How to Book a Child Into Today’s Pay-As-You-Go Session

Class Types · https://a2bmanager.com/docs/how-to-book-a-child-into-todays-payg-session/

Embedded media: https://a2bmanager.com/wp-content/uploads/2026/11/payg-today-v1-walkthrough.mp4

Video walkthrough (140 seconds)

Parents can book a pay-as-you-go session up to 5 minutes before it starts. After that, today’s session drops off their booking list. If a parent has missed the cut-off, or has booked a later date instead, you can still put their child into today’s session yourself. This guide explains why parents can’t book, and shows you three ways to do it.

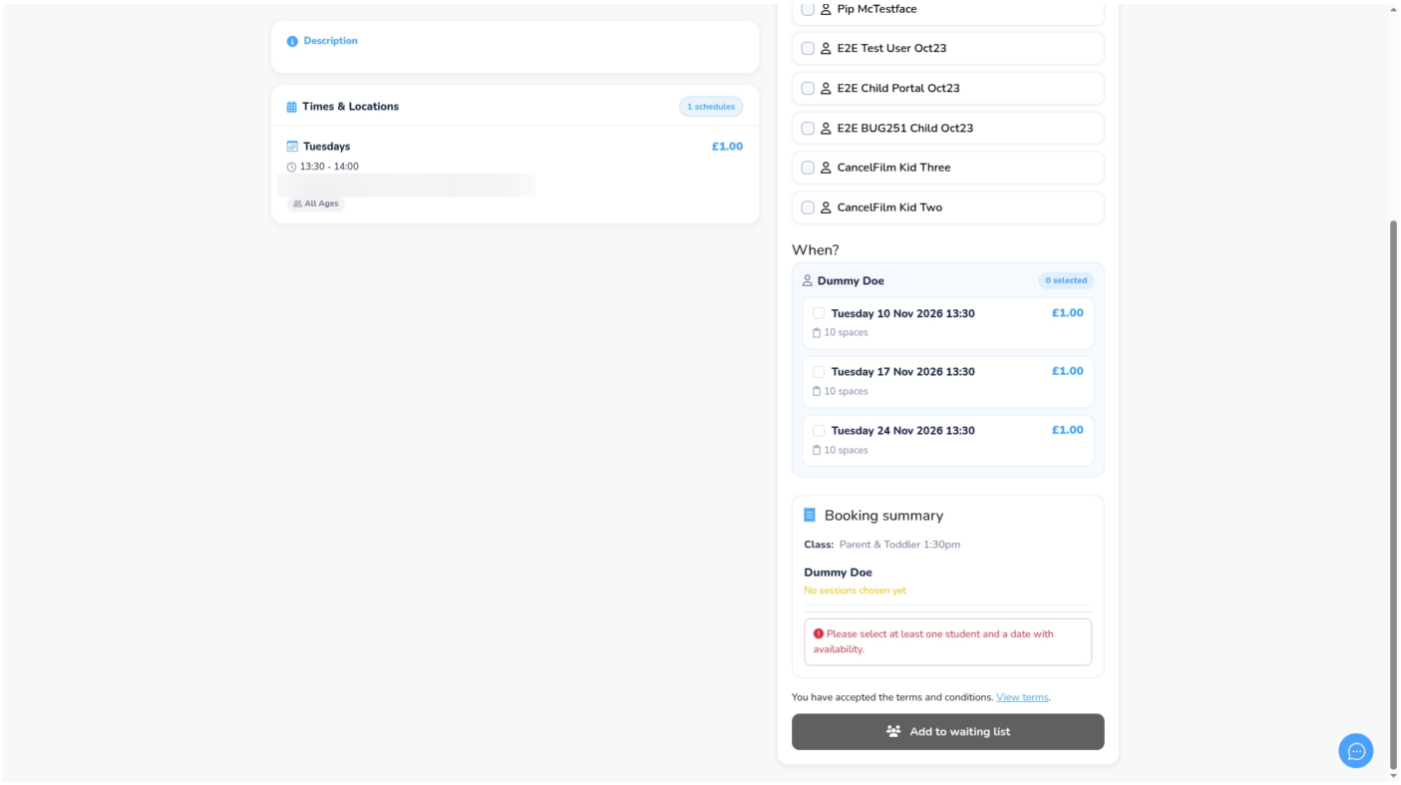
Which option to use

- **Before the session starts**, move the child’s existing booking to today with **Change session date** (Option 1), or give them a new place with **Add to Class** (Option 2).
- **Once the session has started**, add them to today’s register with **Add Guest** (Option 3).
- You do all of these as a club admin, from the child’s profile or the register.

