Setting Up Your First recurring PAYG Class

Class Types · https://a2bmanager.com/docs/setting-up-your-first-recurring-payg-class/

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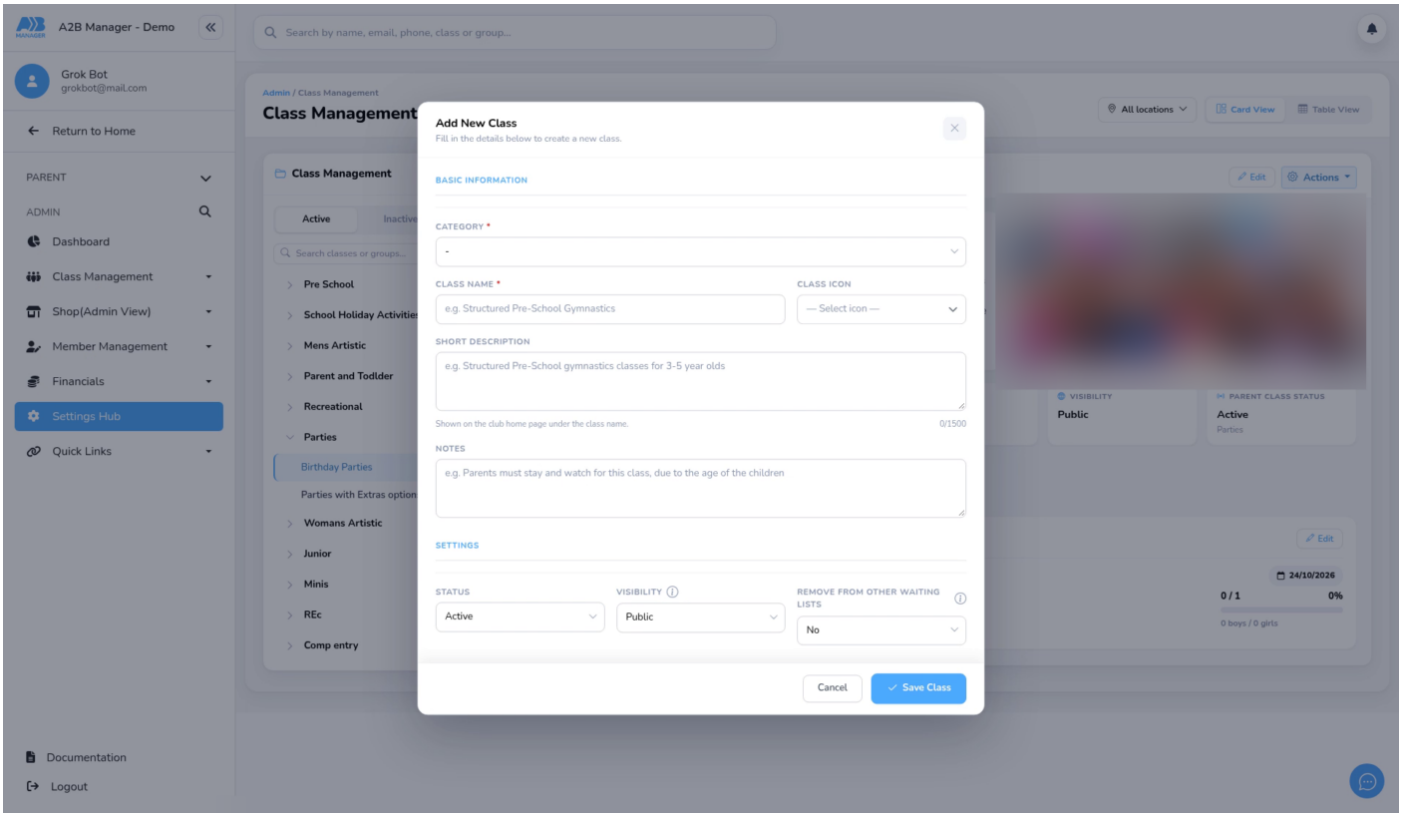
Video walkthrough: setting up a recurring PAYG class

A recurring pay-as-you-go (PAYG) class lets parents book and pay for individual sessions, such as a weekly parent and toddler class or a birthday party slot. You set it up in three parts: the class, a Recurring PAYG group, and the session time with its capacity and price.

