Setting Up Your First Recurring Subscription Class

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

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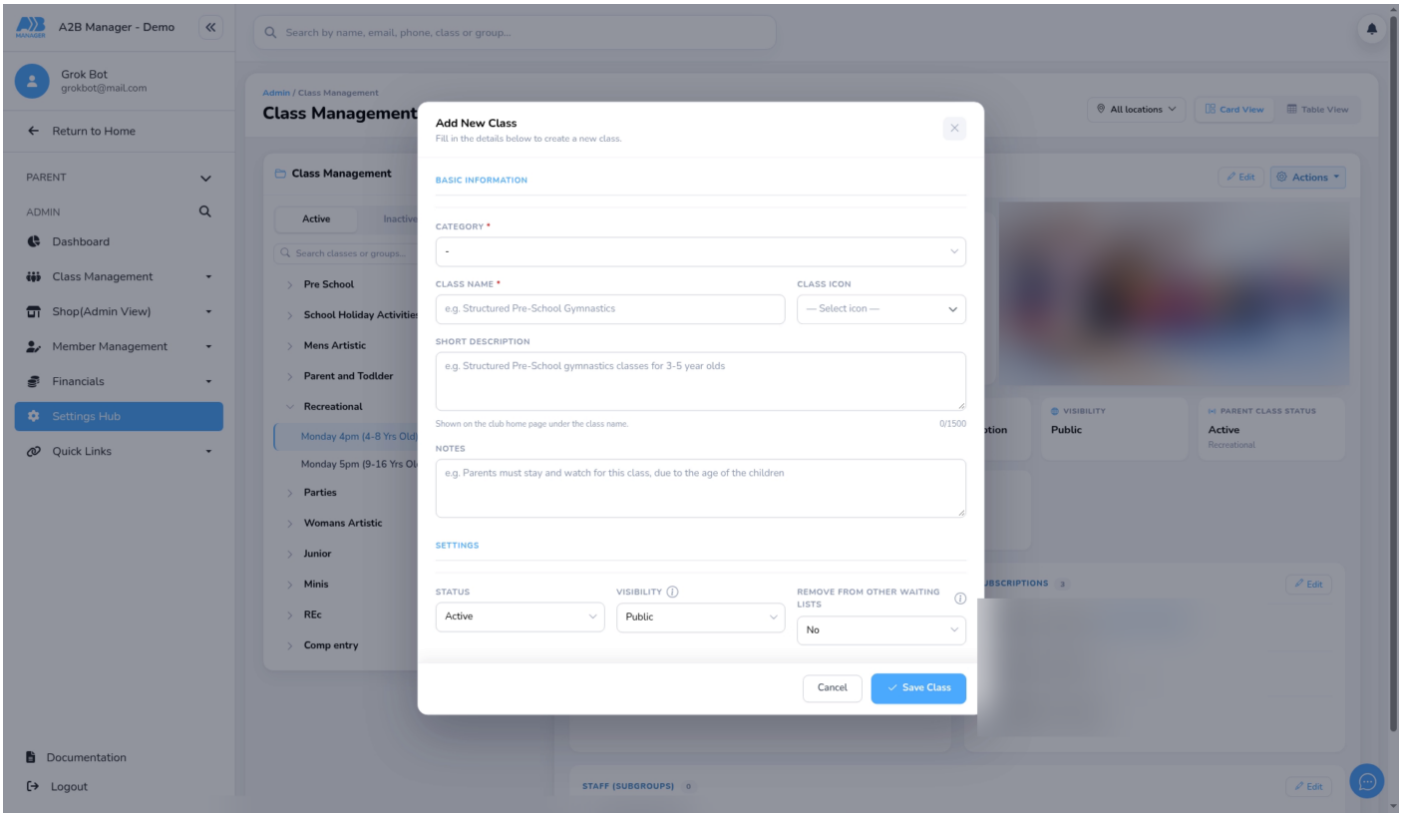
Video walkthrough: the forms for setting up a recurring subscription class

A recurring subscription class is billed monthly (or on another cycle) through Stripe. You set it up in four parts: the class, a Recurring Subscription group, the class time, and the subscription plans linked to the group.

