Adding Times to a Class Group

Set Up Wizard · https://a2bmanager.com/docs/adding-times-to-a-class-group/

Embedded media: https://a2bmanager.com/wp-content/uploads/2026/10/adding-times-to-a-class-group-walkthrough.mp4

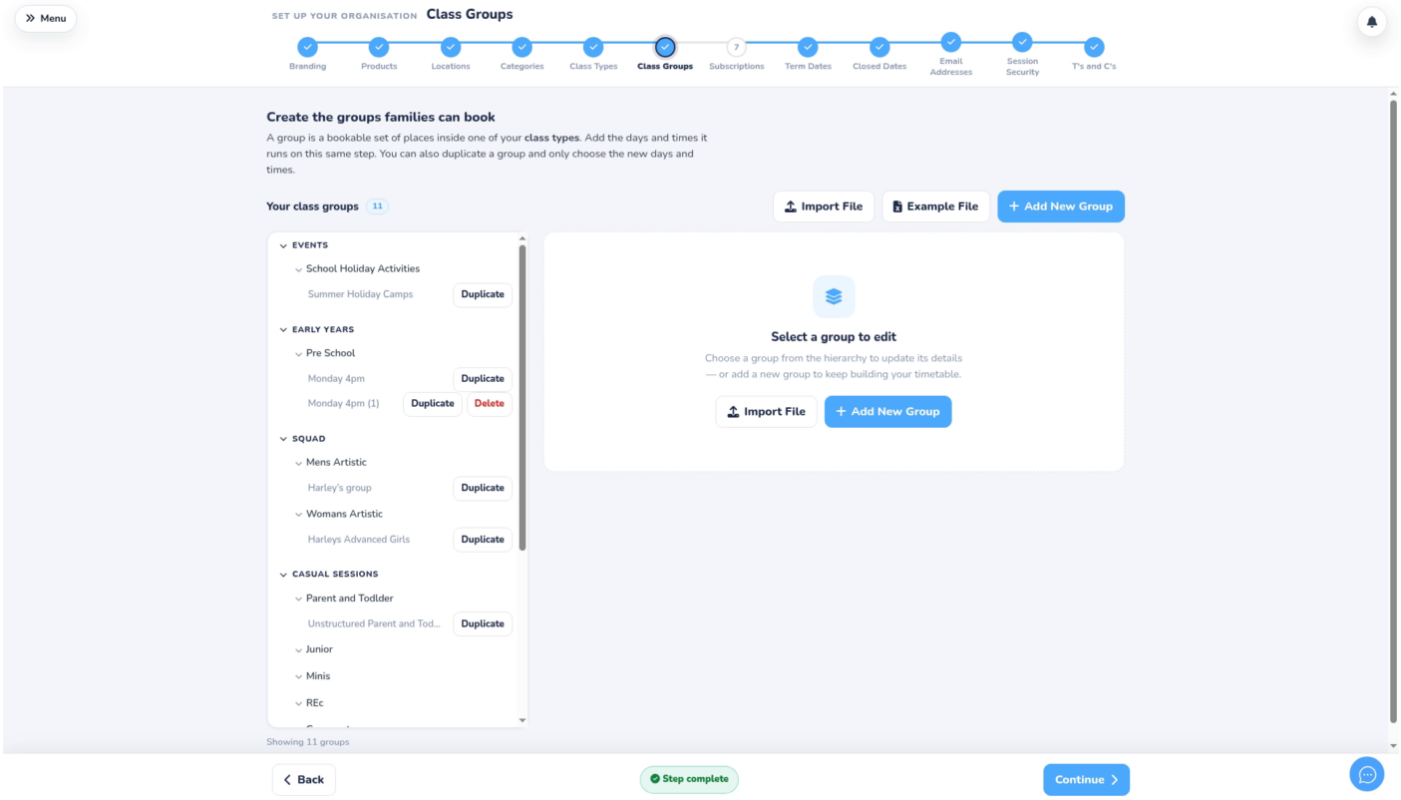
Video walkthrough: adding times to a class group

Class times belong to each class group. You add them on the **Class Groups** step of the **Setup Wizard**, and a group can run once a week or several times a week.

