How to Limit a Competition to Certain Classes

Class Types · https://a2bmanager.com/docs/how-to-limit-a-competition-to-certain-classes/

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

Video walkthrough (264 seconds)

A2B Manager doesn’t have a setting that limits a competition to children from certain classes. You can get the same result with an award level. Give the award to the children in your squad, then make the competition require it. Children without the award can’t book. This guide also shows you how to stop boys booking a girls’ event, and how to remove and refund a booking that shouldn’t have been made.

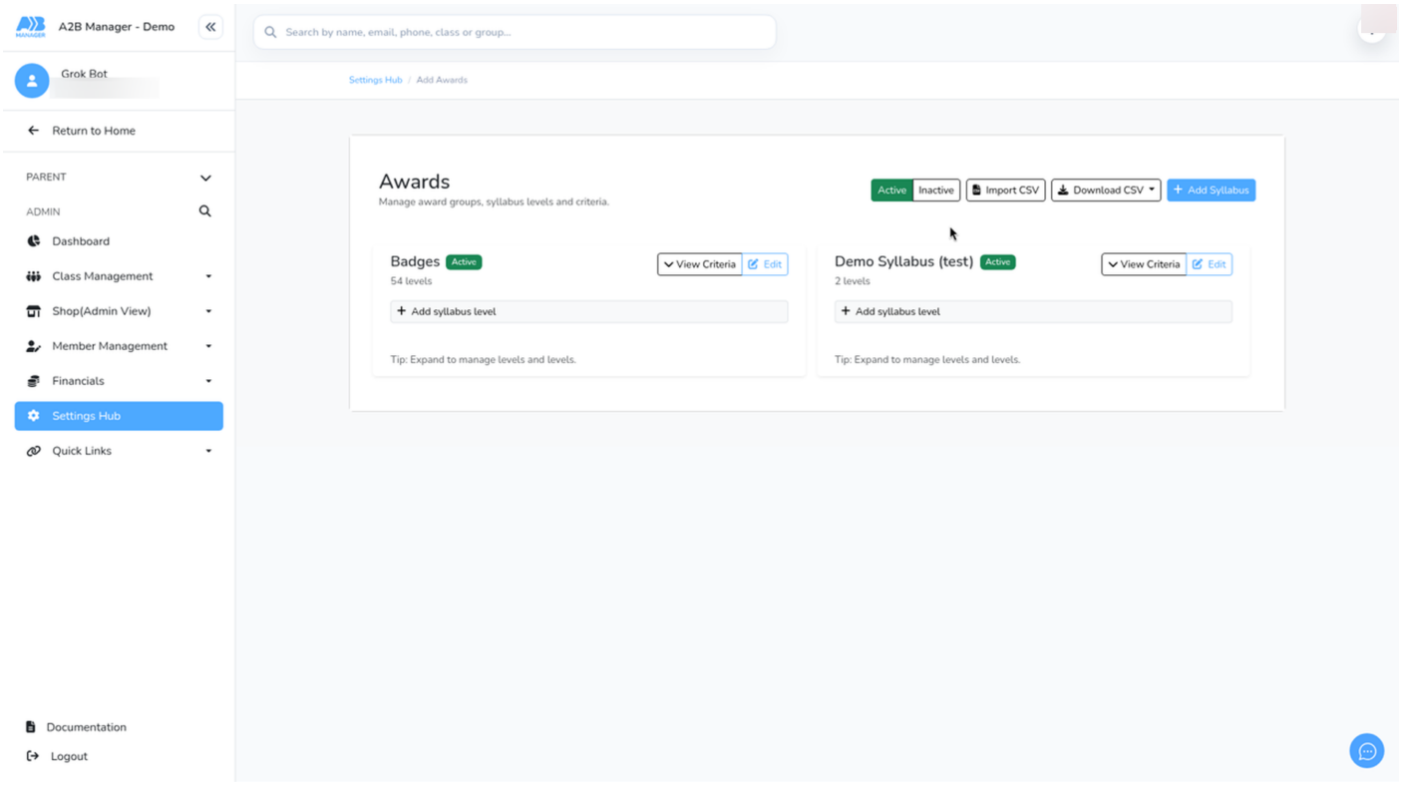
Before you start

- You need an award level for the squad, for example **WAG squad**. If you haven’t made one yet, see How to add an award syllabus.
- Your competition should be set up as a Multi Event group. See How to Set Up a Multi-Event Class.
- You do all of this as a club admin.

How it works

Step 1: Why there’s no ‘certain classes only’ setting (0:00)

- There’s no option to say ‘only children in these classes can book’.
- Award levels do the same job. You give an award level to the children in your squad. Then you set the competition so that only children who hold that award can book it.
- You make award levels in **Settings Hub** > **Add Awards**.

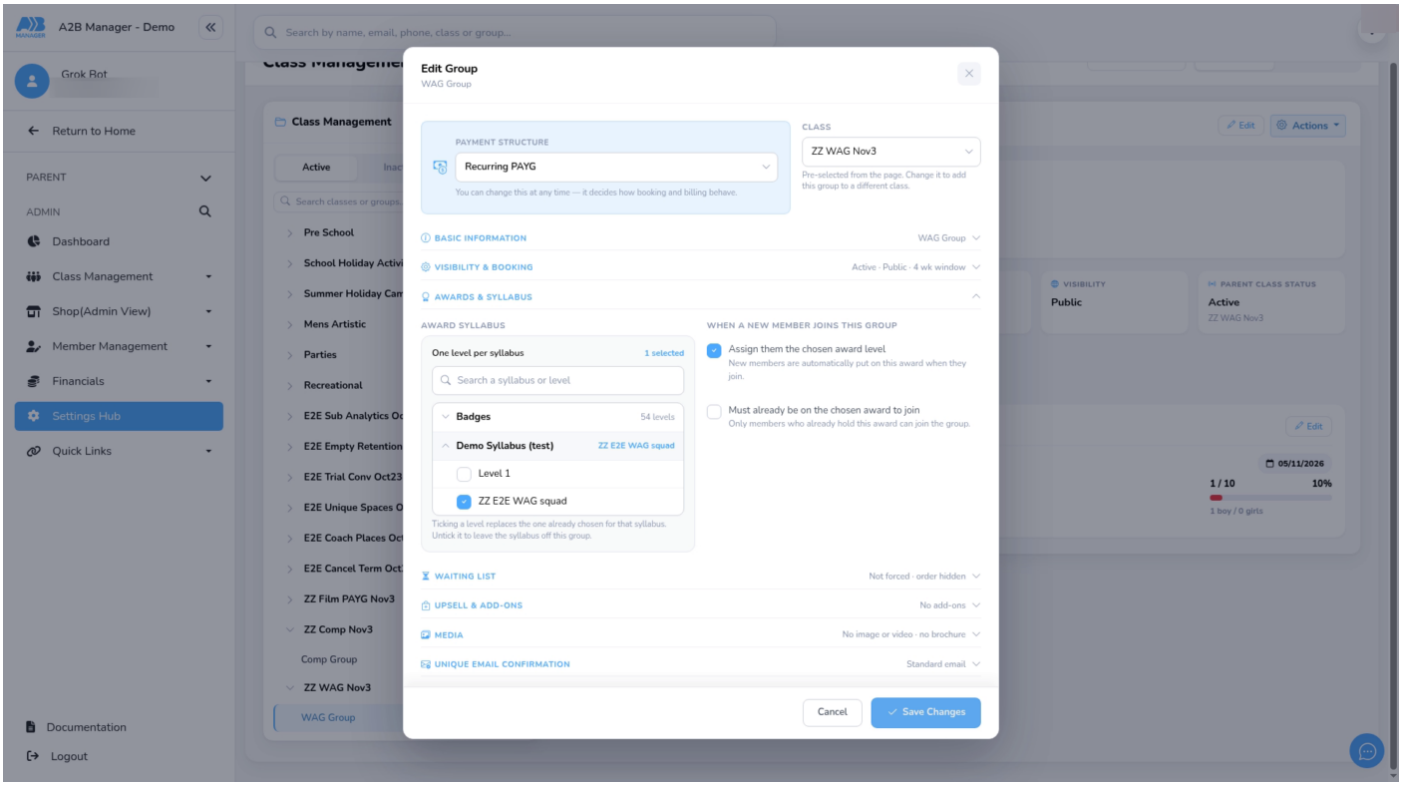


Step 1: Award levels are made in Settings Hub > Add Awards. Here, Demo Syllabus (test) has 2 levels