Setting up a recurring subscription class

Step 1: Create the class (0:00)

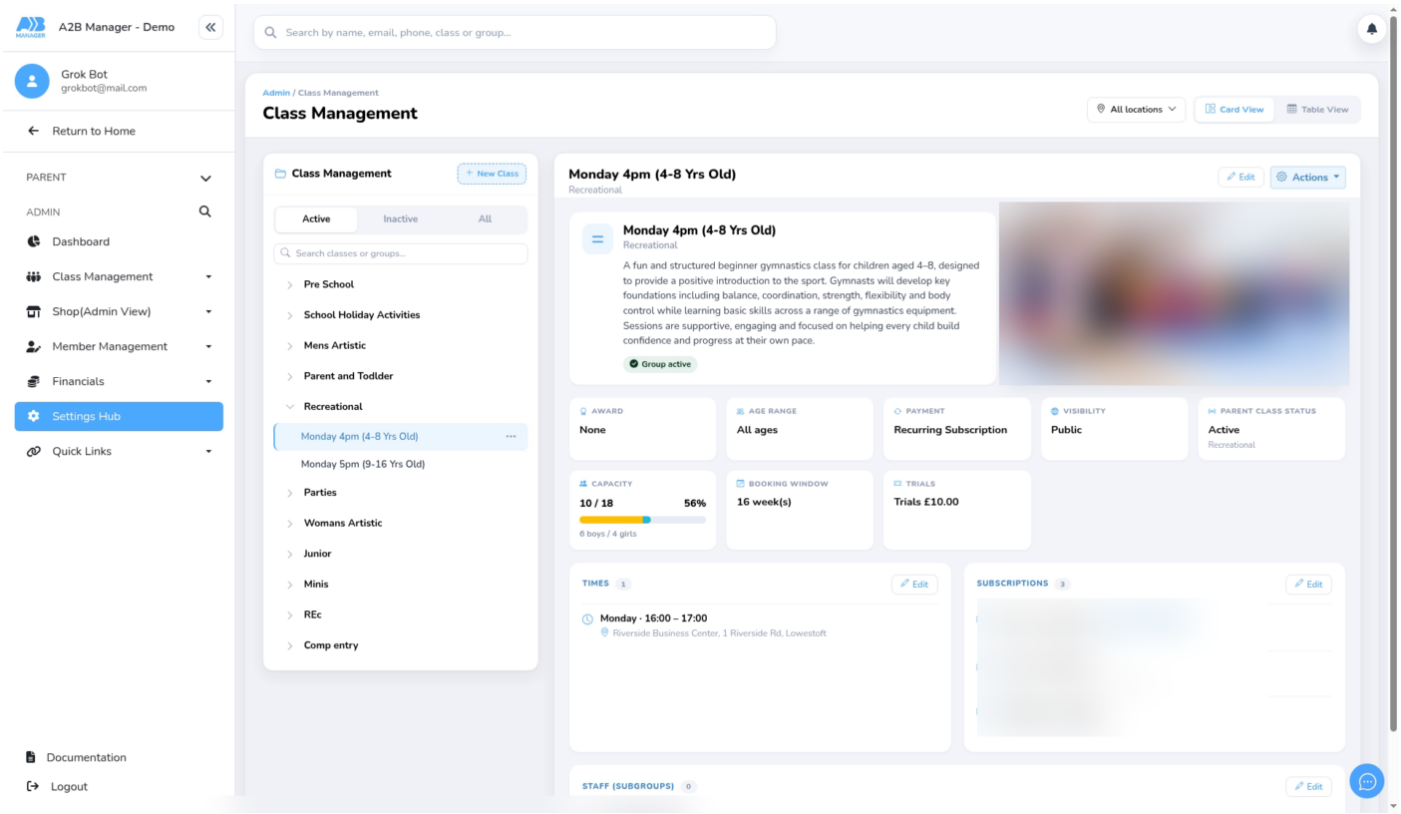
- Go to **Settings Hub** > **Add/Edit Classes** and click **+ New Class**.
- Choose the **Category** and enter the **Class Name** (both required).
- Add a **Class Icon**, a **Short Description** and any **Notes** for parents, such as what to bring.
- Set **Status** (Active to allow booking) and **Visibility** (Public shows it to parents; Private hides it).
- Turn on **Remove From Other Waiting Lists** if joining this class should take the child off other waiting lists. Then save.