Adding times to a class group

Step 1: Open Class Groups in the Setup Wizard (0:00)

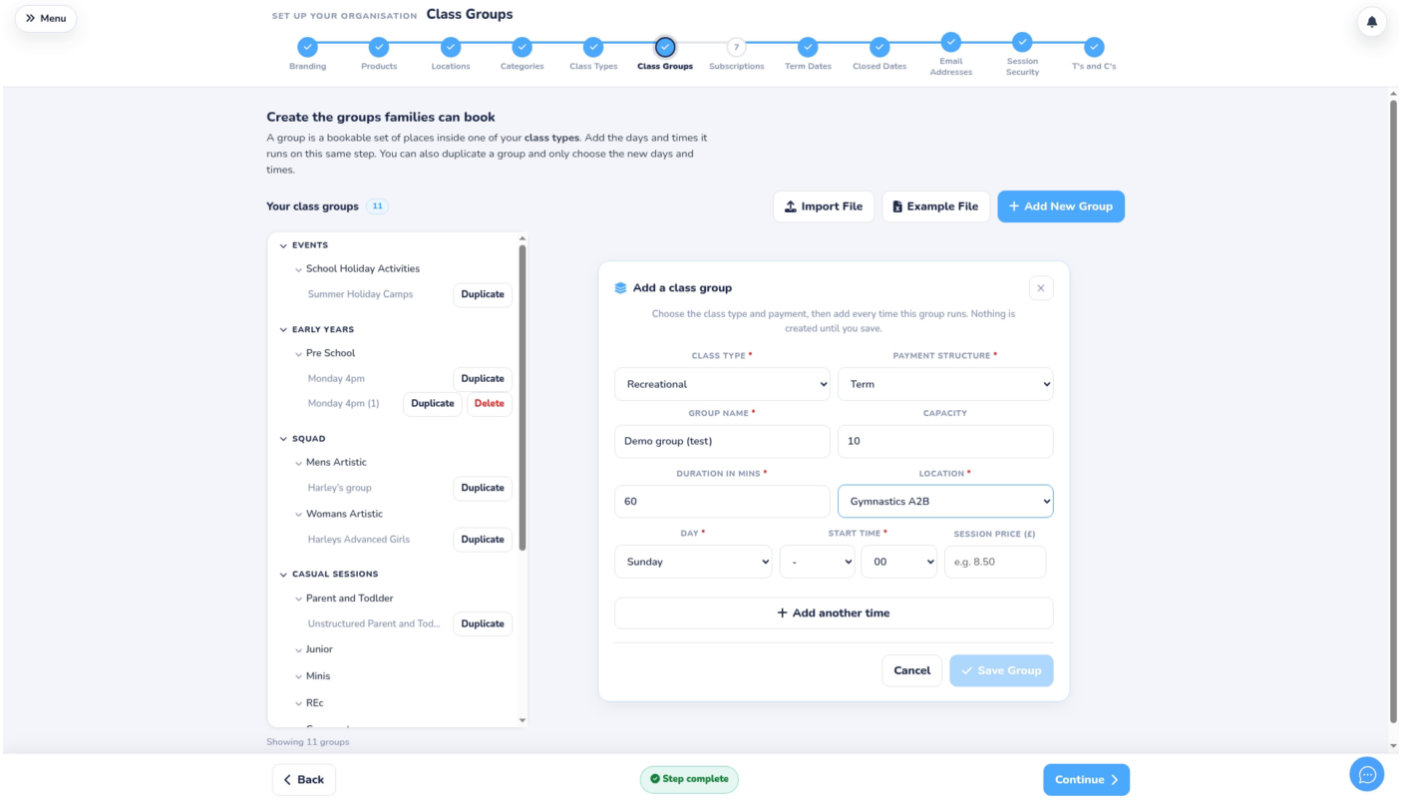
- In the left sidebar, click **Settings Hub**.
- Under **System Settings**, click **Setup Wizard**.
- If the wizard opens on **Pick up where you left off**, click **Continue setup**. It may then open on another step, such as Subscriptions.
- Click **Class Groups** in the step list at the top. There's no separate class times step: times are added here, on each group.
- **Your class groups** lists every group under its category and class type. Click the arrows to open or close each level.



