How to Add Guests to a Register

Coaches Register · https://a2bmanager.com/docs/how-to-add-guests-to-a-register/

Embedded media: https://a2bmanager.com/wp-content/uploads/2026/10/add-guests-to-register-walkthrough-v3.mp4

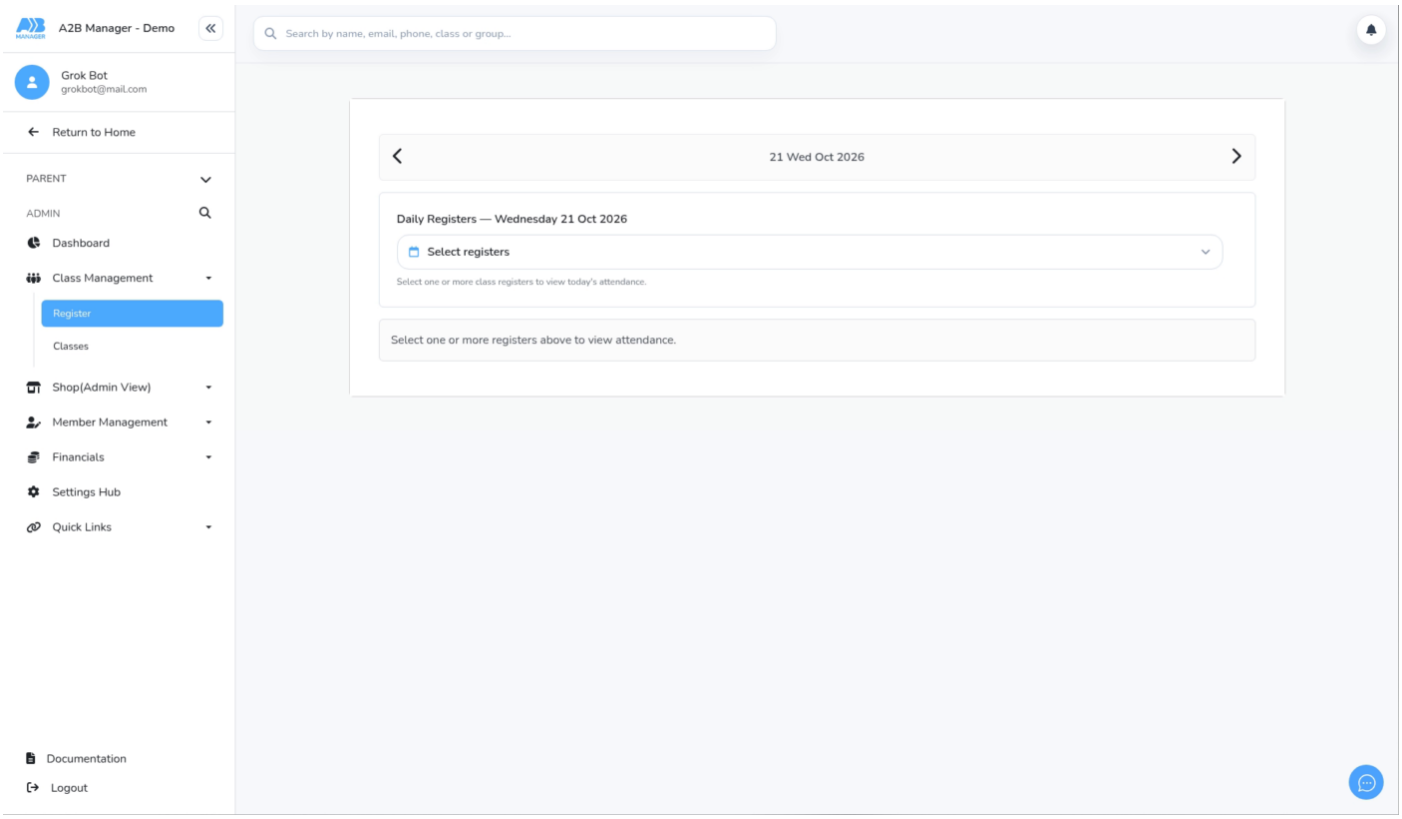
Video walkthrough: adding a guest to a register

You can add a guest to a session's register, such as a child from the class waiting list coming to try a session, or a member from another class making up a missed lesson. A guest is on the register for the date you choose only. They aren't enrolled in the class and aren't charged.