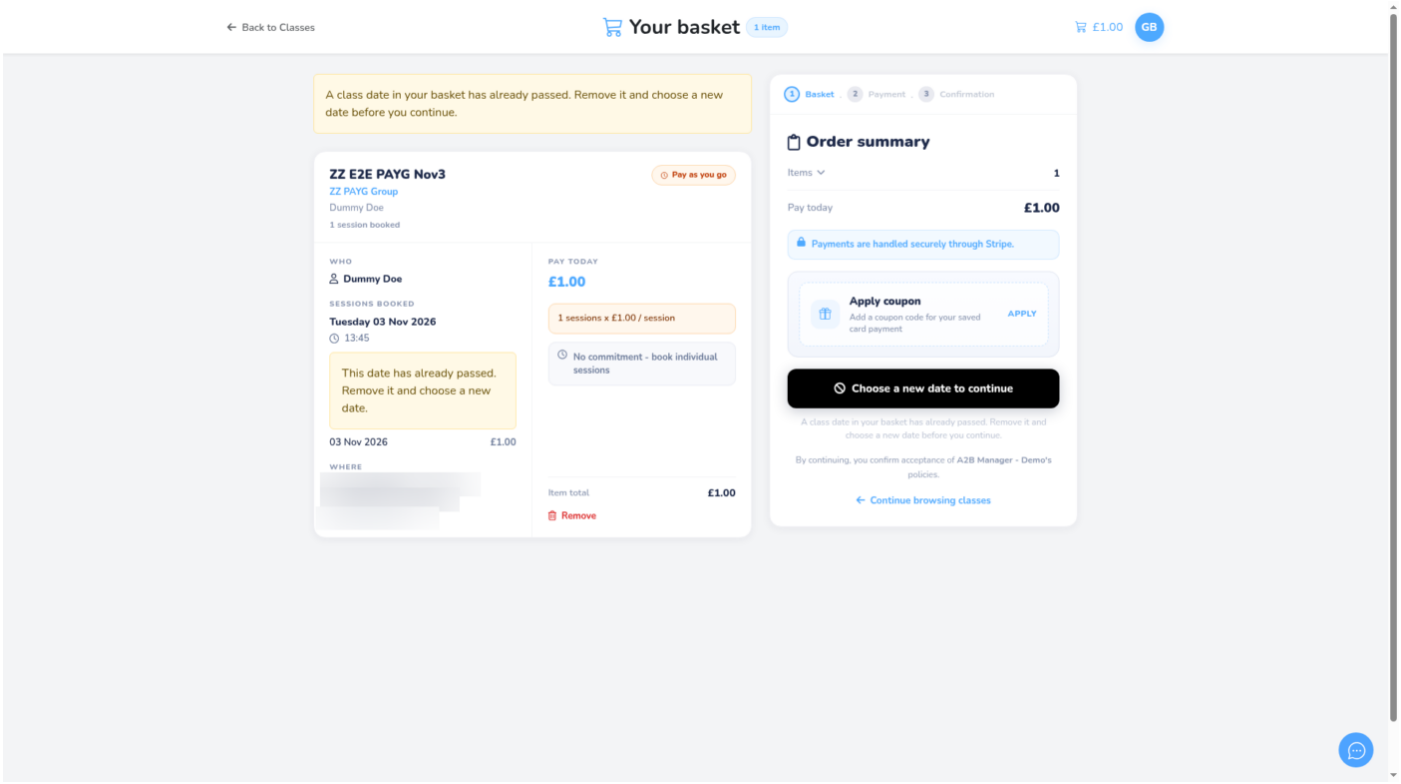
Why parents can’t book today’s session

Step 1: What parents see after the cut-off (0:00)

- Parents can book a pay-as-you-go session up to **5 minutes before it starts**.
- After that, today’s session no longer shows in the **When?** list when they book. Later dates are still listed.
- This cut-off is fixed. It isn’t a club setting, so it can’t be changed.
- If today’s date is already in a parent’s basket when the cut-off passes, checkout shows: *A class date in your basket has already passed. Remove it and choose a new date before you continue.* They can’t pay until they remove it.



Step 1: After the cut-off, the When? list starts at next week. Today’s session isn’t offered

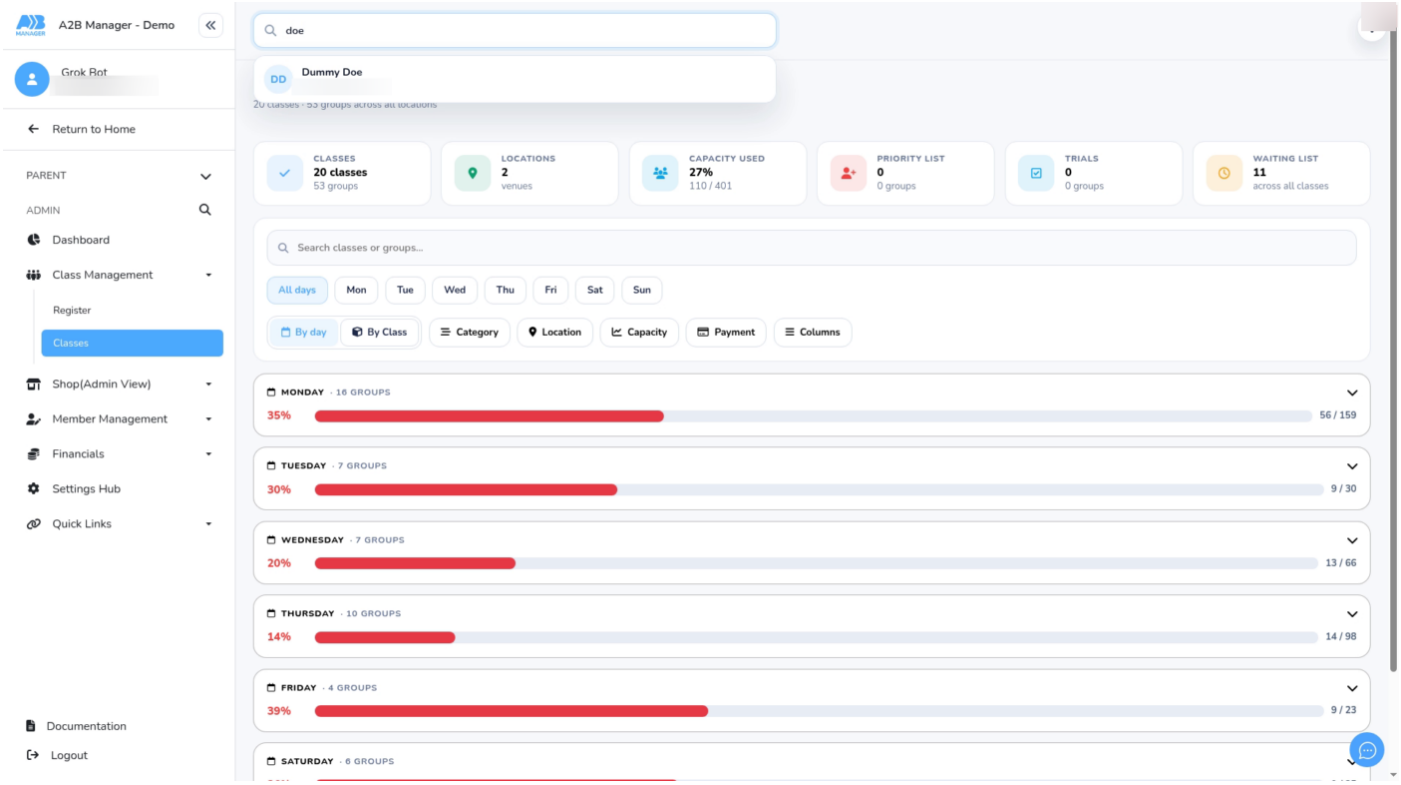


Step 1: If the cut-off passes while today’s date is in the basket, the parent is asked to choose a new date

Option 1: Move their booking to today (before the session starts)

Step 2: Open the child’s profile (0:37)