Setting up a recurring PAYG class

Step 1: Create the class (0:00)

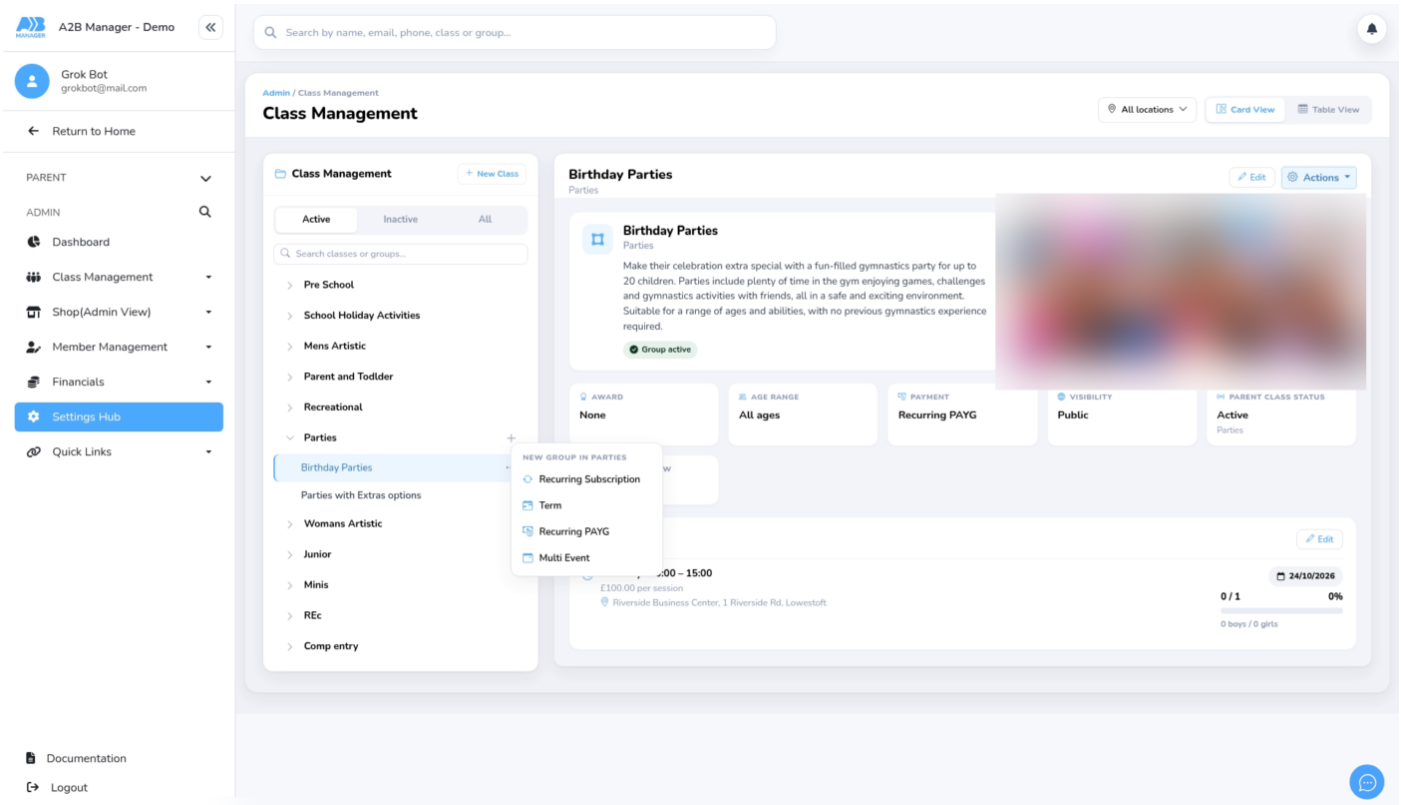
- Go to **Settings Hub** > **Add/Edit Classes** and click **+ New Class**.
- Choose the **Category** and enter the **Class Name** (both required), for example Parent and Toddler.
- Add a **Class Icon**, a **Short Description** and any **Notes** for parents.
- Set **Status** to Active and **Visibility** to Public, and choose whether joining removes the child from other waiting lists. Then save.