Step 1: The New Class form

Step 2: Add a Recurring Subscription group (0:19)

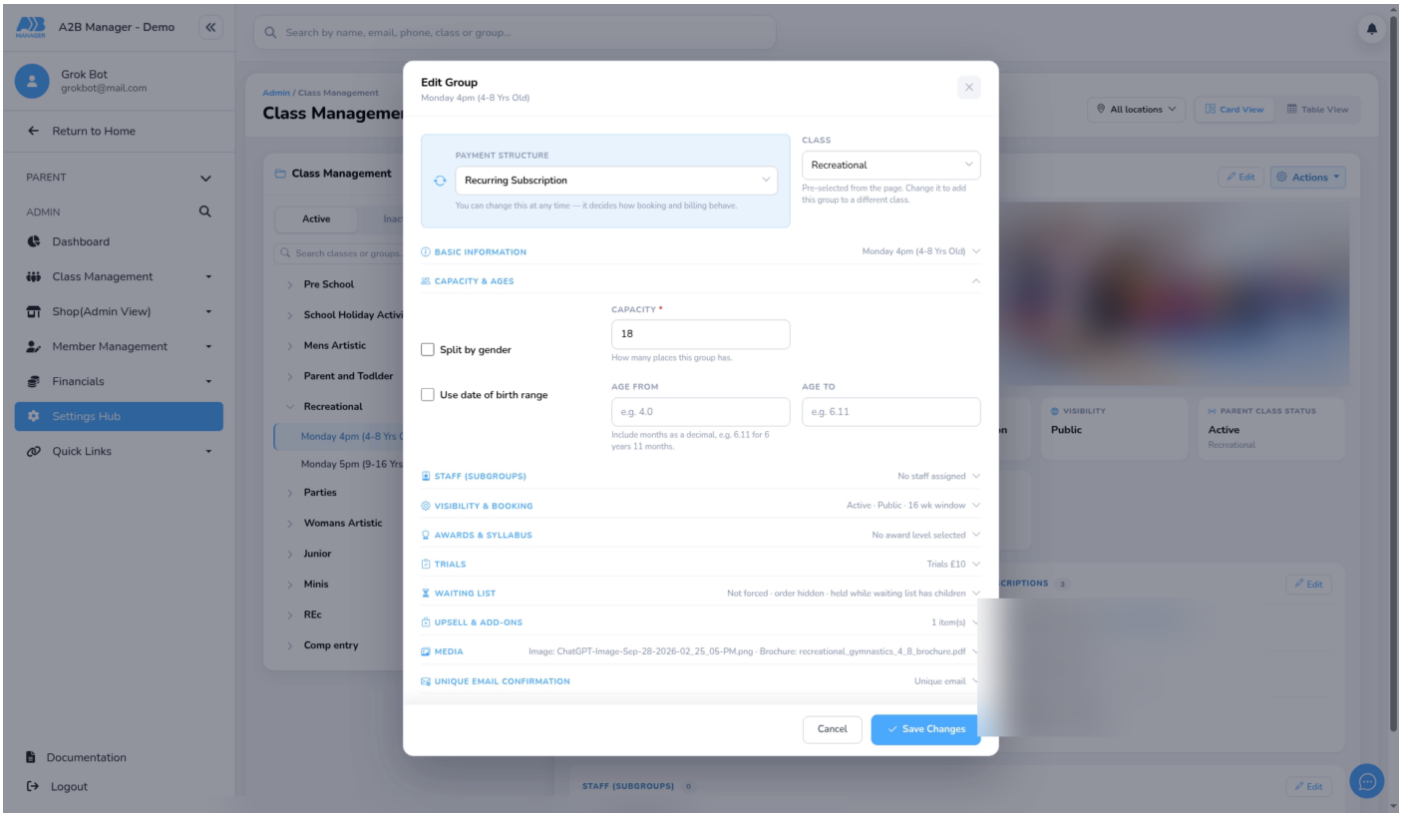
- Click **+** next to the class. Choose **Recurring Subscription** from Recurring Subscription, Term, Recurring PAYG and Multi Event.
- Name the group after its day and time, for example **Monday 4pm**.