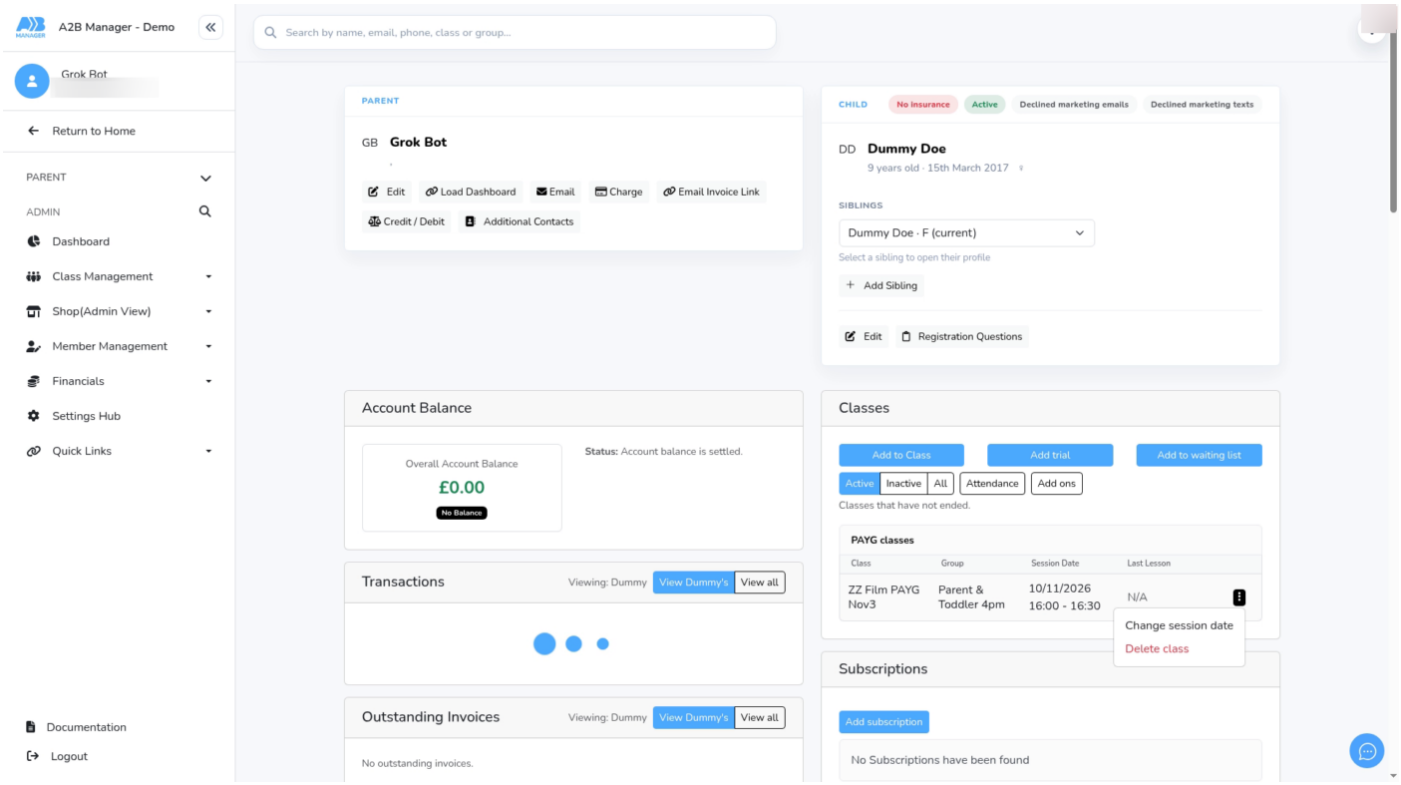
- Use this when the child already has a pay-as-you-go booking for another date, for example tomorrow or next week.
- In admin, type the child’s name in the search bar at the top of the page.
- Click the child in the results to open their profile.



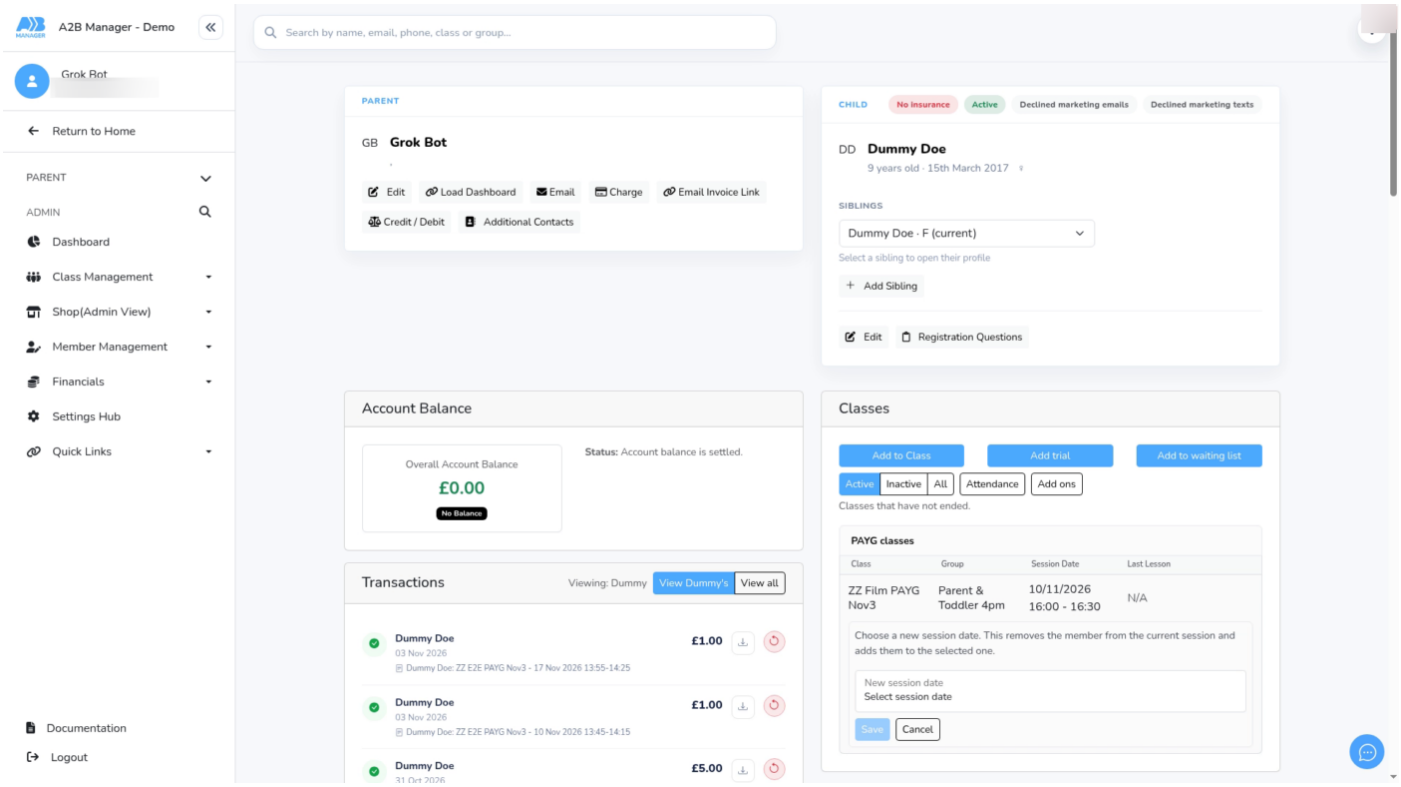
Step 2: Search for the child by name and open their profile