Step 1: The New Class form

Step 2: Add a Recurring PAYG group (0:14)

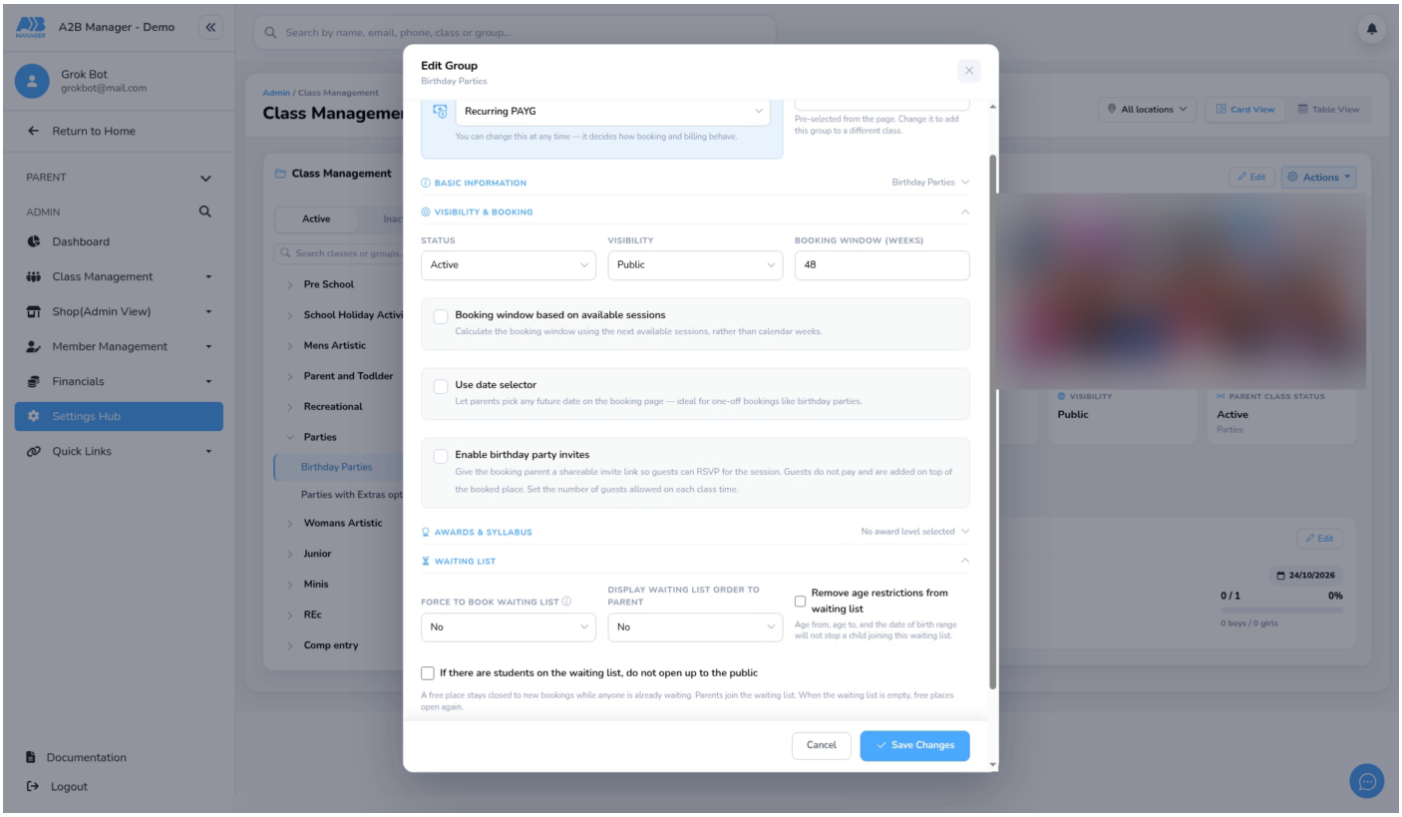
- Click **+** next to the class and choose **Recurring PAYG** (shown as PAYG in the payment filter).
- Name the group after its day and time, for example **Monday 9am**.



Step 2: Choosing Recurring PAYG from the + menu

Step 3: Set up the group (0:23)

- In the group, click **Edit**. Under **Basic Information** add a Long Description (shown when parents click More Info).
- **Visibility & Booking**: set Status, Visibility and the **Booking Window** in weeks (how far ahead parents can book), for example 4.
- **Use date selector** lets parents pick any future date on the booking page, which suits one-off bookings like birthday parties.
- **Enable birthday party invites** gives the booking parent a shareable invite link so guests can RSVP.
- **Waiting List** and **Upsell & Add-ons** (shop items such as socks, optionally mandatory) are optional.
- PAYG groups don't have Trials, Capacity & Ages or Subscriptions sections: capacity, ages and price are set on each time (step 5).