Adding a guest

Step 1: Open the register (0:00)

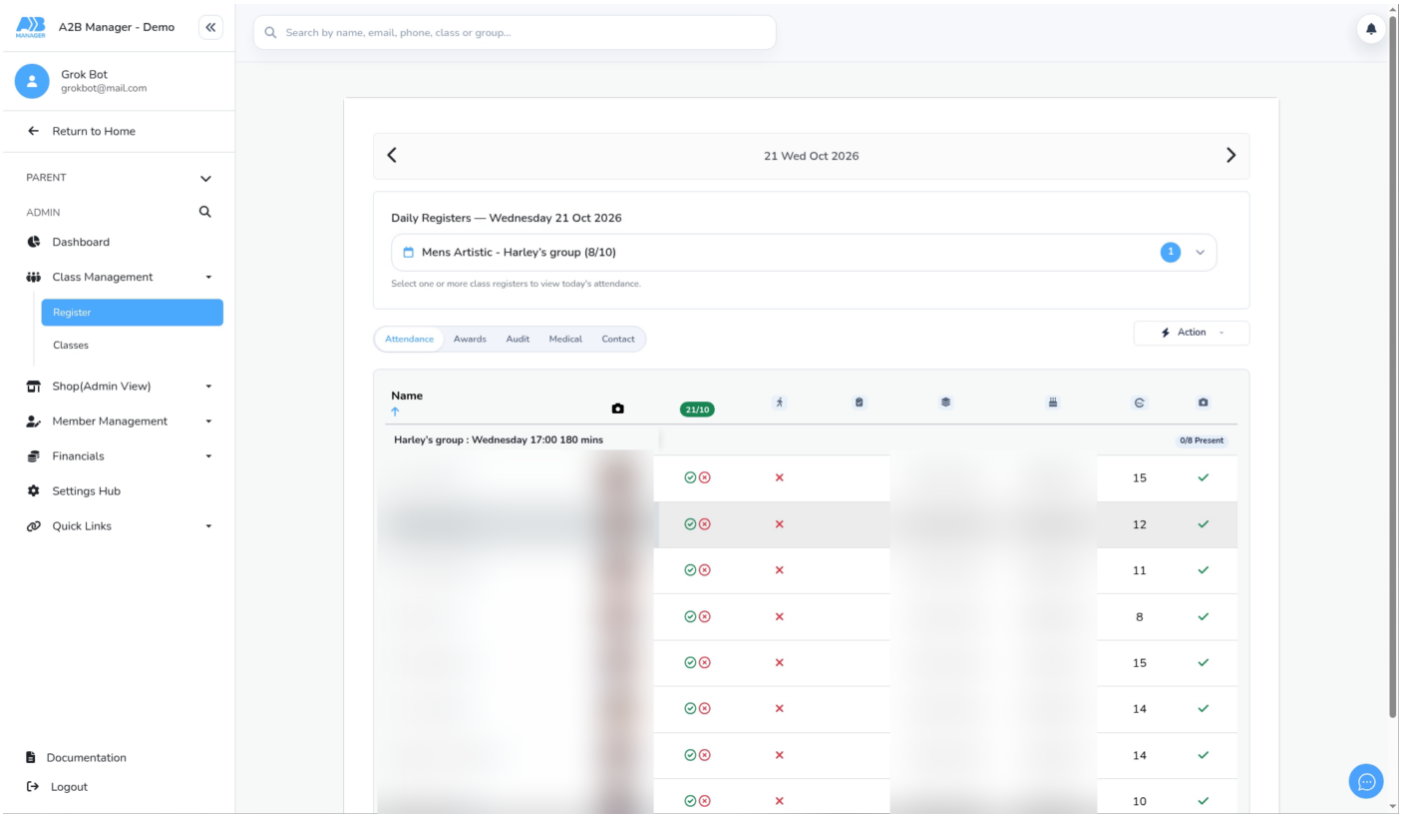
- In the left menu, open **Class Management** and click **Register**.
- Use the arrows either side of the date to go to the day of the session.