Step 3: Choose Change session date (0:49)

- In the **Classes** panel, find the booking under **PAYG classes**.
- Click the ⋮ (three dots) on that row and choose **Change session date**.
- The panel explains: *Choose a new session date. This removes the member from the current session and adds them to the selected one.*



Step 3: The three-dot menu on a PAYG booking: Change session date and Delete class

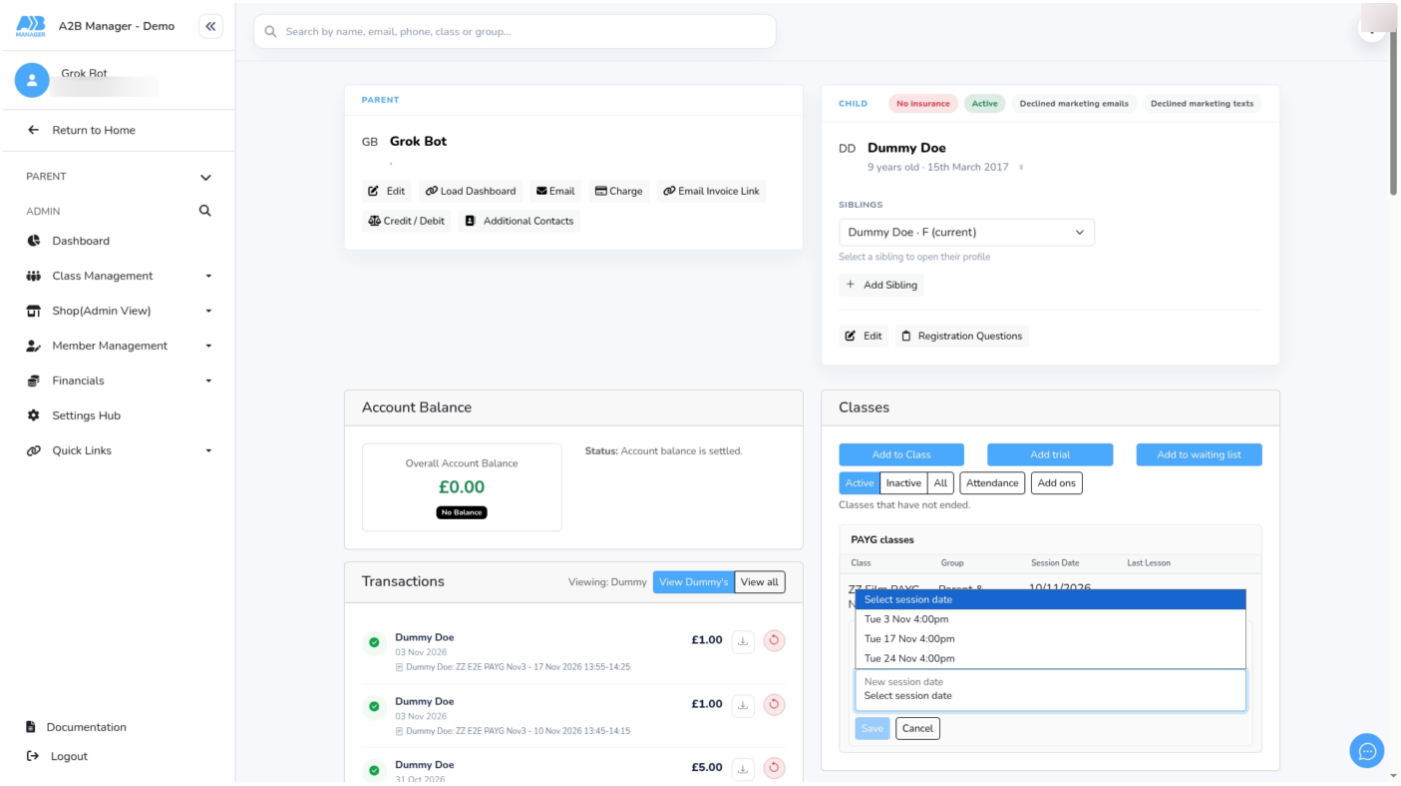


Step 3: The Change session date panel

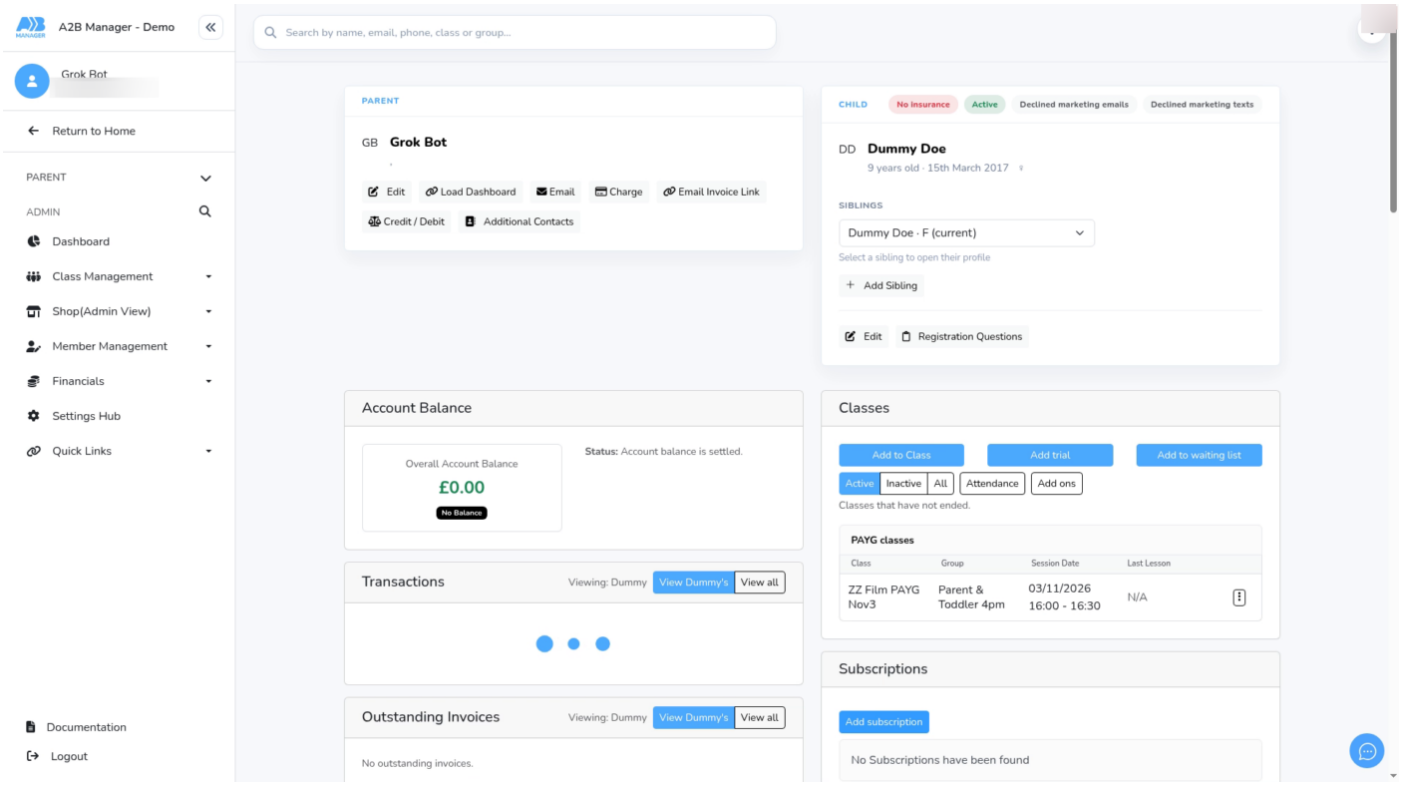
Step 4: Pick today’s session and save (1:07)