Step 1: The Class Groups step, with groups listed by category and class type

Step 2: Add a new group (0:36)

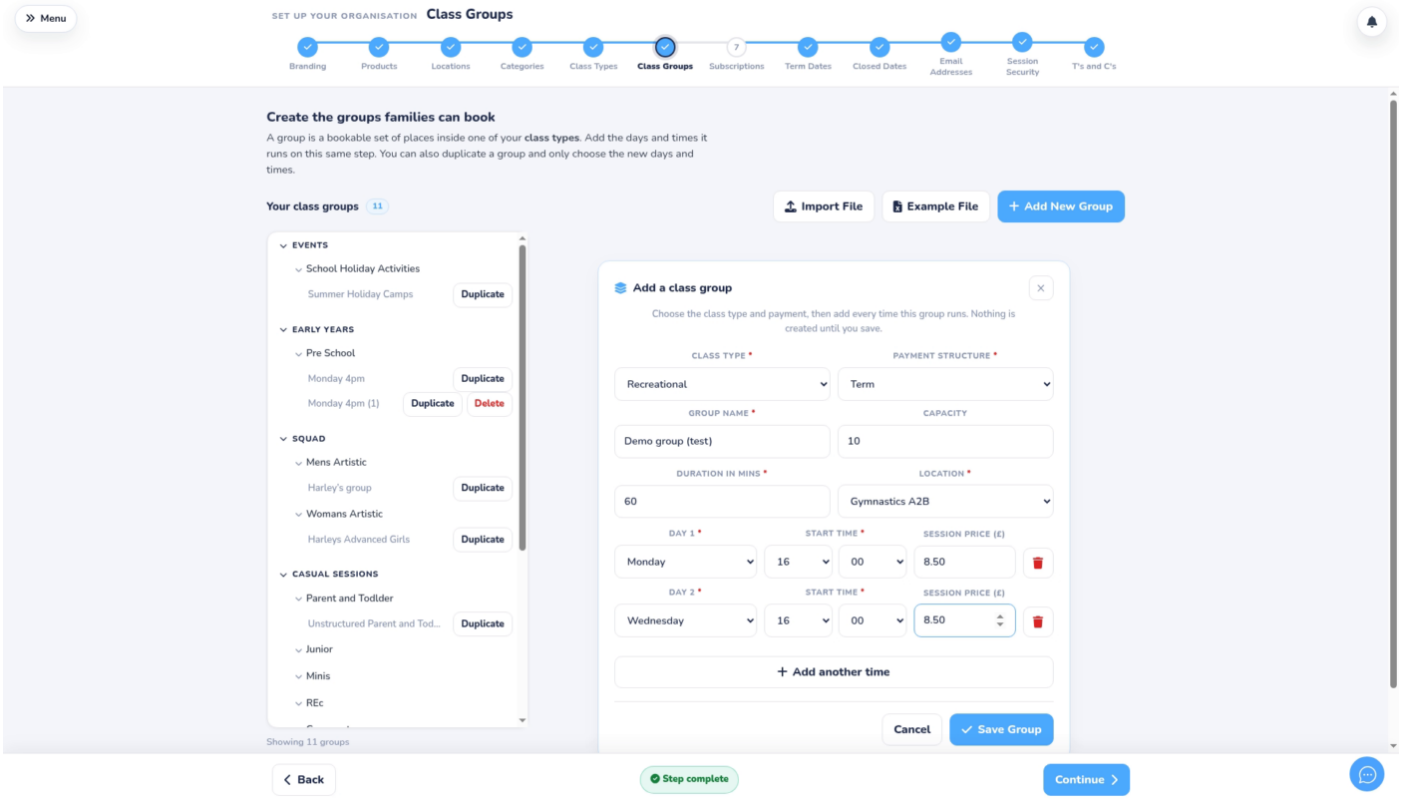
- Click **Add New Group**. The **Add a class group** panel opens on the right. Nothing is created until you save.
- Choose the **Class type** and **Payment structure**, then enter a **Group name**, for example "Monday 4pm".
- Enter the **Capacity** (shown for term and subscription groups), the **Duration in mins** and the **Location**.



Step 2: Class type, payment, name, capacity, duration and location

Step 3: Add the day and start time, then save (1:21)