Step 1: The Register page

Step 2: Choose the class register (0:08)

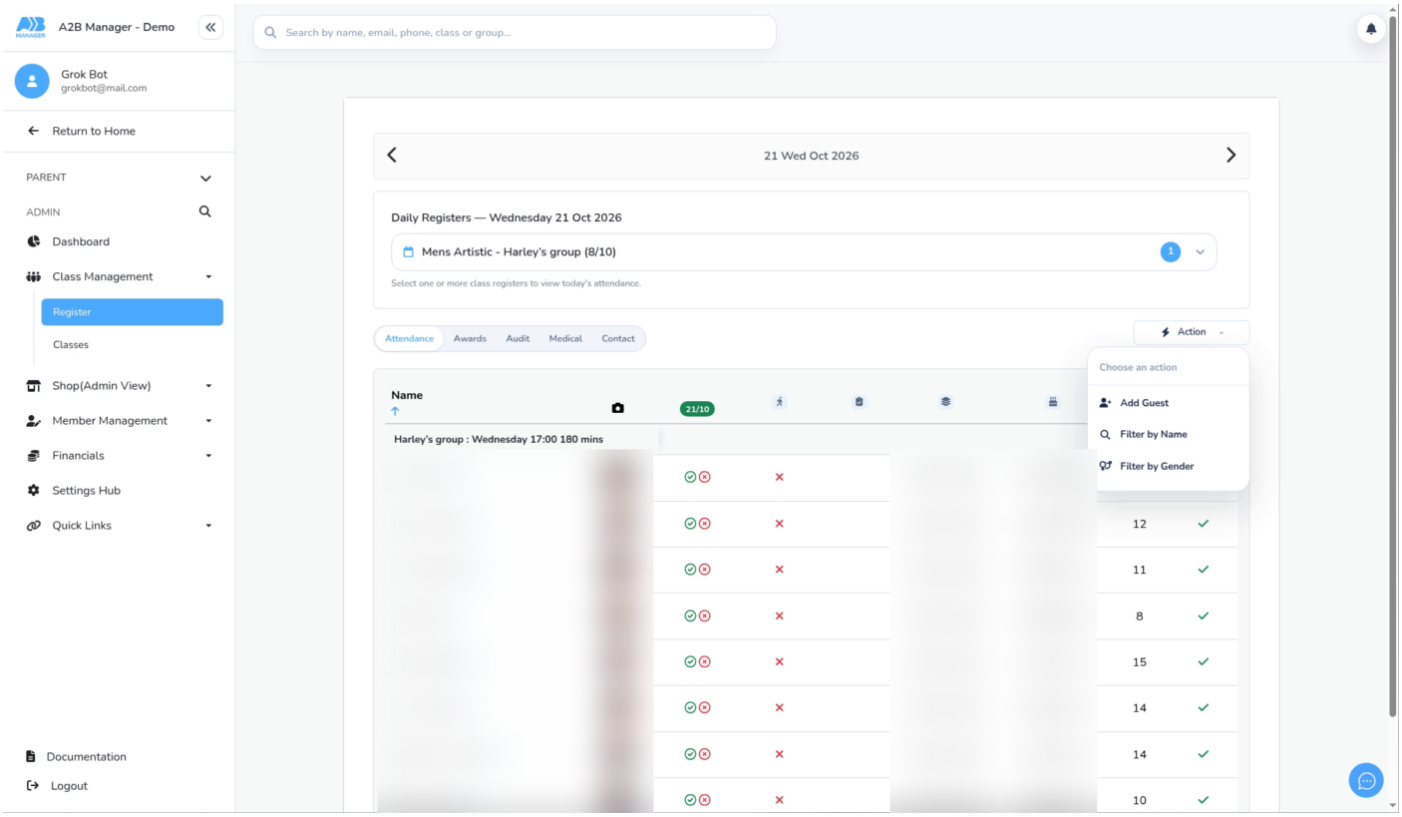
- Click **Select registers**, type the class name in **Search today's registers...**, tick the register and click **Apply**.
- The register opens below, showing who's booked on and how many are present.