- Click **New session date** and choose today’s session, for example **Tue 3 Nov 4:00pm**.

- Today’s session is offered right up until it starts, even after the parents’ 5-minute cut-off has passed.
- Click **Save**. The booking now shows today’s date and time.
- Nothing is charged or refunded, and you aren’t asked for a payment.



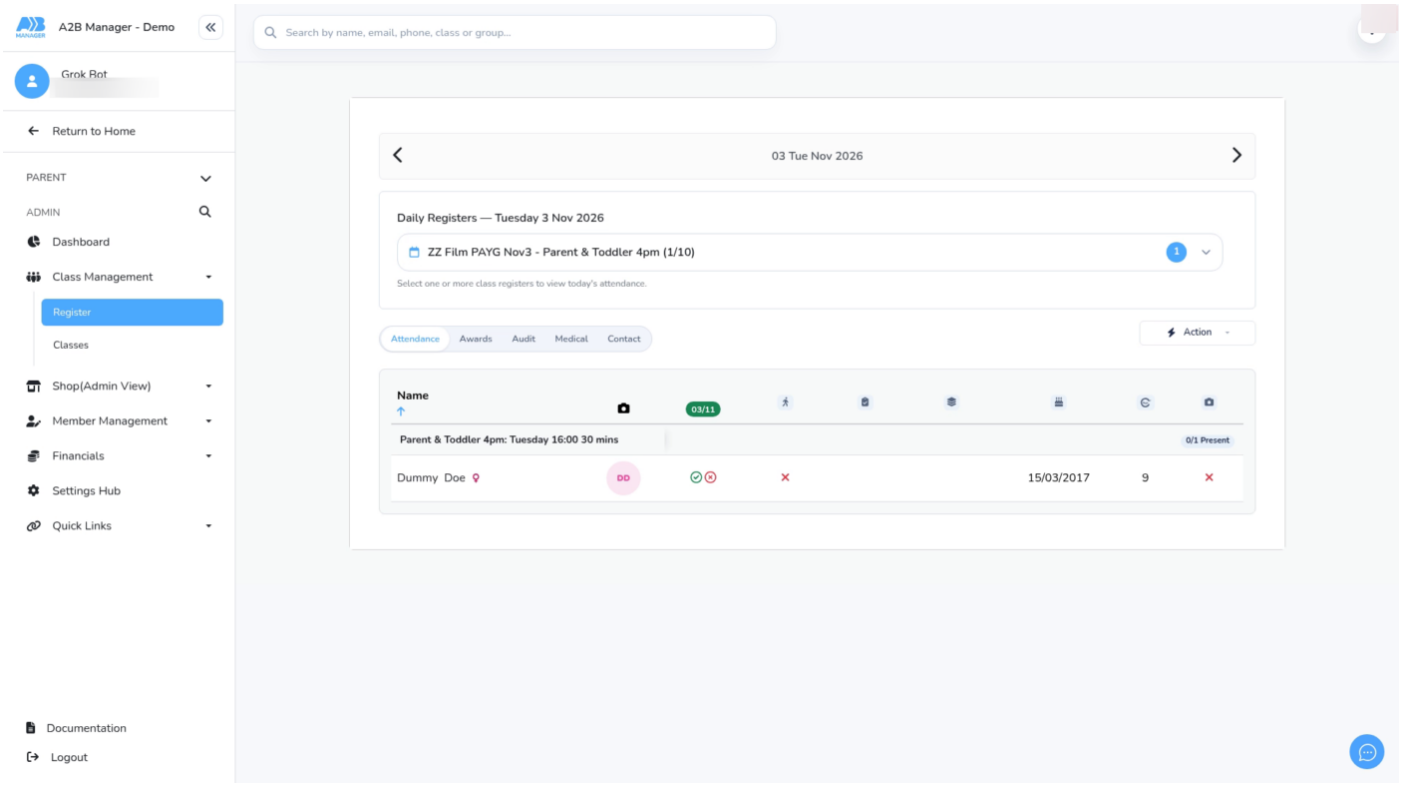
Step 4: Today’s session in the New session date list



Step 4: After Save, the booking shows today’s date

Step 5: Check today’s register (1:20)

- Go to **Class Management** > **Register**.
- Click **Select registers**, tick today’s session and click **Apply**.
- The child is now on today’s register.