Part 1: Give the award to your squad

Step 2: Give the award to new squad members (0:13)

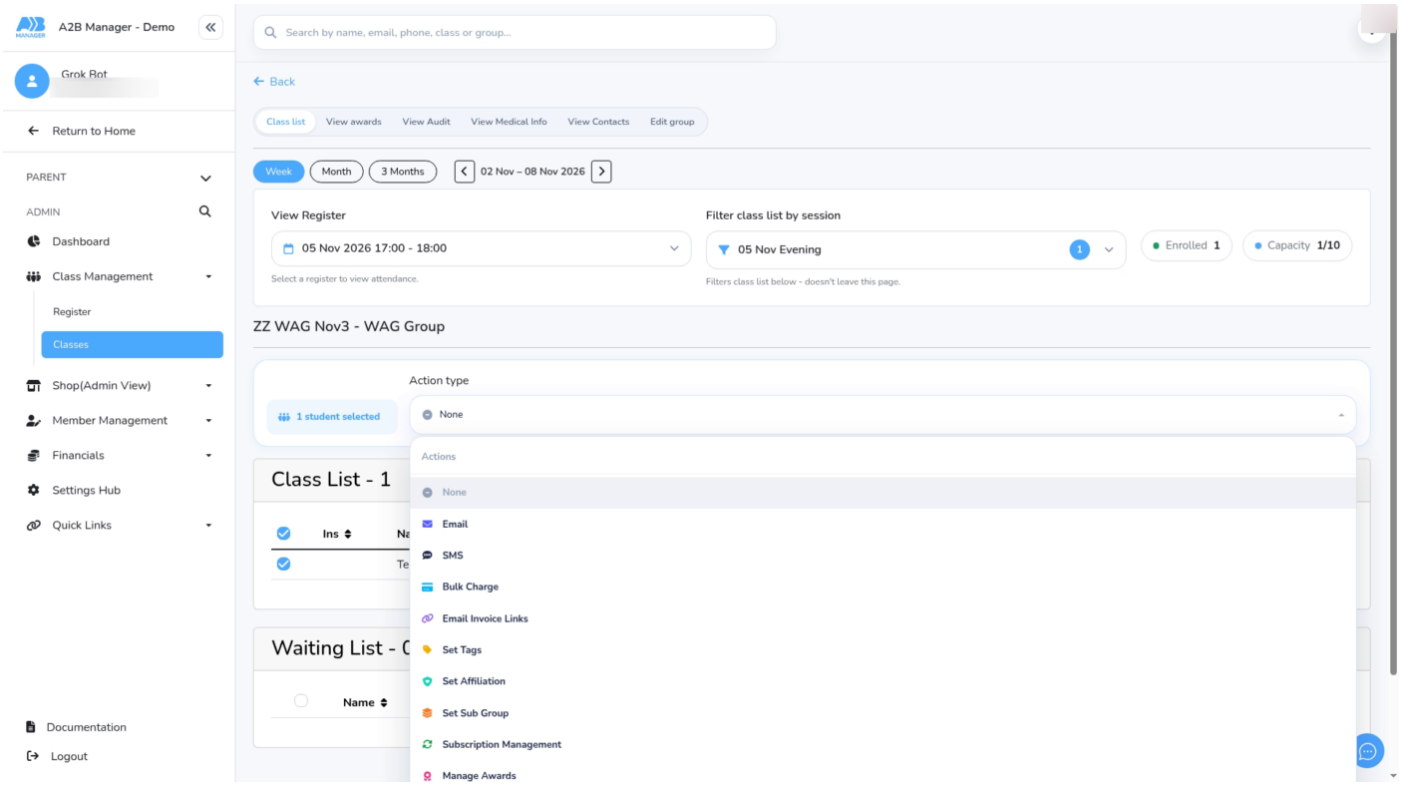
- Go to your squad's class, click its group, then click **Edit**.
- Open **Awards & Syllabus**. Under **Award Syllabus**, open your syllabus and tick the squad's award level.
- Under **When a new member joins this group**, tick **Assign them the chosen award level**.
- Click **Save Changes**. From now on, children who join this group get the award automatically.
- If you have more than one squad group, do this on each of them.



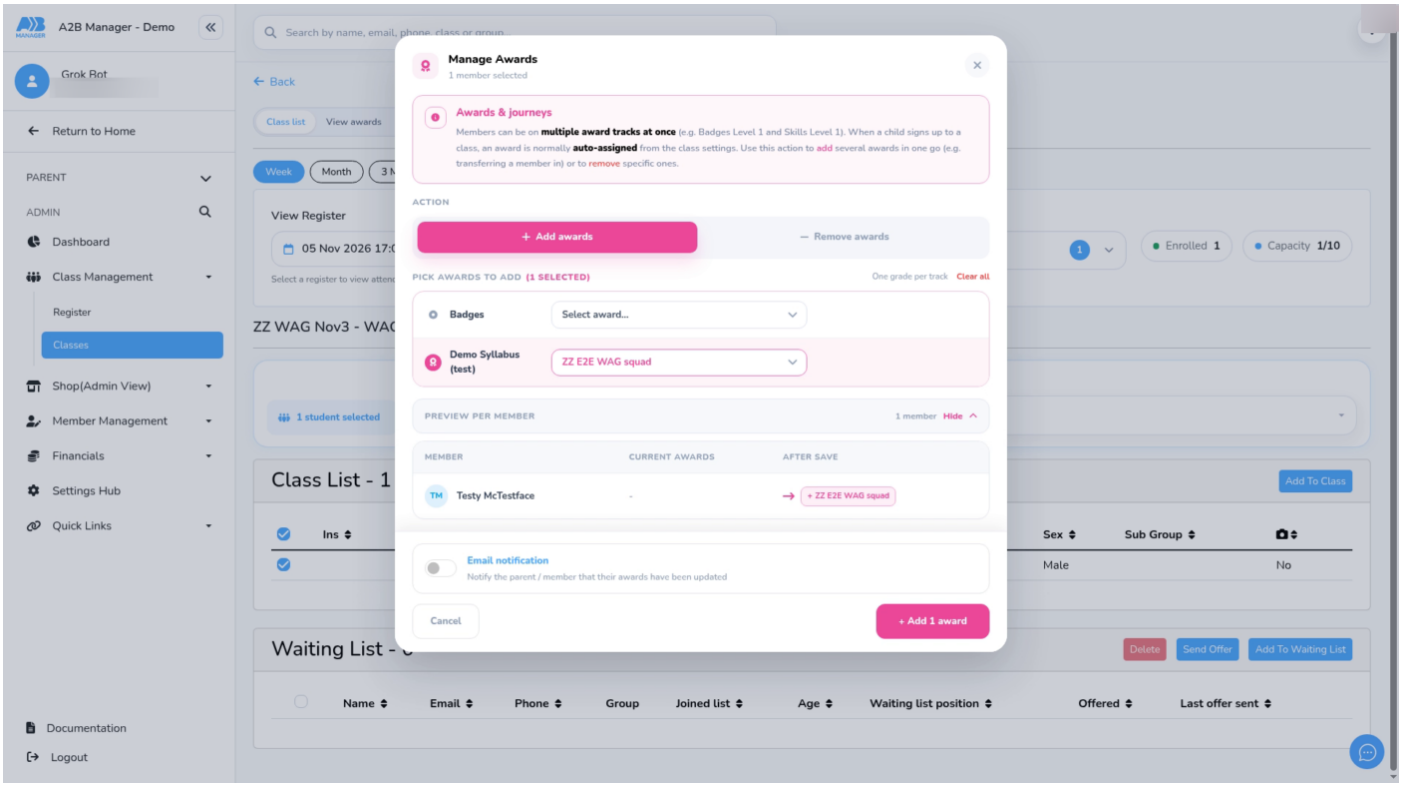
Step 2: Awards & Syllabus on the squad’s group, with the award level ticked and Assign them the chosen award level on