Step 2: The class register

Step 3: Open Add Guest (0:24)

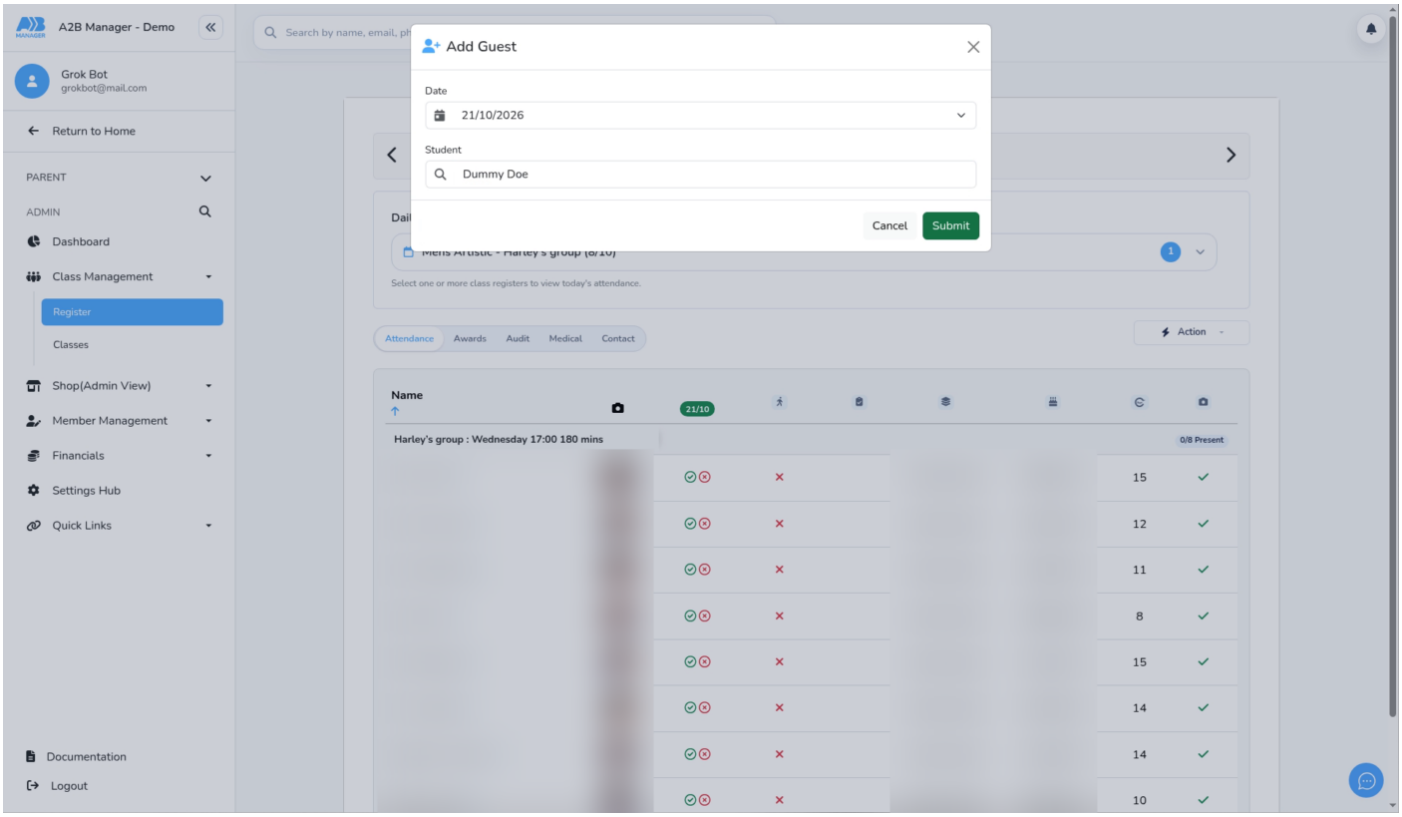
- Above the register, click **Action**, then choose **Add Guest**.



Step 3: The Action menu

Step 4: Choose the date and student (0:34)