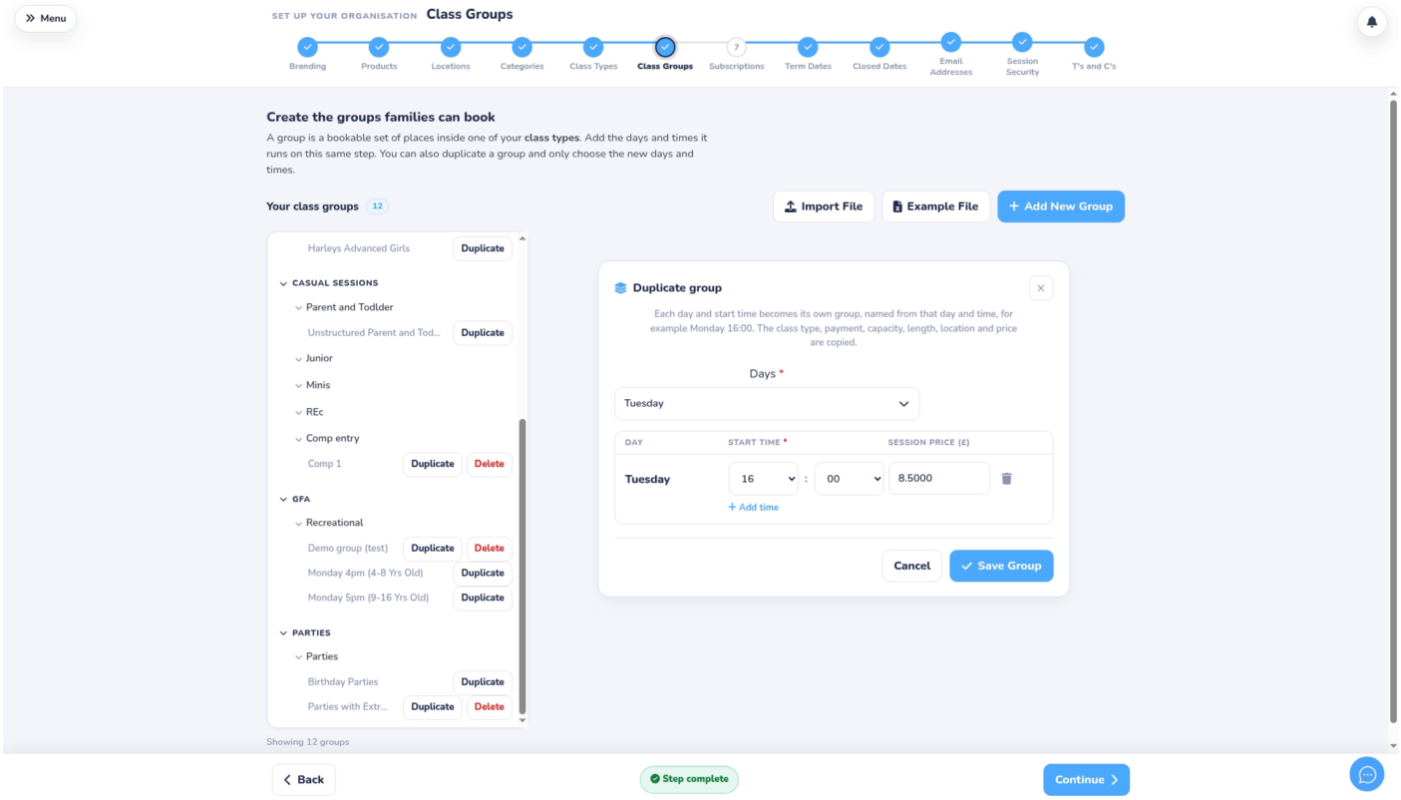
- Each time is a row labelled **Day 1**, **Day 2** and so on. Choose the **Day** and **Start time** (hour and minutes).
- For term groups, the **Session price (£)** field appears once you choose **Term** as the payment structure. Pay-as-you-go groups show **Price per session (£)**.
- If the group trains more than once a week, click **Add another time** and add each session. All of these times belong to the same group. Use the bin icon to remove a time you don't need.
- Click **Save Group**. The group appears in the list under its class type.



Step 3: Two weekly times on one group, with Add another time

Step 4: Change times later, or duplicate a group (2:17)

- Click a group's name to open **Edit class group**. You can change, add or remove its times, then click **Save Group**. A time you remove is deleted when you save. Prices may show with four decimal places here, for example 8.5000 for £8.50; the price itself is unchanged.
- Click **Duplicate** when each time should be its own group instead. Pick the **Days**, set a start time for each (use **Add time** for more than one on the same day), then click **Save Groups** (the button may read **Save Group** when only one time is set). Each day and time becomes a new group named after it, for example "Monday 16:00", copying the class type, payment, capacity, length, location and price.
- Click **Cancel** to close the panel without saving.



Step 4: The Duplicate group panel

Good to know

- **Multi event groups** ask for a **Date** for each session instead of a day of the week.
- **Lots of groups?** Use **Import File** to upload an Excel or CSV file. Click **Example File** for a template.
- **Deleting a group: Delete** only appears for groups that have never had a child on their class list, trial list, priority list or waiting list.
- **More settings:** active status, add-ons, age ranges and capacities for each time are edited in **Class Management**.
- If you see "Please choose a class type, payment structure, name, duration and location, and complete every time.", fill in the missing fields and save again.

Download the PDF guide (optional)