Step 3: Give the award to children already in the class (0:59)

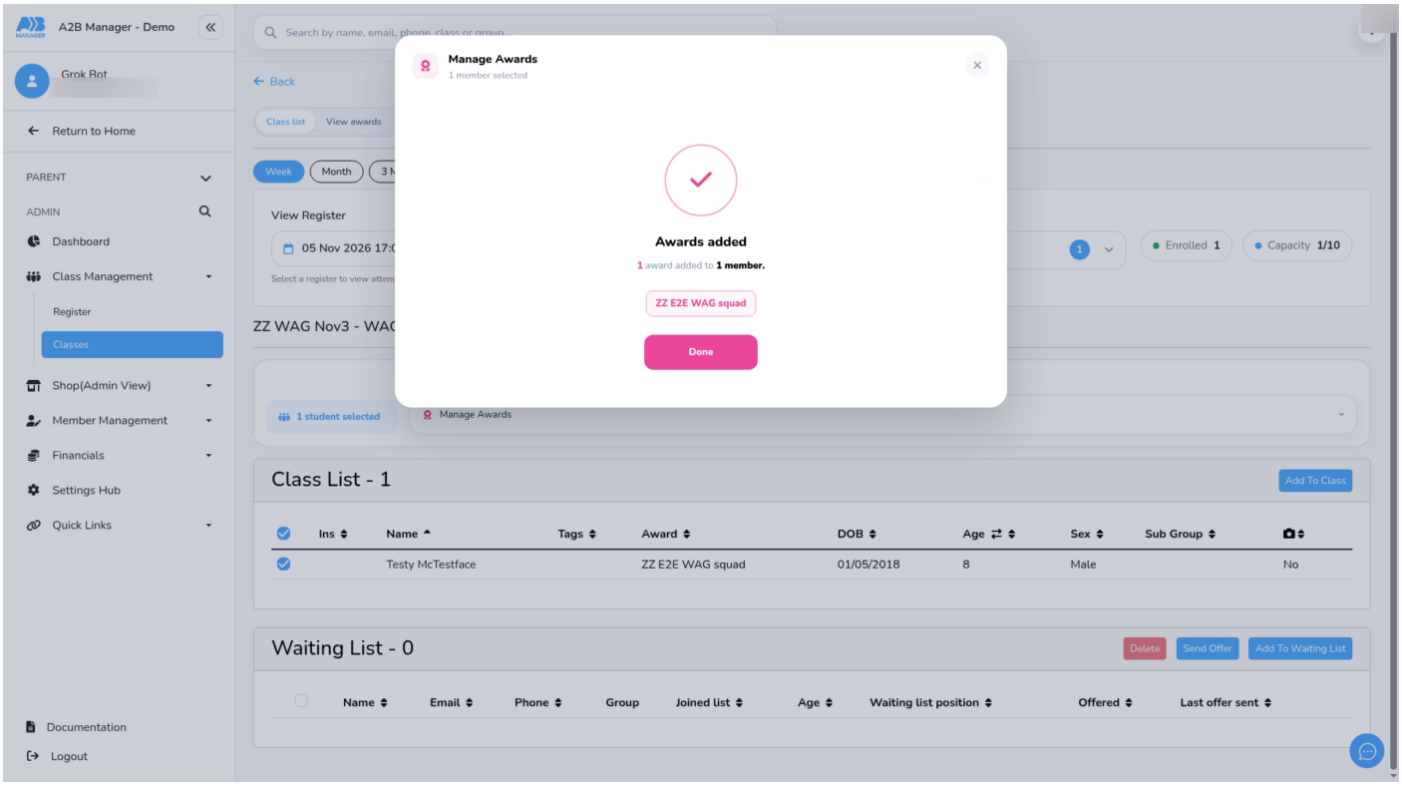
- Children who were already in the group don’t get the award when you turn this on. Add it to them with **Manage Awards**.
- On the group, click **Actions** > **Go to class list**.
- Tick the children who need the award. Open **Action type** and choose **Manage Awards**.
- On the **Add awards** tab, pick the award level next to your syllabus. Click **Preview per member** to check who’ll receive it.
- Turn on **Email notification** if you want to tell parents their child’s awards have been updated.
- Click **+ Add 1 award** (the number shows how many awards you’re adding), then **Done**. For more on this screen, see How to Manage a Member’s Awards.