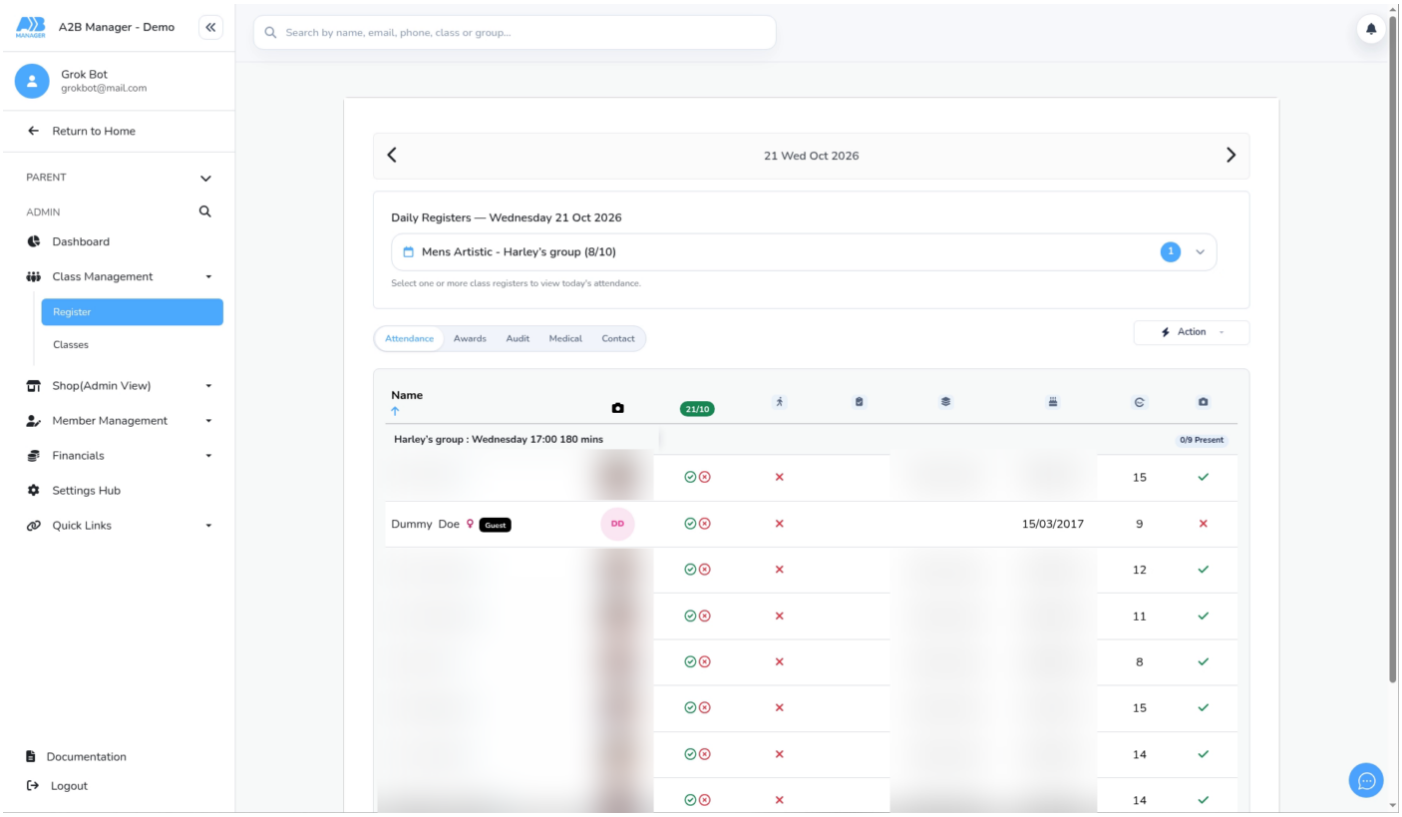
- In the **Add Guest** window, choose the **Date** of the session.
- In **Student**, type at least two letters of the child's name in **Search students to add as guest...**. Each result shows the child's name and date of birth, so you can pick the right child. Click **Select**.



Step 4: The Add Guest window

Step 5: Submit (0:57)