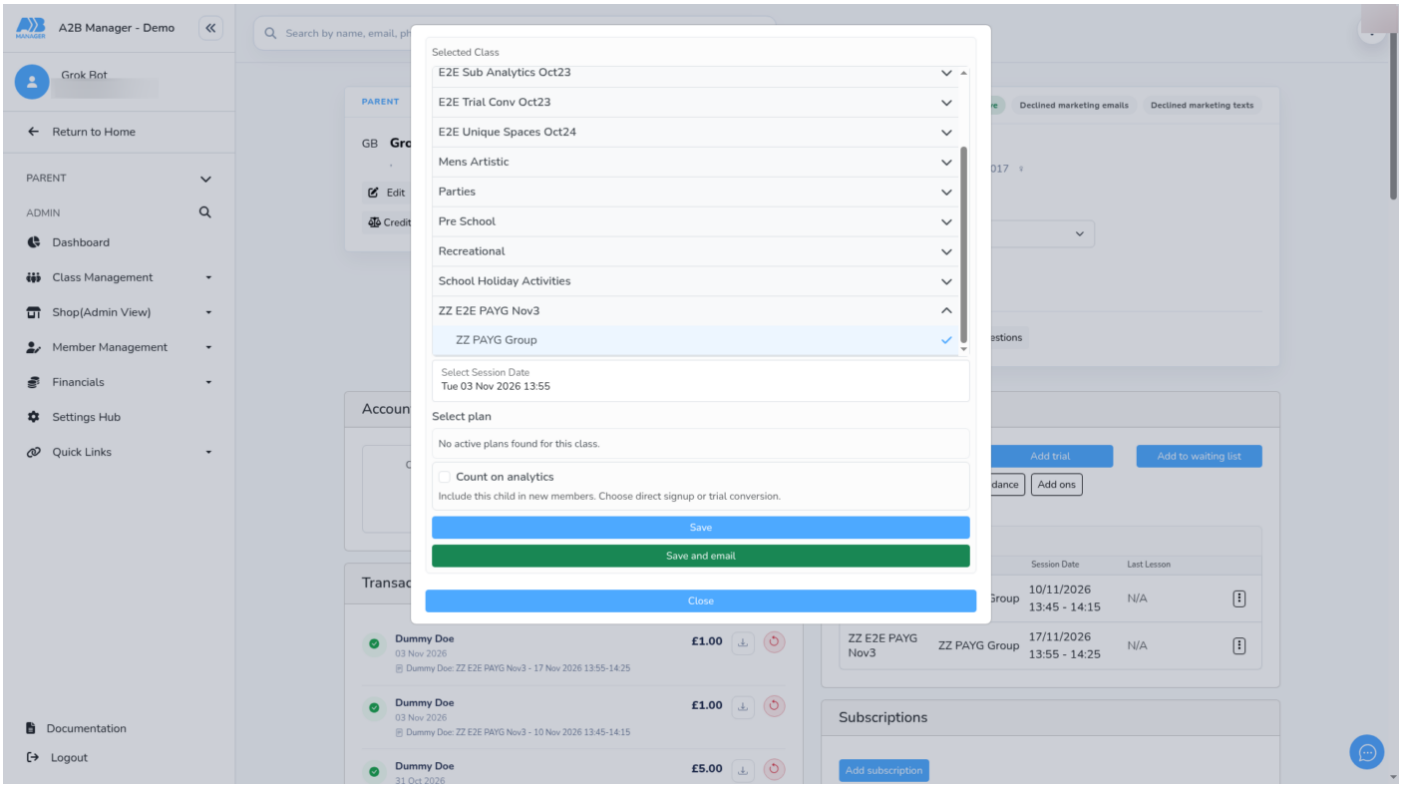


Step 5: The child on today’s register after the move

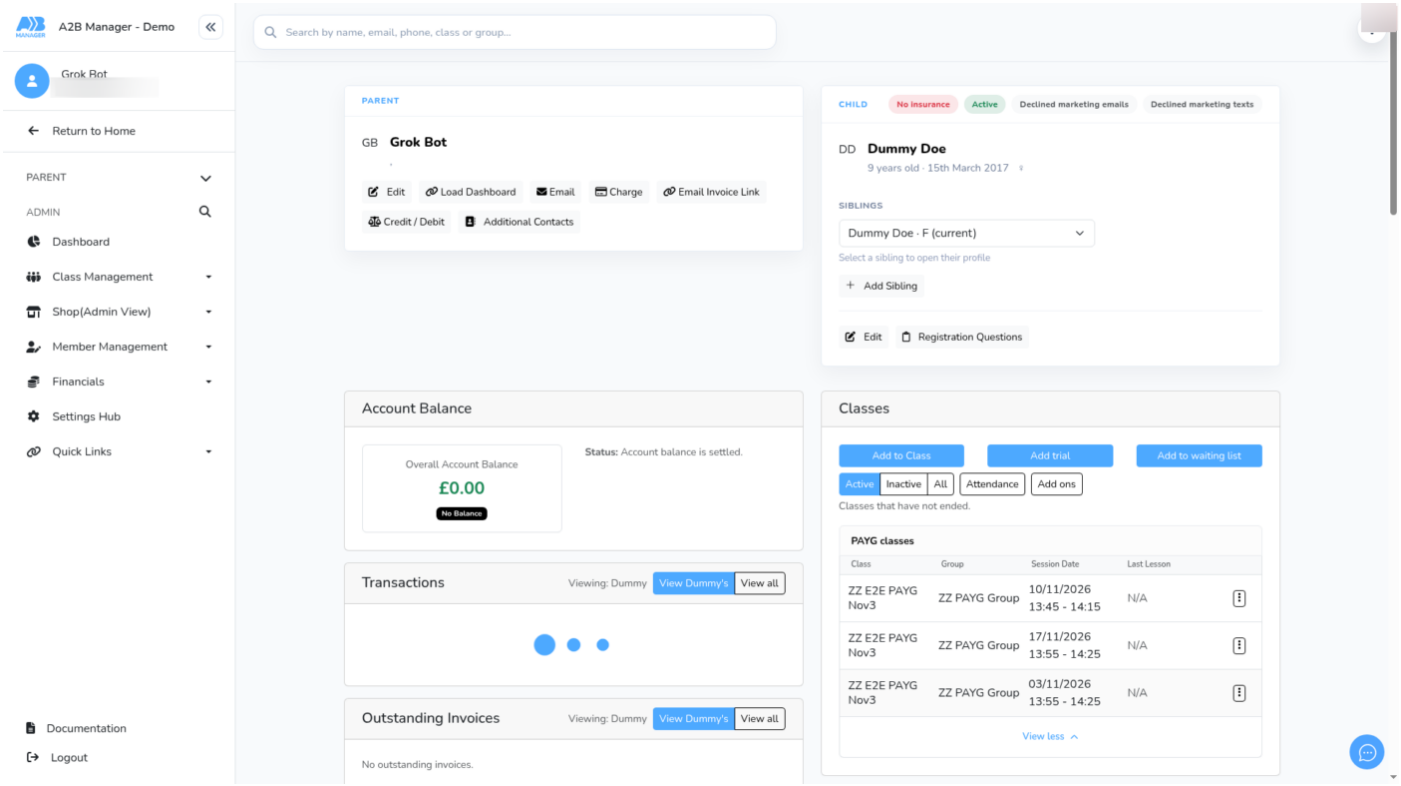
Option 2: Add a new place for today (before the session starts)

Step 6: Add them with Add to Class

- Use this when the child doesn’t have a booking you can move.
- On the child’s profile, click **Add to Class** in the **Classes** panel.
- Open the class, choose the group, then pick today’s session under **Select Session Date**. Today is offered even after the parents’ 5-minute cut-off.
- Click **Save**, or **Save and email**.
- Nothing is charged when you add a child this way, so take payment separately if you need to.



