00)

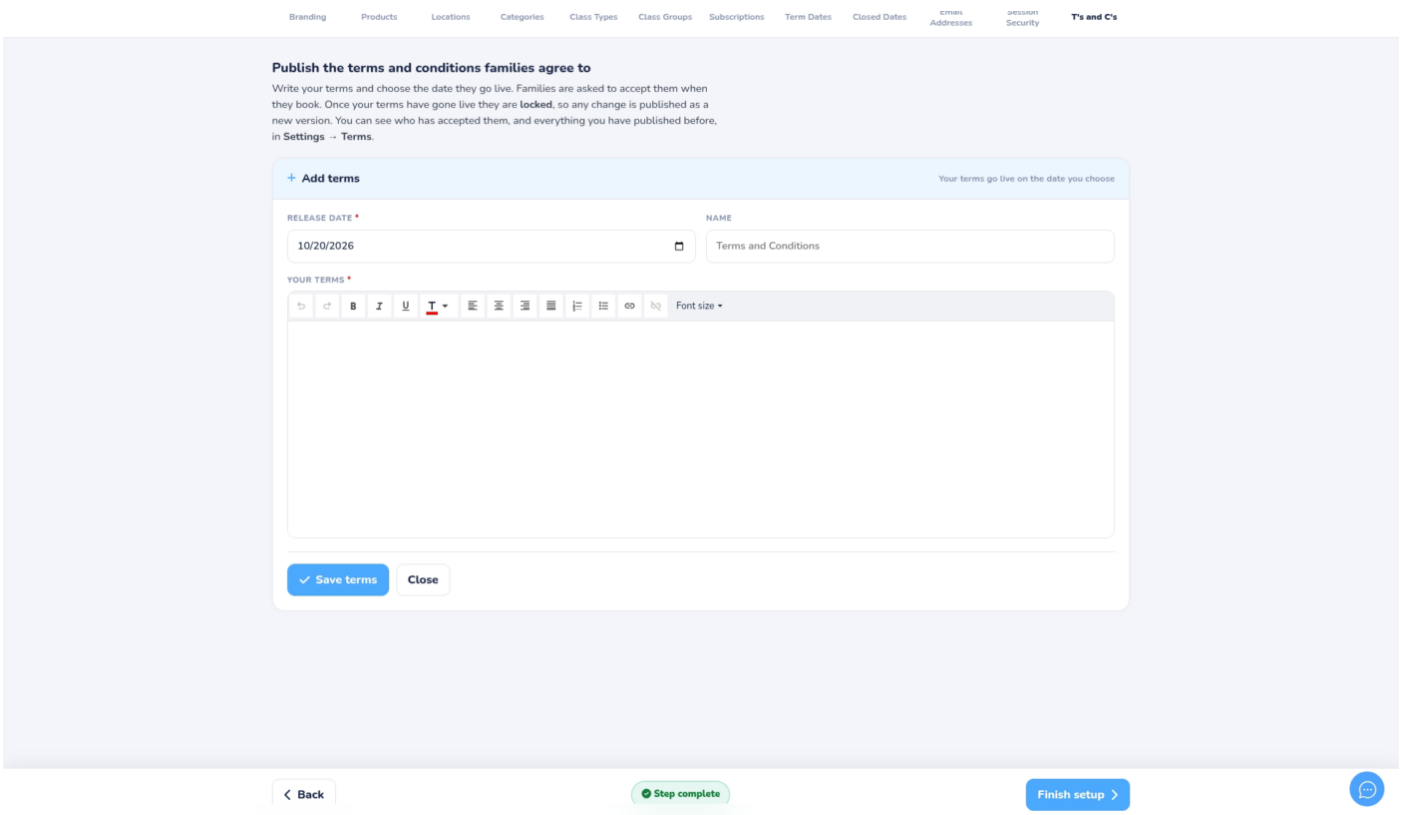
- Open the **Setup Wizard** and go to the last step, **T's and C's** ("Publish the terms and conditions families agree to").