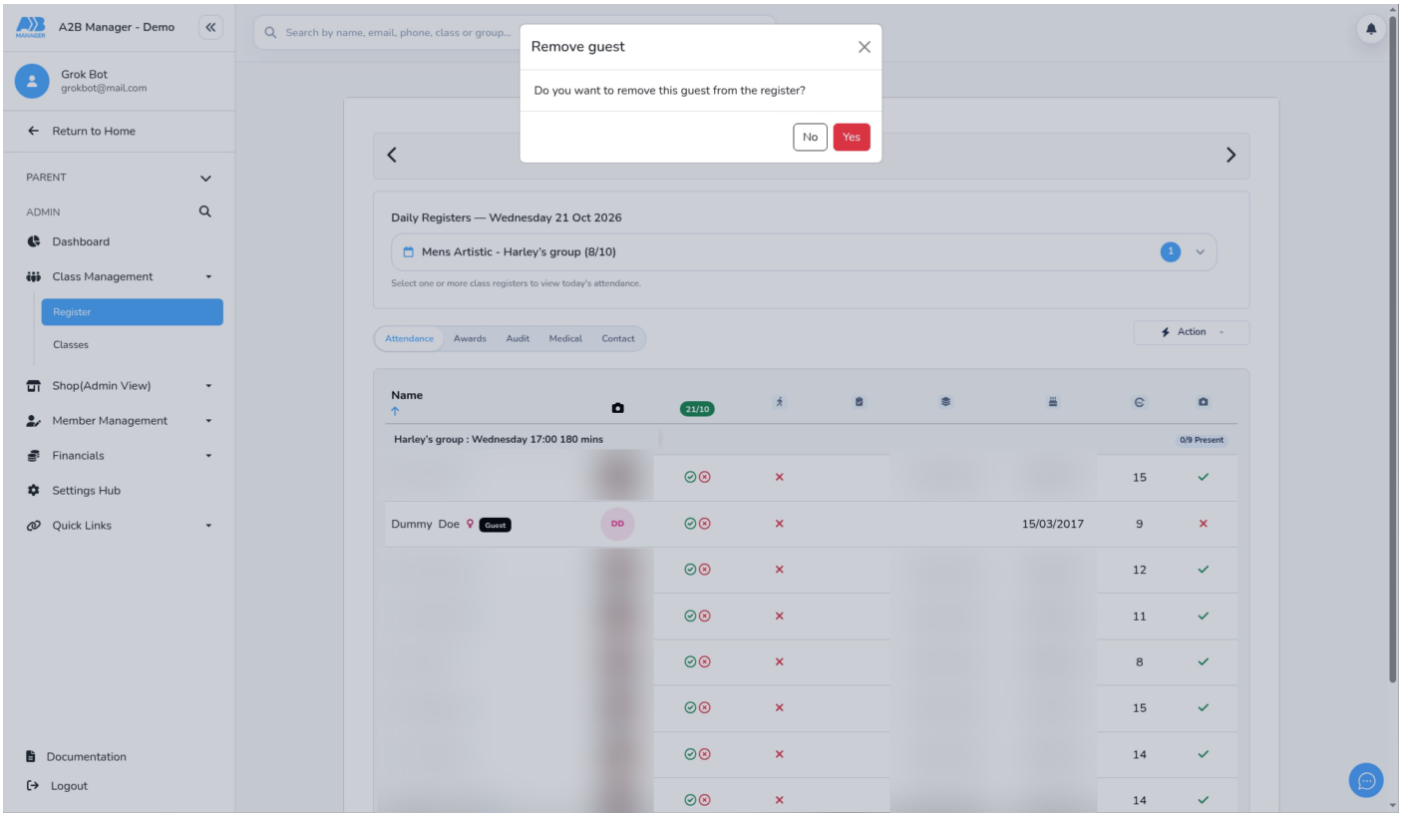
- Click **Submit**. The child appears on the register with a **Guest** badge, and the present count goes up by one place (for example, from 0/8 to 0/9 Present).
- Take their attendance in the usual way.



Step 5: The guest on the register

Step 6: Removing a guest (1:08)

- Click the **Guest** badge next to the child's name. The **Remove guest** window asks **Do you want to remove this guest from the register?**
- Click **Yes** to remove them, or **No** to keep them. The register goes back to its usual count (for example, 0/8 Present).
- This removes the child as a guest from **every** date on that class register, including attendance you've already marked, not just the date you're looking at.



Step 6: Remove guest

Before you start

- Coaches and admins can add guests.
- The guest must already be a member of your club with an active profile. You can't create a new member from this window, so add a new child first and then add them as a guest.
- Any active member can be added, including children on a waiting list.

What happens next

- The guest is on the register for the chosen date only. They don't stay on for future sessions and they're not added to the class.
- No charge is taken and no credit is used. Adding a guest doesn't email the parent.
- A child on the waiting list stays on the waiting list. To give them a permanent place, enrol them from the waiting list.

Related guides

- How coaches access and complete the register
- How to merge multiple registers into one table

- Add a member to a waiting list from their profile
- How parents book onto a waiting list
- How parents enrol to classes from a waiting list or trial

Download the PDF guide (optional)