Step 3: Action type on the class list, with Manage Awards at the bottom



Step 3: Preview per member shows who will receive the award

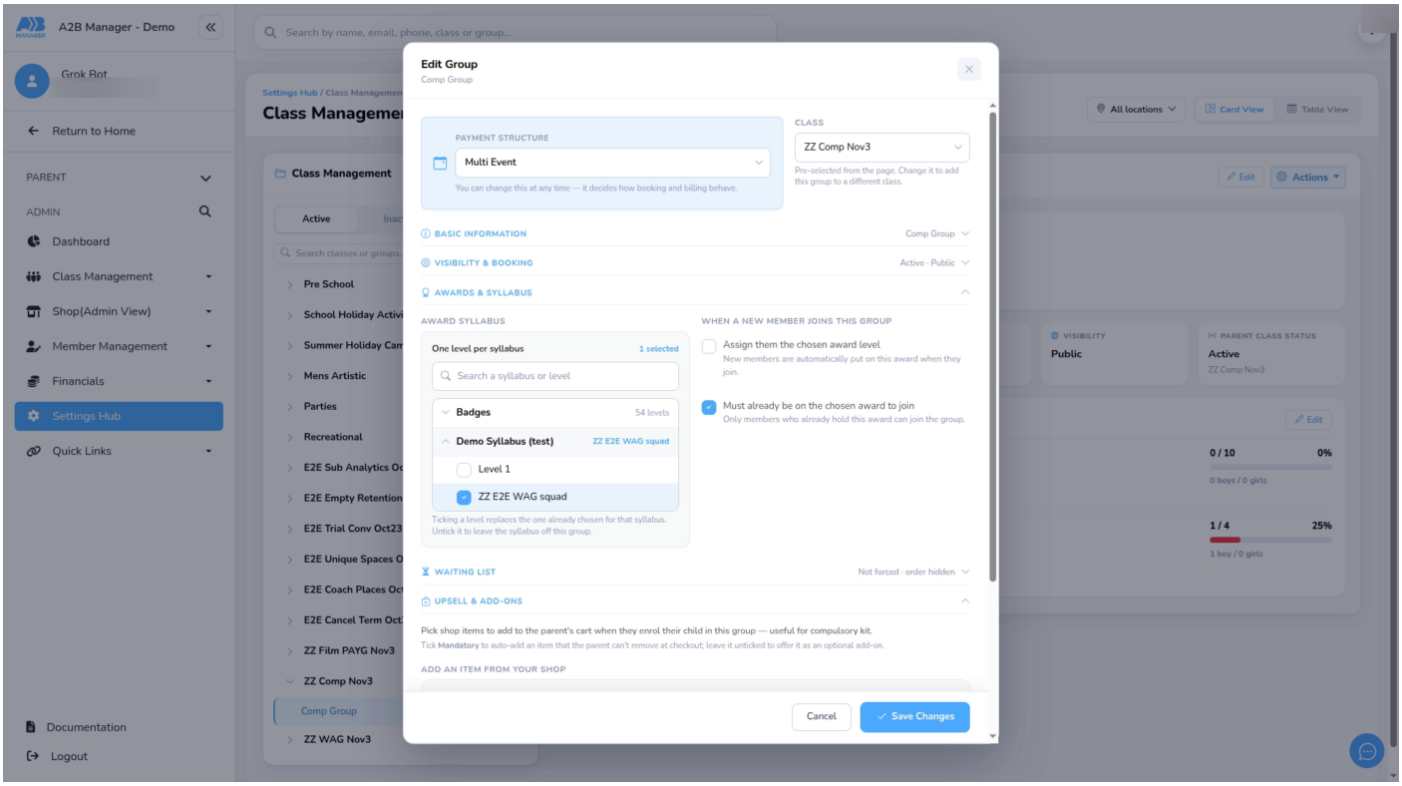


Step 3: Awards added: 1 award added to 1 member

Part 2: Lock the competition

Step 4: Make the competition require the award (1:47)

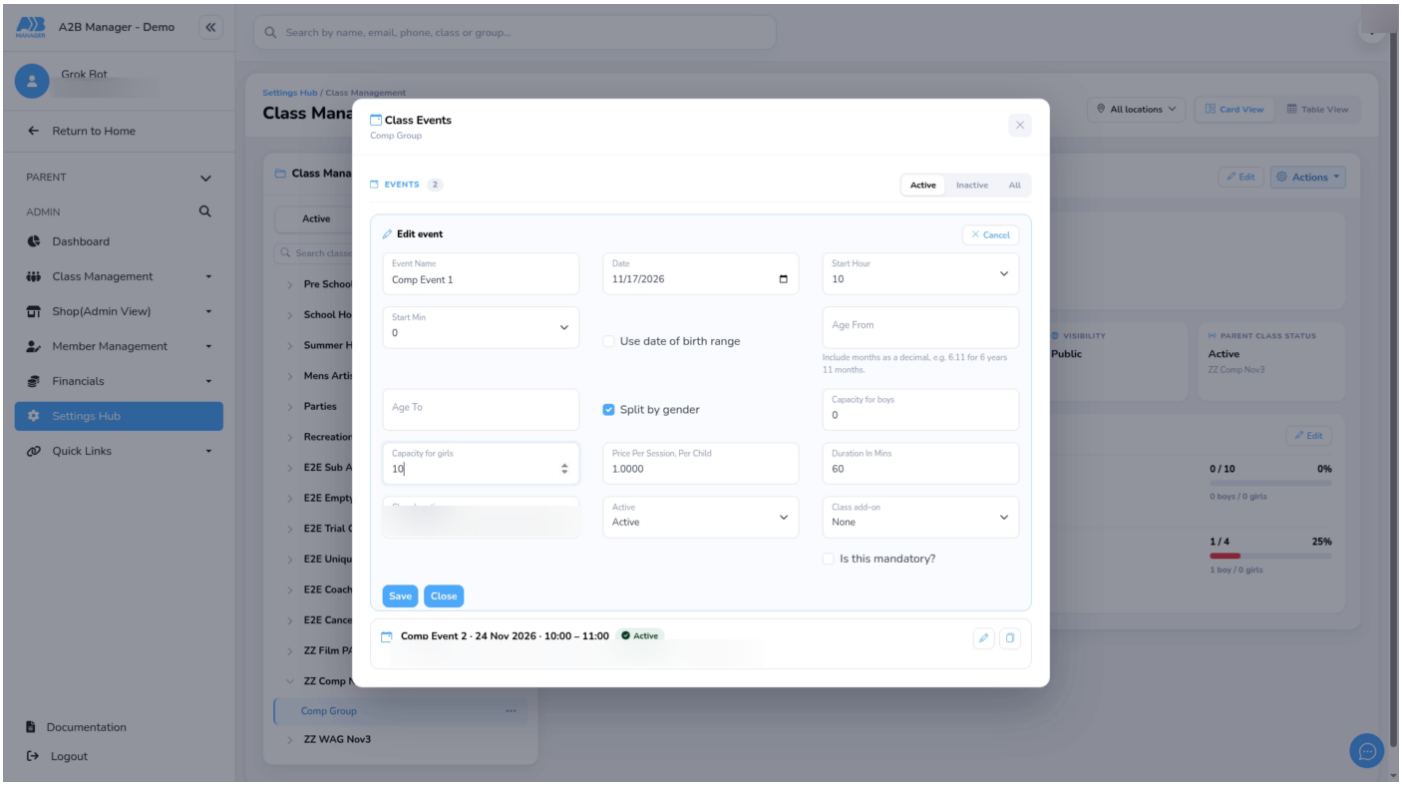
- Go to **Settings Hub** > **Add/Edit Classes**. Open the competition's class, click its group, then click **Edit**.
- Open **Awards & Syllabus** and tick the same award level.
- Under **When a new member joins this group**, tick **Must already be on the chosen award to join**. The help text explains: *Only members who already hold this award can join the group.*
- Click **Save Changes**.