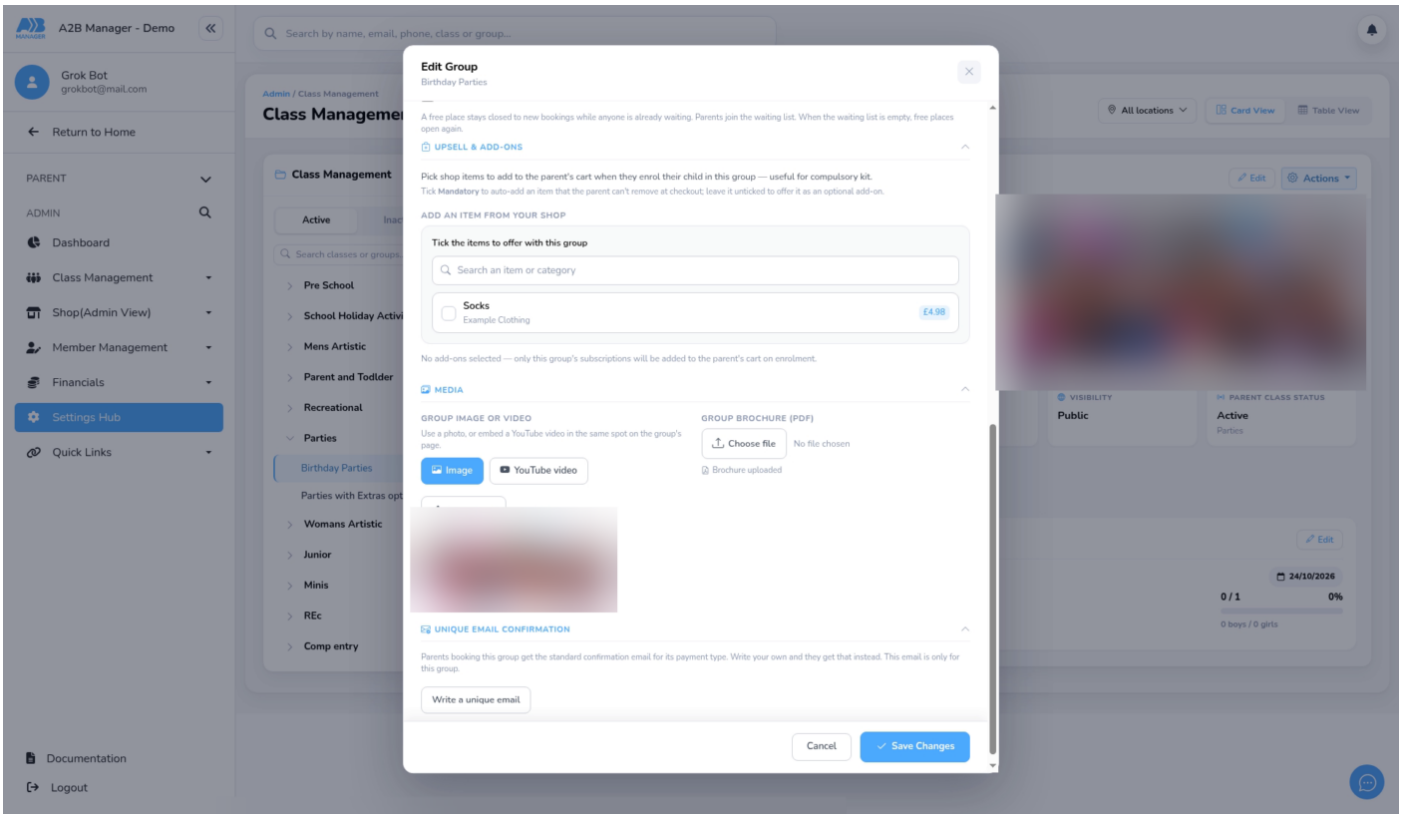


Step 3: Visibility & Booking for a PAYG group

Step 4: Media and confirmation email (1:03)

- **Media**: add a group image or YouTube video, and a brochure (PDF).