Step 1: The T's and C's step

Step 2: Start new terms (0:11)

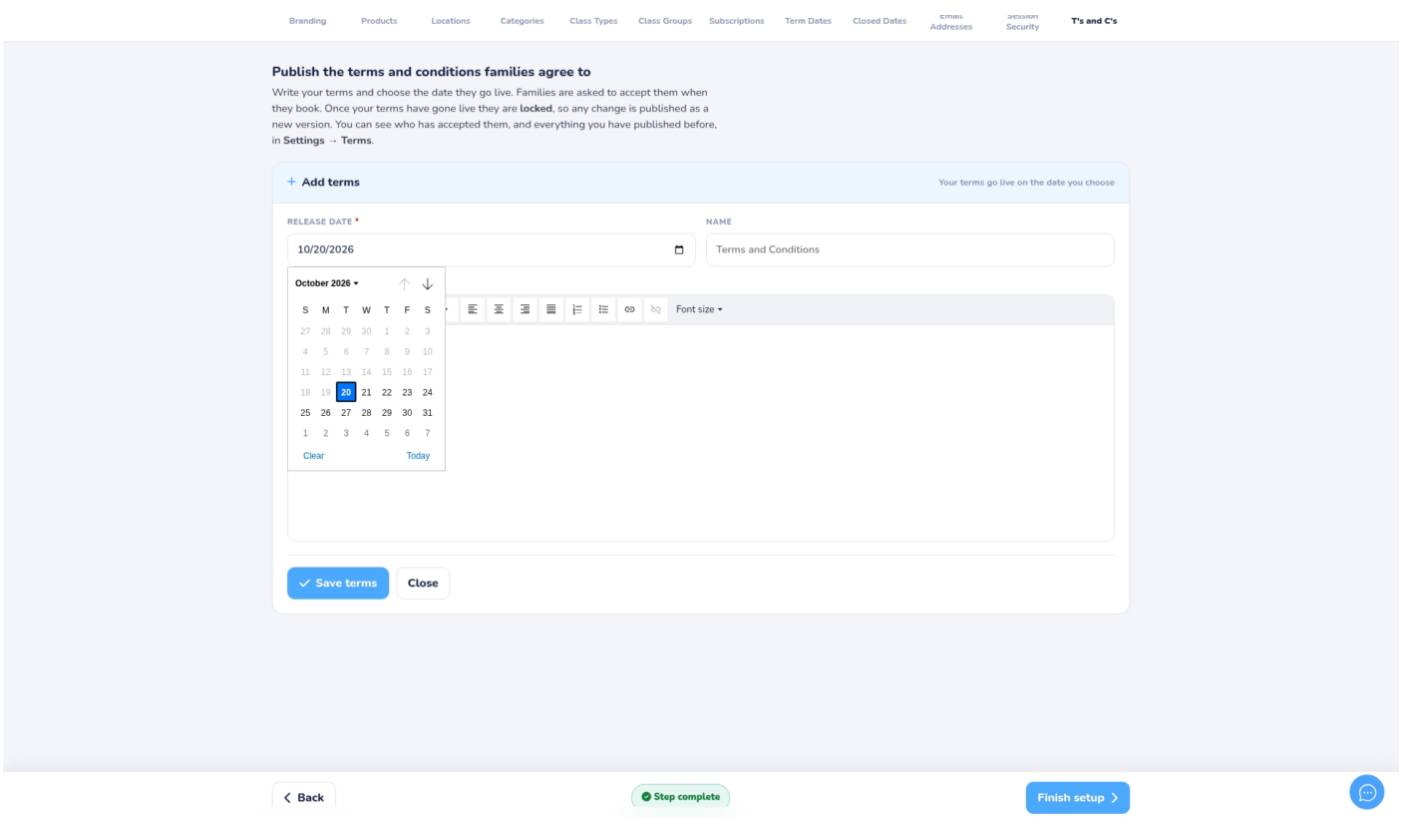
- Click **Publish new terms** (or **Add terms** if you haven't added any yet). The **Add terms** form opens.
- **Name** is filled in as Terms and Conditions. You can change it.