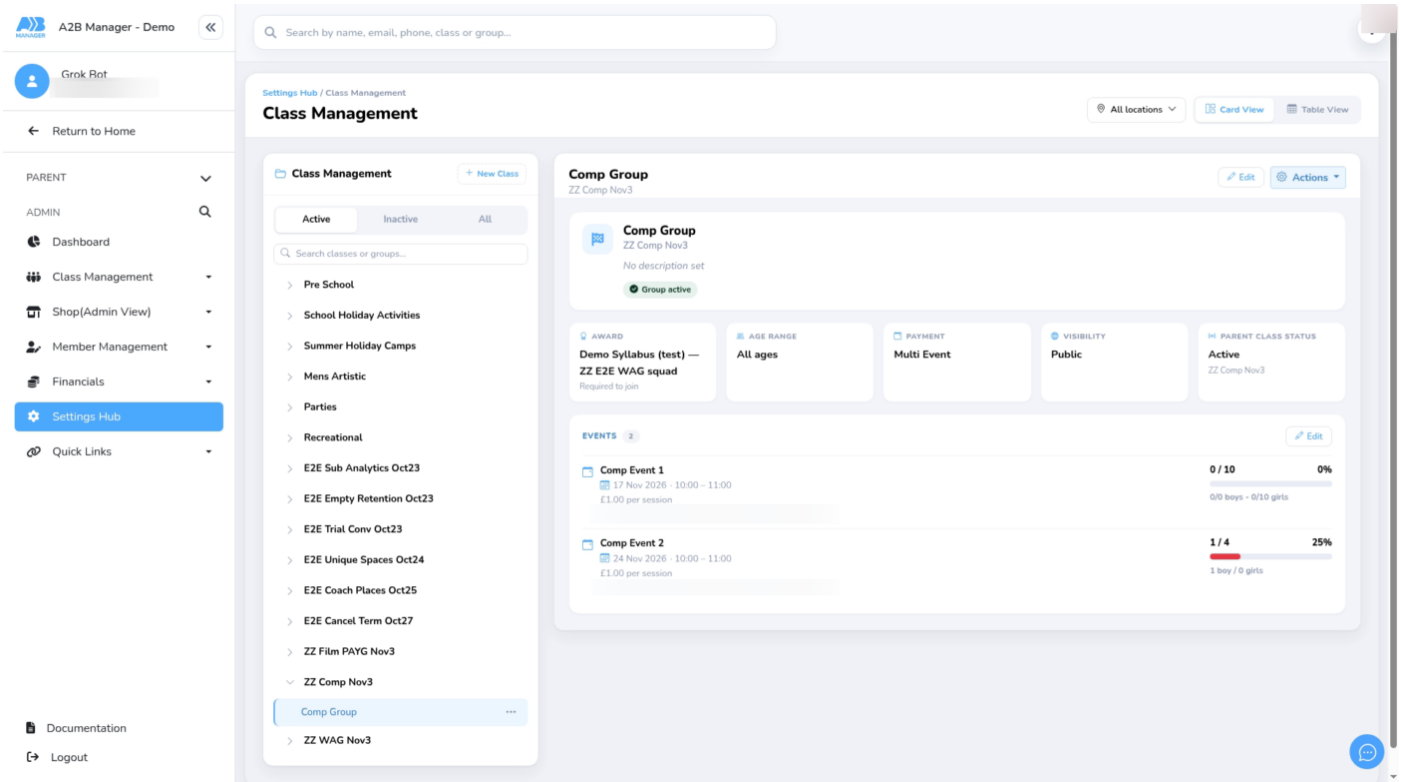
Step 4: The competition’s group with the award level ticked and Must already be on the chosen award to join on

Step 5: Optional: stop boys booking a girls’ event (2:27)

- There’s no boys-only or girls-only setting, but you can give boys no places on an event.
- On the competition’s group, click **Edit** on the events, then click the pencil next to the event.
- Tick **Split by gender**. Set **Capacity for boys** to **0**, and **Capacity for girls** to the number of places you want.
- Click **Save**, then close the events list. The event now shows **0/0 boys** and the girls’ places.
- Boys see the event as **Full**. Do this on each event that’s only for girls.



Step 5: Split by gender on the event, with Capacity for boys 0 and Capacity for girls 10