Step 6: Add to Class with today's session chosen under Select Session Date

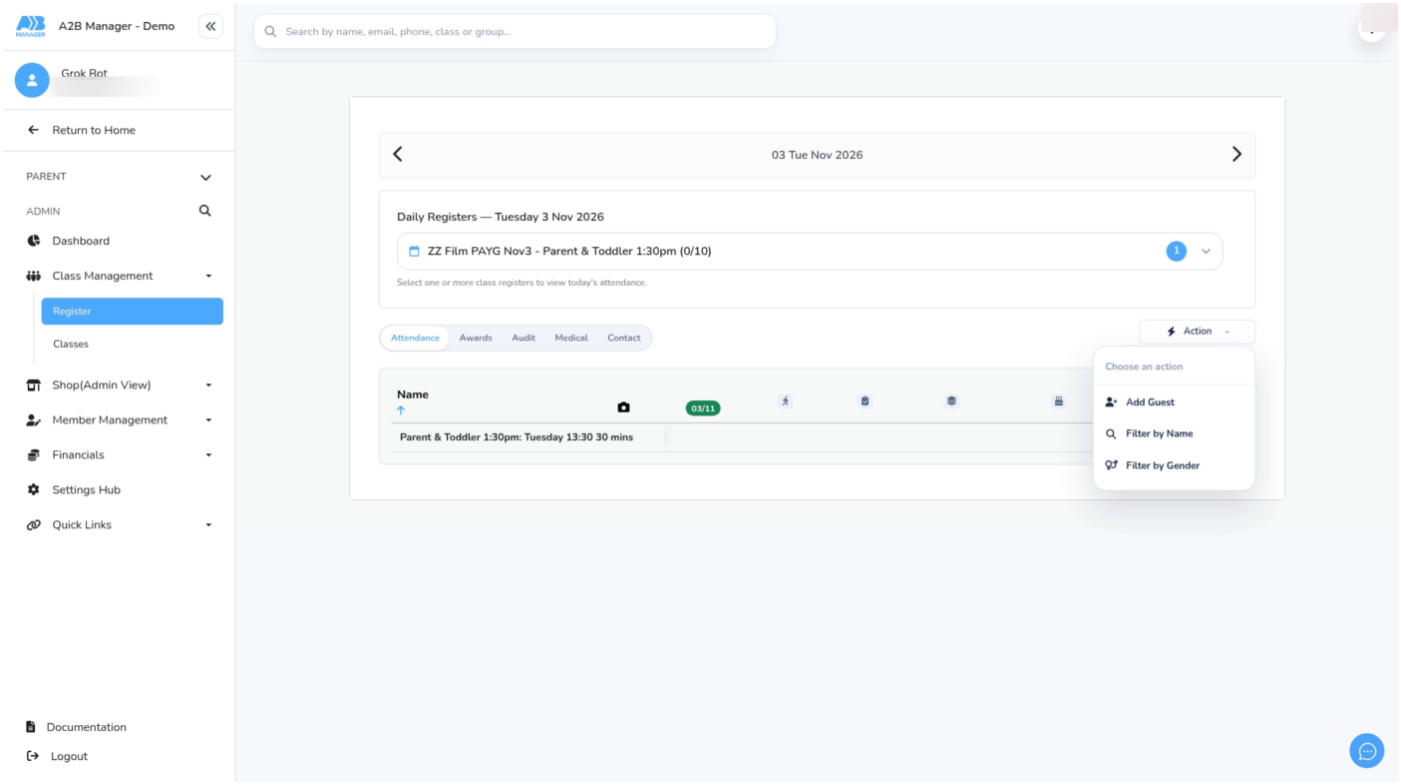


Step 6: The new booking for today in the PAYG classes list

Option 3: Add them as a guest once the session has started

Step 7: Open the register for a session that has started (1:42)

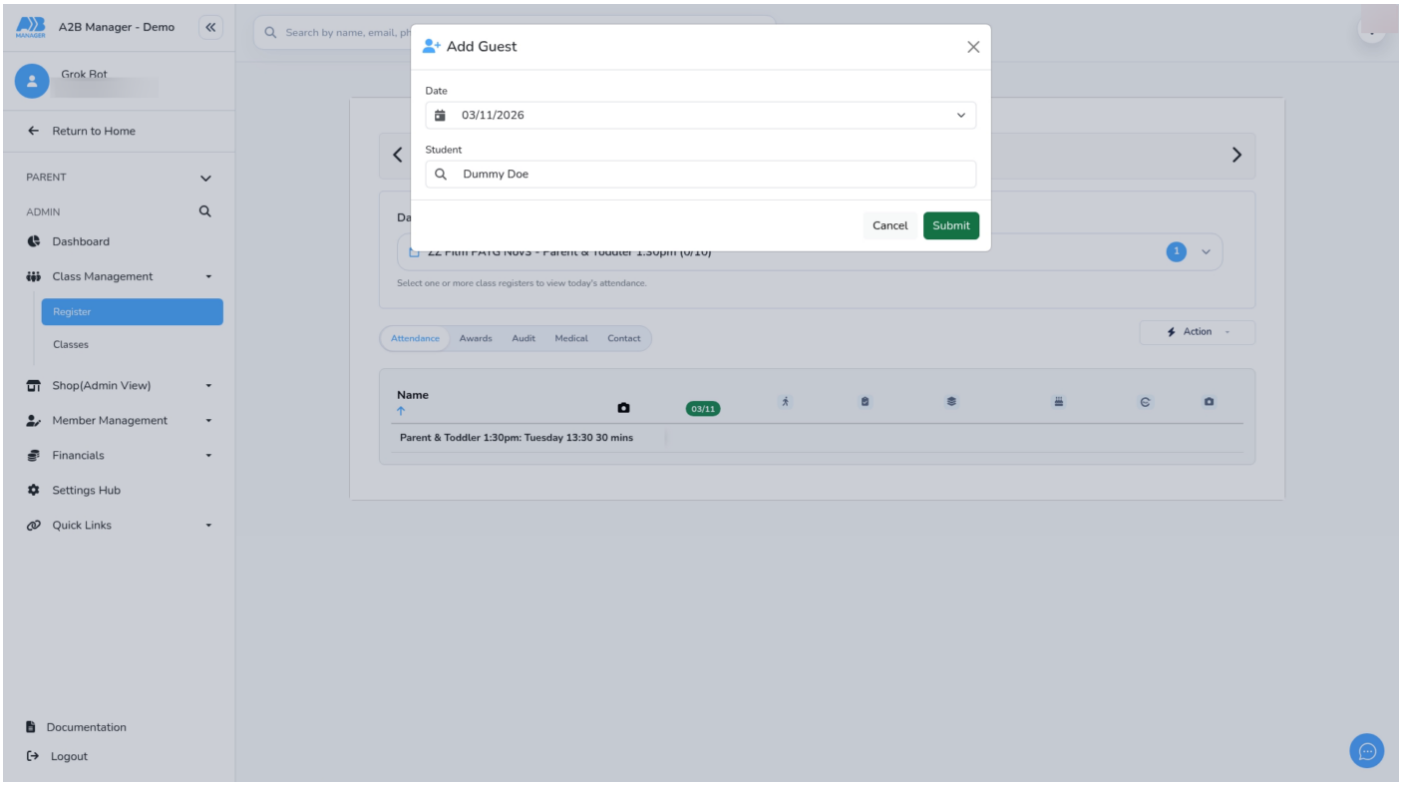
- Once a session has started, **Change session date** no longer offers it. Add the child to the register instead.
- Go to **Class Management** > **Register**.
- Click **Select registers**, tick the session that has started and click **Apply**.
- Click **Action** and choose **Add Guest**.