Step 2: The Add terms form

Step 3: Set the release date (0:26)

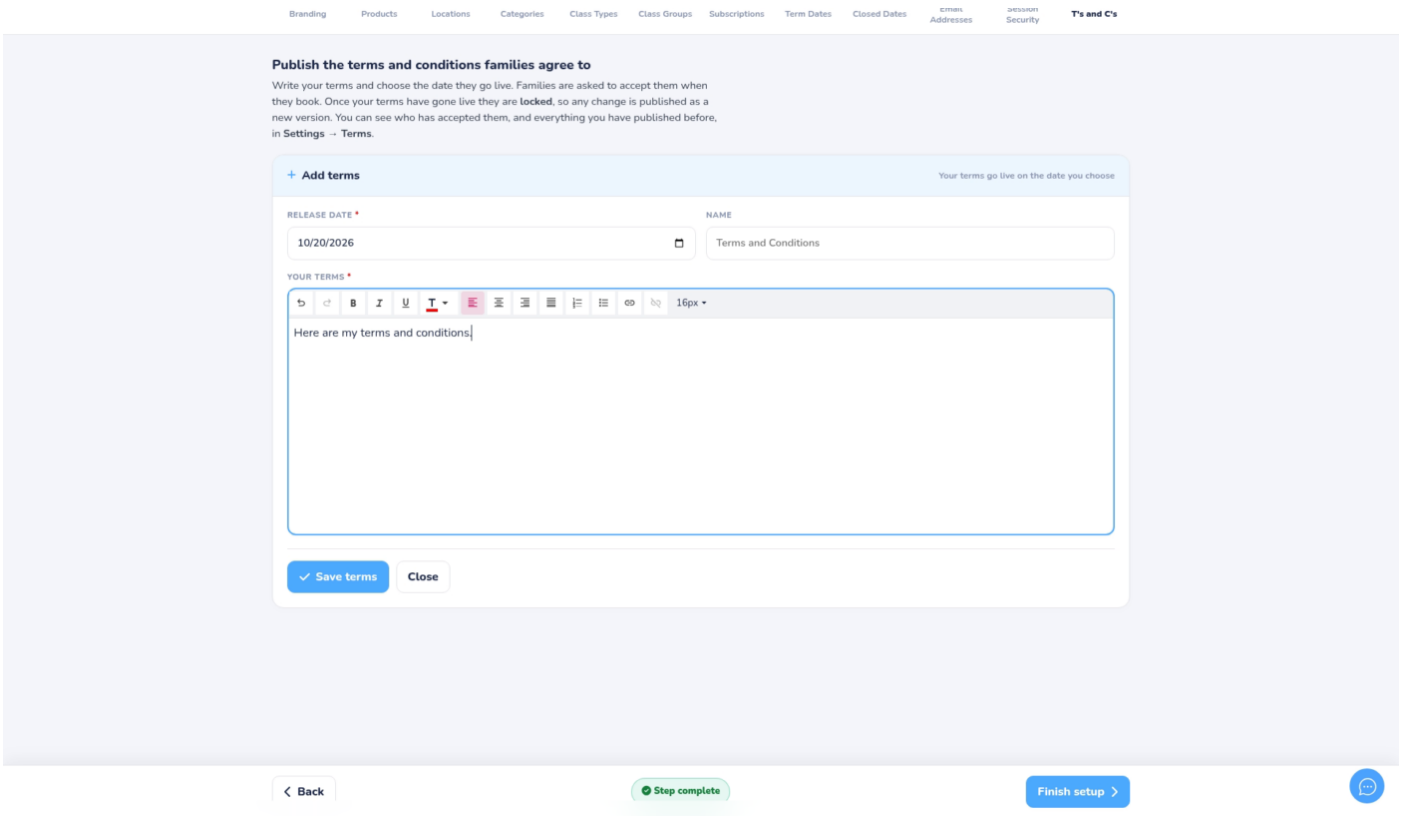
- **Release date** starts as today. Pick a later date if you want the terms to go live in future.



Step 3: Choosing the release date

Step 4: Write your terms and save (0:37)

- Type or paste your terms in **Your terms**. You can use bold, lists, links and font sizes.
- Click **Save terms**. For a future date you'll see "Saved. These terms go live on dd/MM/yyyy."



Good to know

- Once terms are live they are locked. To change them, publish a new version. Families are asked to accept the new version.
- You can still edit terms before their release date.
- The status shows **Goes live on** or **Live since** with the date.
- See who has accepted, and your earlier versions, in **Settings → Terms**.

Download the PDF guide (optional)