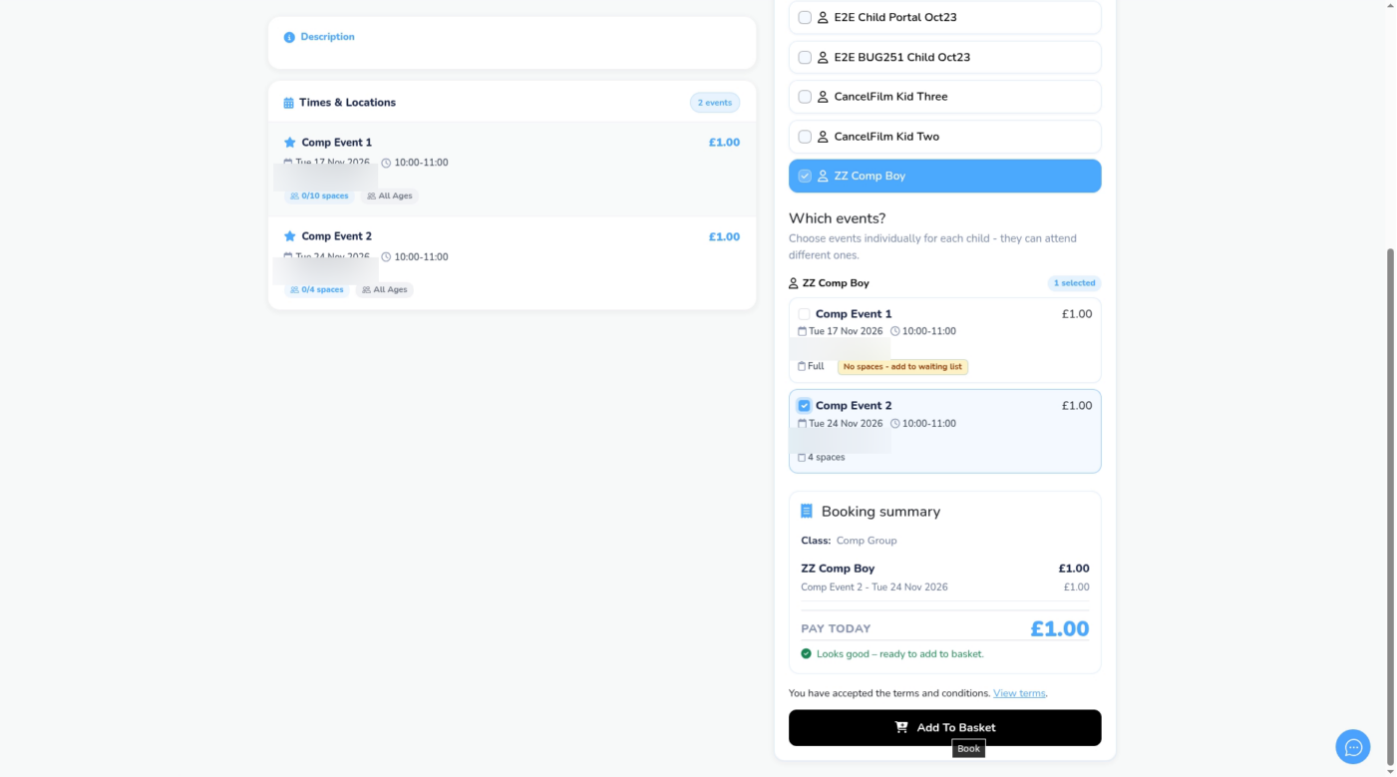


Step 5: The event now shows 0/0 boys and 0/10 girls

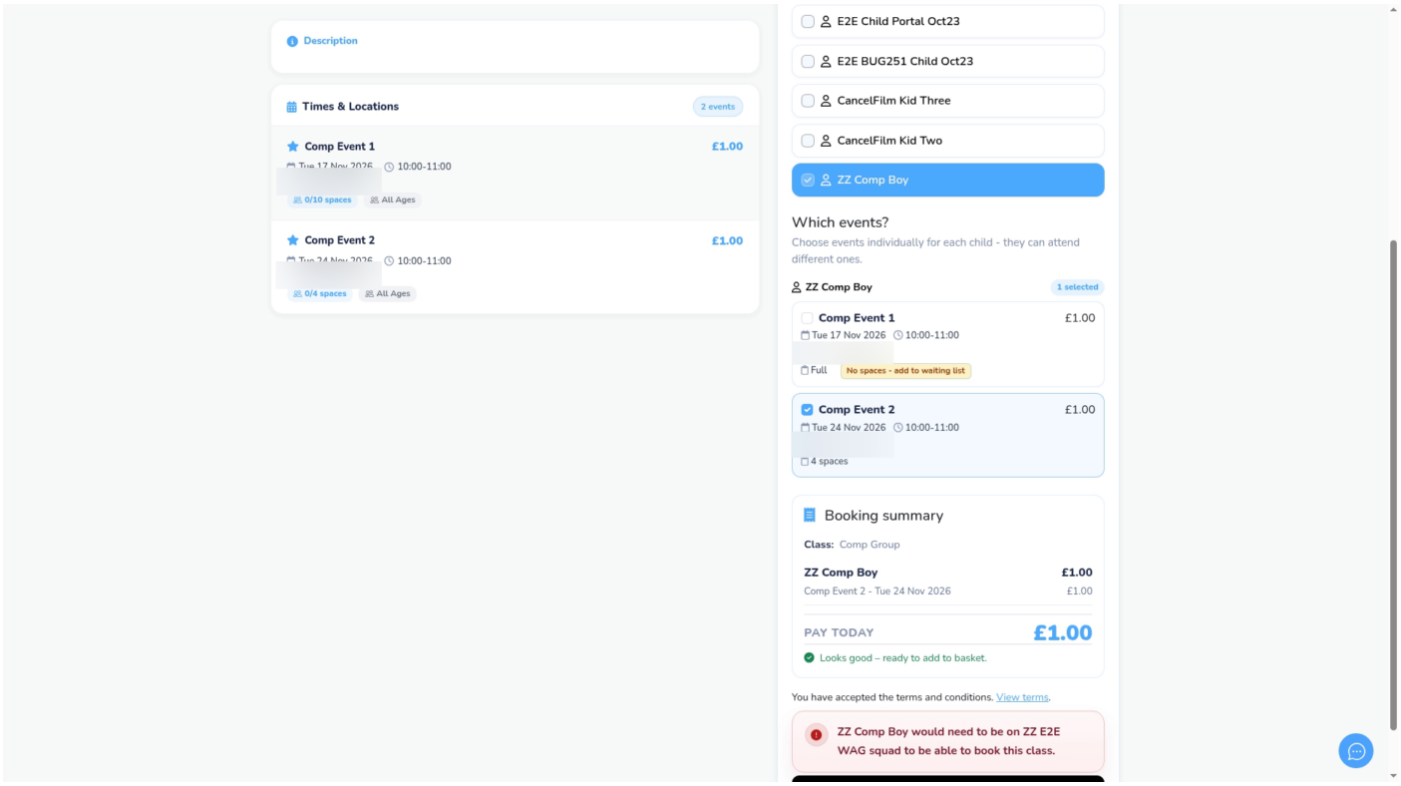
What parents see

Step 6: What the parent sees (2:57)

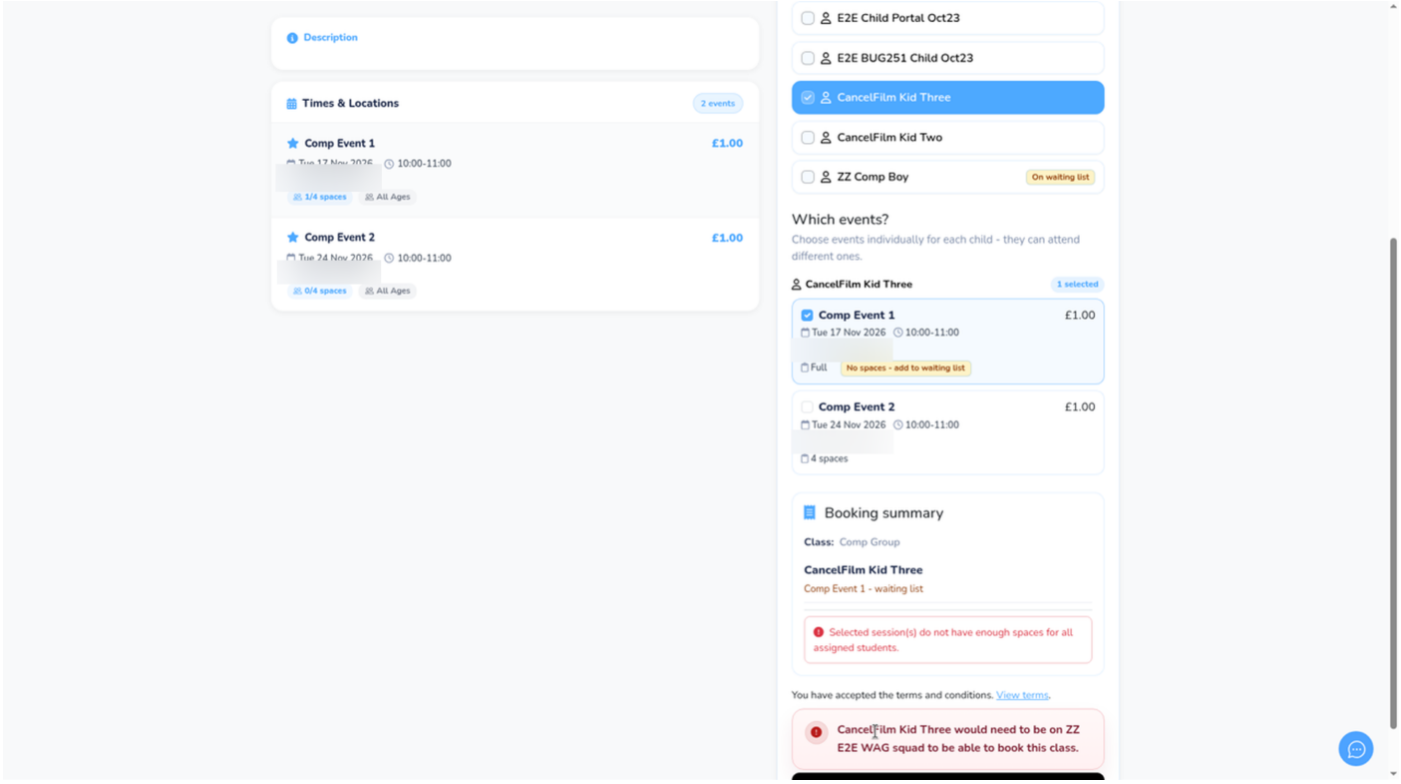
- A parent whose child doesn’t have the award can still open the competition, click **Book Events** and choose events.
- On a girls-only event, a boy sees **Full** and **No spaces - add to waiting list**.
- When the parent clicks **Add To Basket**, the booking is blocked with a message such as: *ZZ Comp Boy would need to be on ZZ E2E WAG squad to be able to book this class.*
- Joining the waiting list is blocked in the same way if the child doesn’t have the award.



Step 6: A boy sees Comp Event 1 as Full. Comp Event 2 is ticked, ready to add to the basket