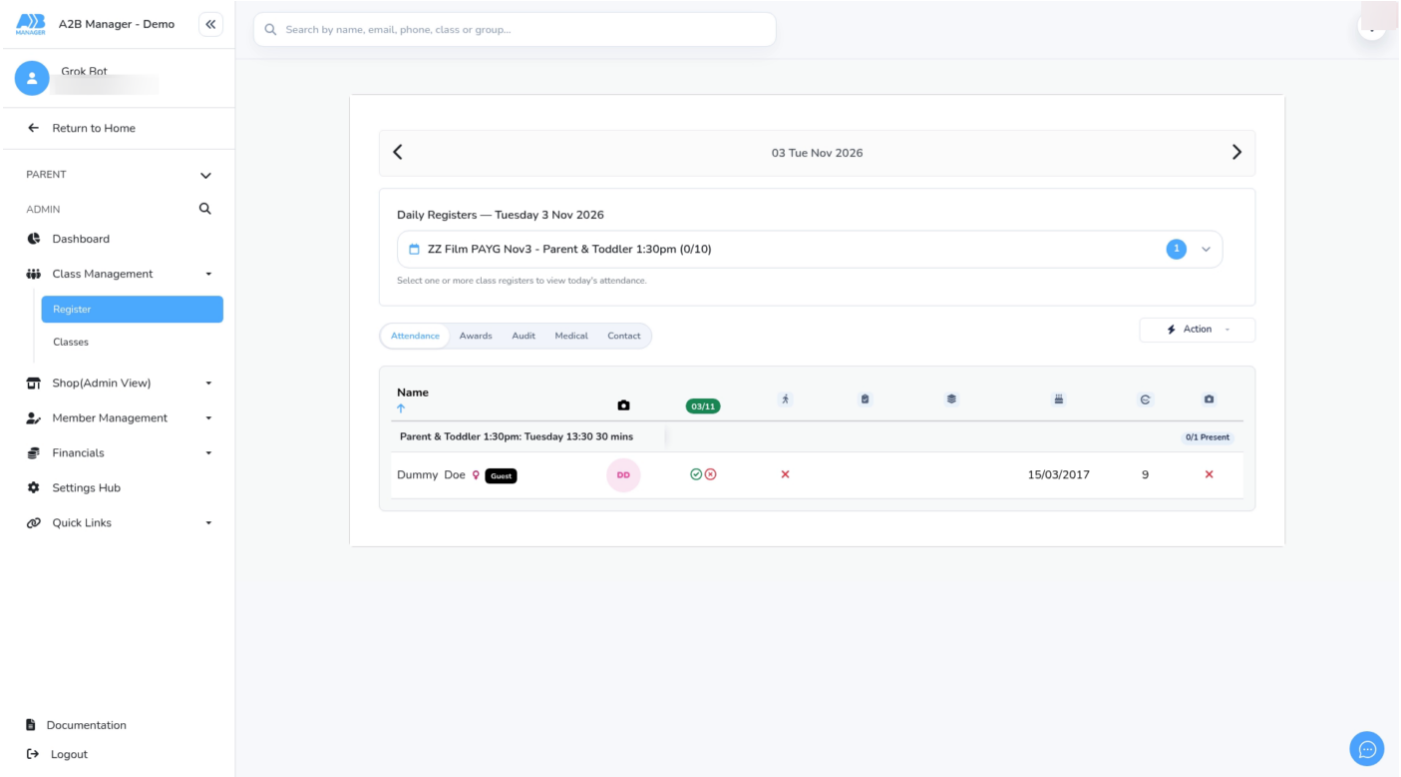
Step 7: The Action menu on today's register, with Add Guest

Step 8: Add the child as a guest (2:00)

- Check the **Date** is today.
- Under **Student**, search for the child and click **Select** next to their name.
- Click **Submit**. The child is added to that day's register as a guest.
- Add Guest only adds them to today's register. It doesn't change or cancel their other bookings, so remove a later booking yourself if they no longer need it.



Step 8: The Add Guest box with today's date and the child selected



Step 8: After Submit, the child shows on the register with a Guest label

Good to know

- To remove a booking the child no longer needs, click the ⋮ next to it on their profile and choose **Delete class**. You're asked *Count as a cancellation on analytics?* No refund is offered,

so deal with any refund separately.

- Changing a group’s session time doesn’t move bookings that already exist. They stay at the old time.

> **Tip:** Let parents know that online booking closes 5 minutes before a pay-as-you-go session starts. If they’re running late, they can contact you and you can add their child yourself.

Related guides

- How Parents Book Pay-As-You-Go Classes
- Understanding the Structure of PAYG Classes
- Setting Up Your First Recurring PAYG Class

Download the PDF guide (optional)