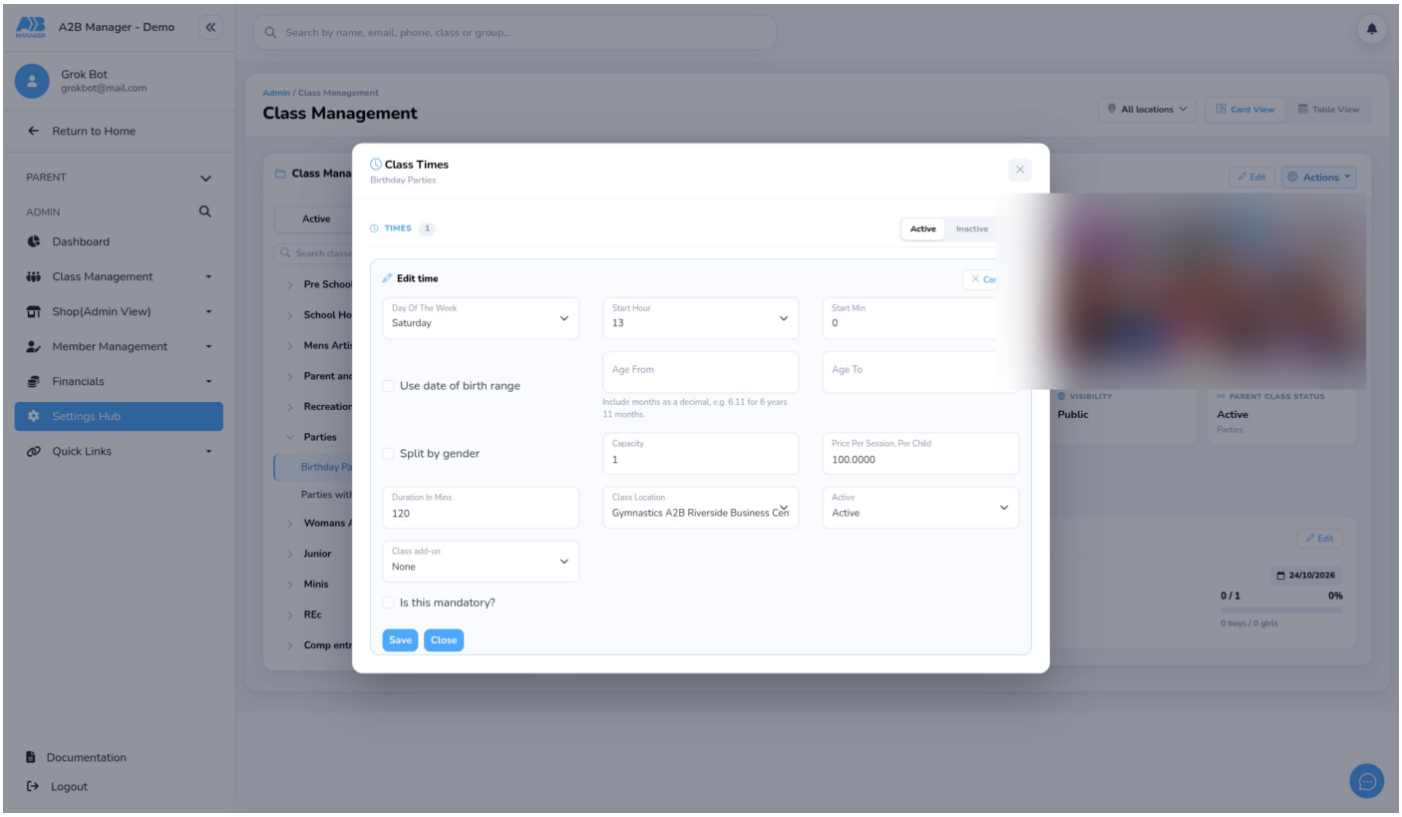
- **Unique email confirmation**: parents get the standard confirmation email unless you click **Write a unique email** to give this group its own. Save the group first. See Add new email templates.
- Click **Save Changes** when you're done.