Step 6: The message when the child doesn’t have the award

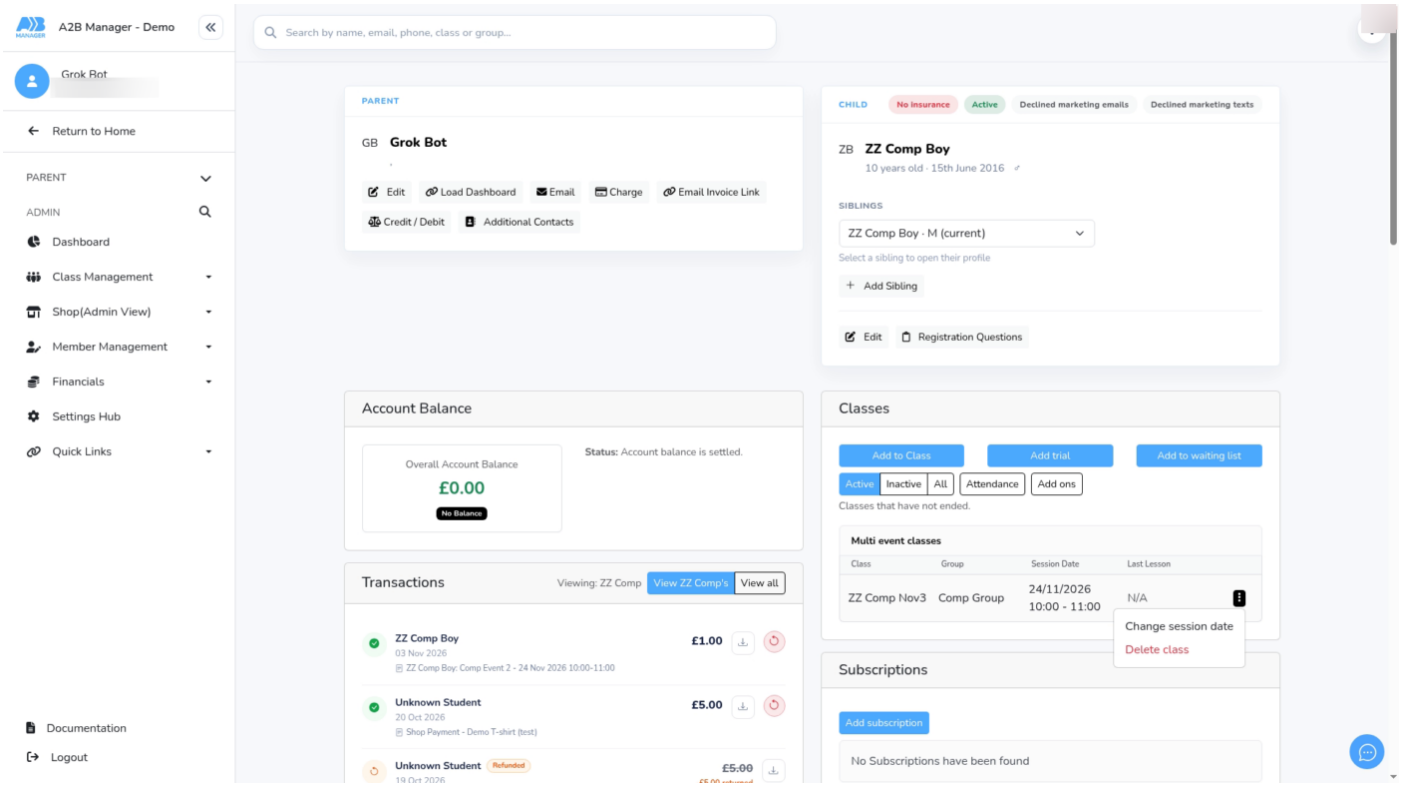


Step 6: The same message when a child without the award tries to join the waiting list

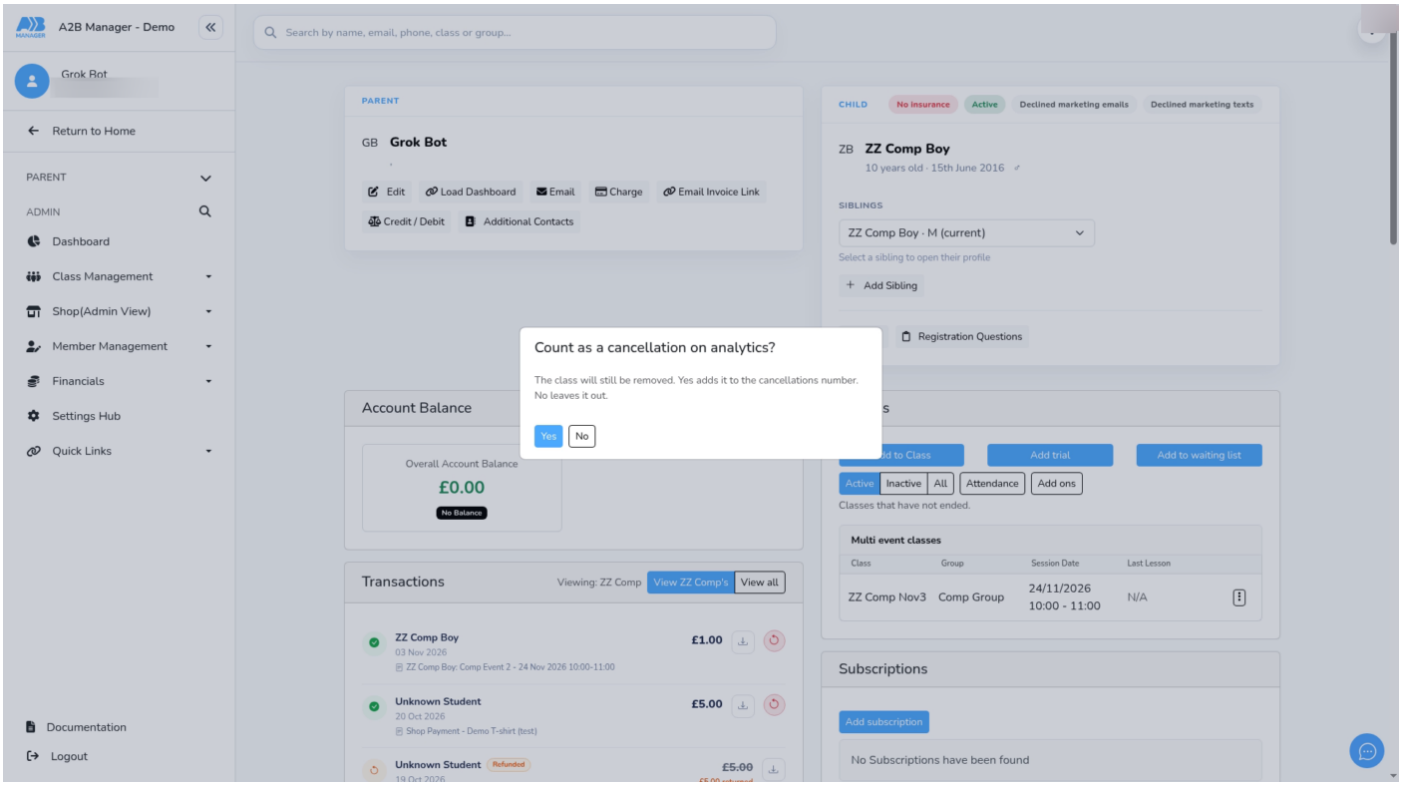
Fix a booking that shouldn’t have been made

Step 7: Remove the booking (3:35)

- Open the child’s profile. In the **Classes** panel, find the competition under **Multi event classes** .
- Click the ⋮ (three dots) next to it and choose **Delete class**.
- You’re asked *Count as a cancellation on analytics?* The class is removed either way. **Yes** adds it to your cancellations number and **No** leaves it out.
- The booking is removed and the place is free again. If it was the child’s only class, their profile becomes **Inactive**.
- Deleting a booking doesn’t refund the payment. Refund it in Step 8.



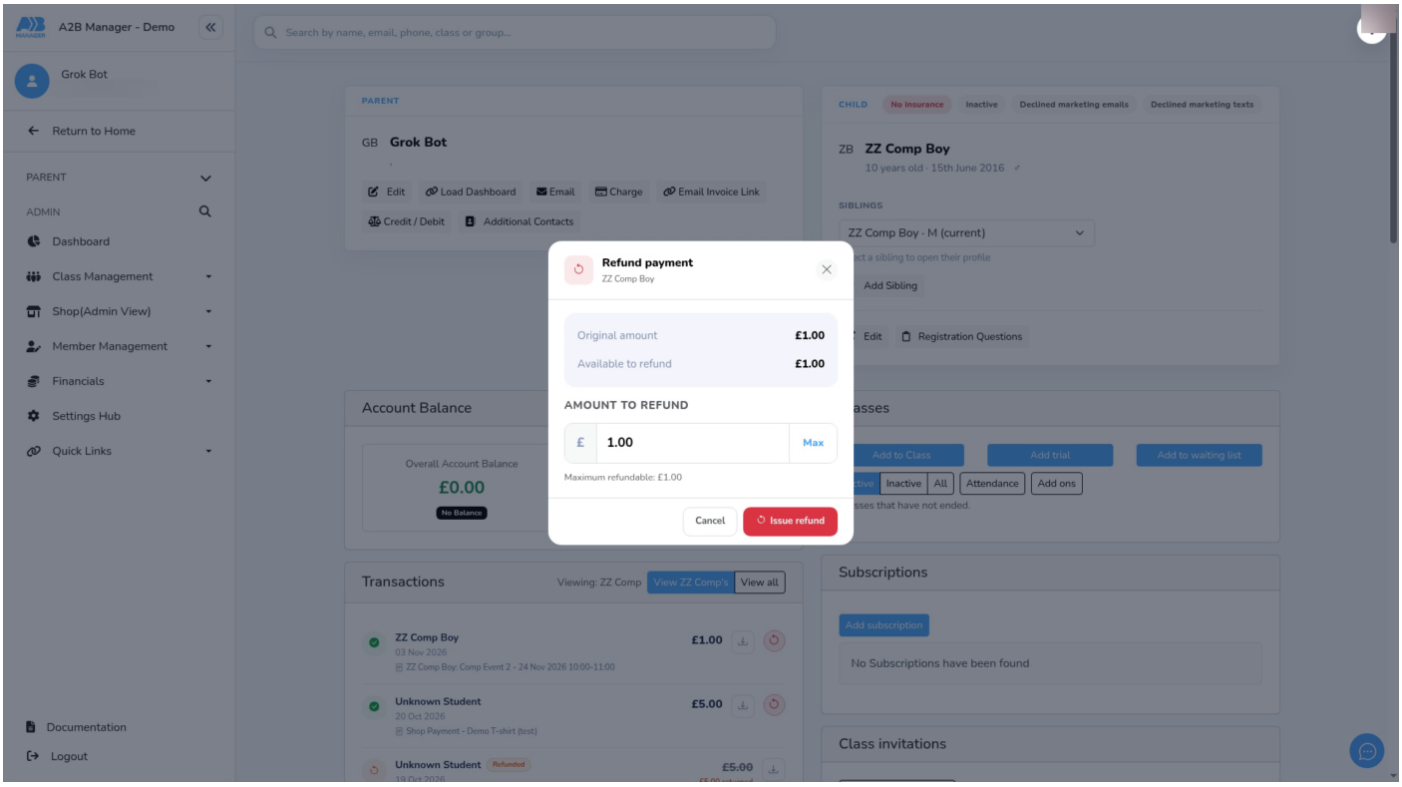
Step 7: The three-dot menu on the competition booking, with Delete class



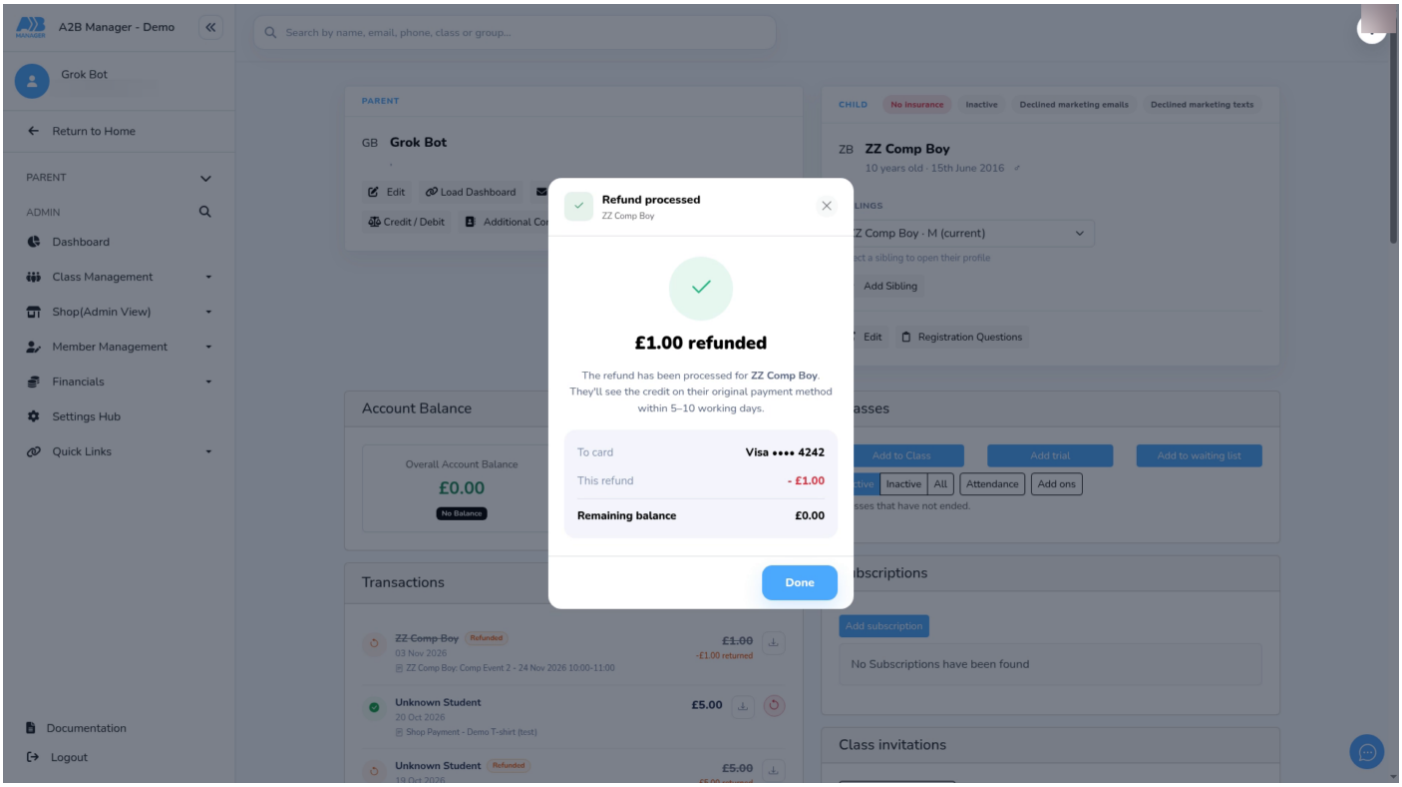
Step 7: Count as a cancellation on analytics? Choose Yes or No

Step 8: Refund the payment (3:59)

- On the child's profile, find the payment in the **Transactions** panel and click its **Refund payment** button.
- The **Refund payment** box shows the **Original amount** and how much is **Available to refund**. Click **Max** to refund the full amount.
- Click **Issue refund**. You'll see **Refund processed**, with the amount and the card it's going back to. Then click **Done**.
- Refunding doesn't remove the booking. If the child shouldn't be on the competition, delete the booking too (Step 7).



Step 8: The Refund payment box. Max fills in the full amount



Step 8: Refund processed: £1.00 refunded to the card

Good to know

- The award rule is set on the group, not on each event, so it applies to every event in that group.

- The rule only applies when parents book. When you add a child to the competition yourself, the award isn’t checked.
- Setting a group to **Private** only hides it from your club’s home page. Anyone with the link can still open it and book, so use the award rule to control who can book.

> **Tip:** Give your squad award a clear name, such as WAG squad. Parents see the award’s name in the message if their child can’t book.

Related guides

- How to Set Up a Multi-Event Class
- How to add an award syllabus
- How to Manage a Member’s Awards

Download the PDF guide (optional)