Step 4: Unique email confirmation

Step 5: Add the session time and price (1:28)

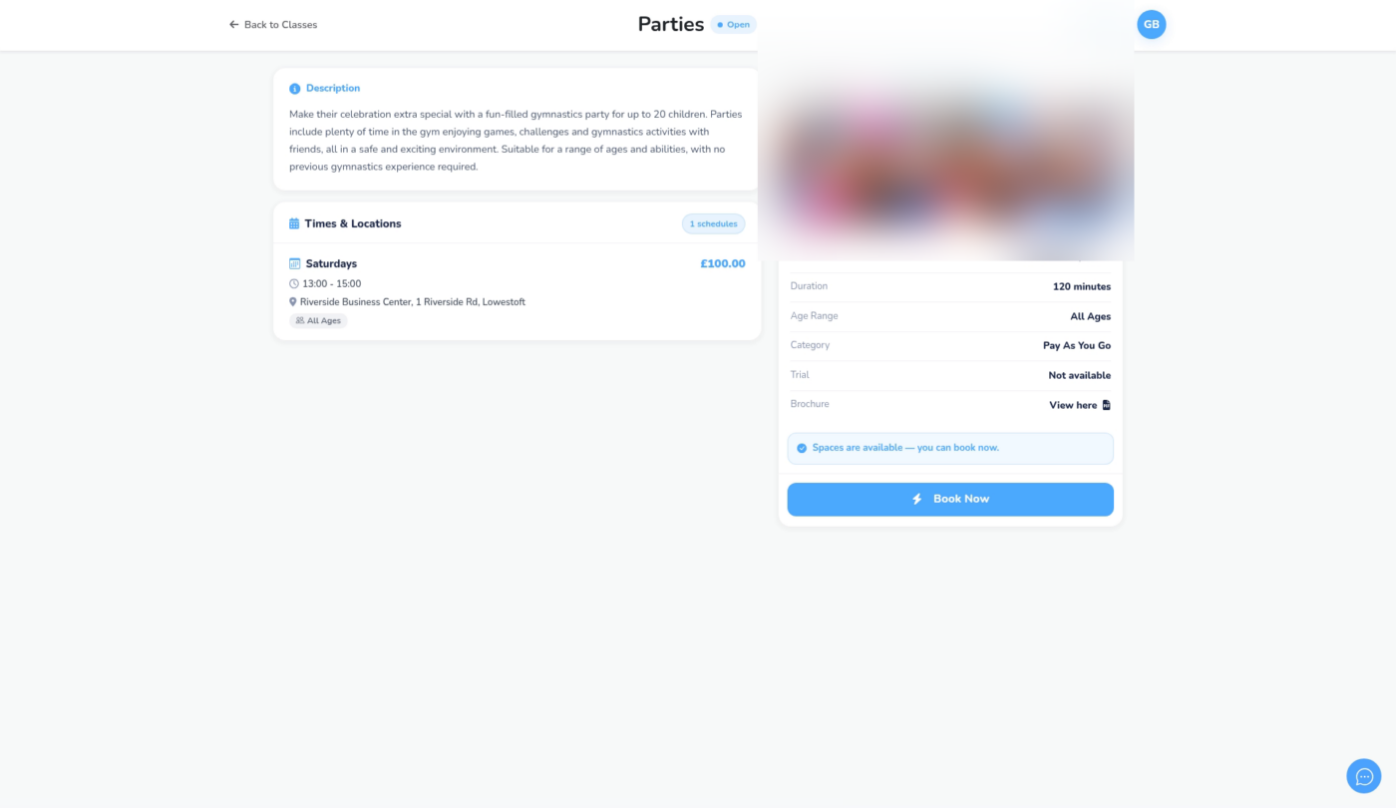
- On the **Times** card, click **Edit**, then add or edit a time.
- Set the **Day**, start time, **Duration**, **Location** and **Active**.
- Set **Age From** / **Age To** (or tick **Use date of birth range**) and the **Capacity** (or **Split by gender**).
- Enter the **Price Per Session, Per Child**, for example £10, add a **Class add-on** if needed, then save.



Step 5: A PAYG time with capacity and price

Step 6: Check the booking page (1:49)

- Open the class from your club's booking page, click **More Info**, then **Book Now**.
- Choose the child and tick the sessions they want. Only dates inside the booking window are listed.
- The basket shows the number of sessions times the price, for example 2 sessions × £10.00 = £20.00 to pay today. See How parents book PAYG style classes.



Step 6: The class page parents see

Optional: use the date selector for bookings far ahead

- Edit the group, turn on **Use date selector** under Visibility & Booking, and save.
- On the booking page, parents first choose a date (today or later), then pick from the sessions around it. This suits birthday parties and other bookings far in advance.

FAQs

- **Can I run more than one session a week?** Yes, add another time to the same group, each with its own capacity and price.
- **Can I remove a group?** Groups can't be deleted; use Deactivate.

Download the PDF guide (optional)