Step 2: The + menu for a new group

Step 3: Set up the group (0:31)

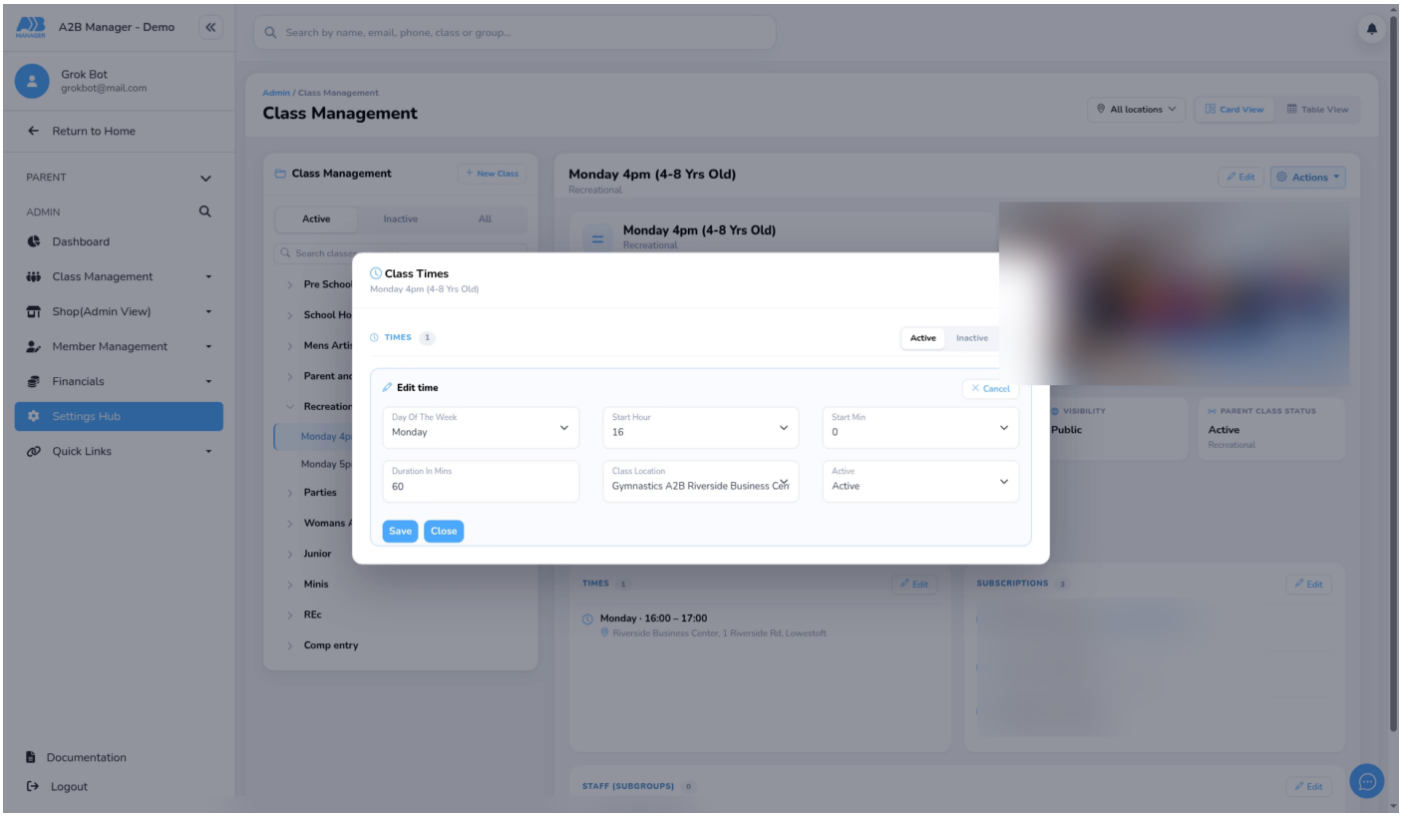
- In the group, click **Edit**. Check **Payment Structure** is **Recurring Subscription**.
- **Capacity & Ages**: set the number of places (or split by gender) and the age or date-of-birth range.
- **Visibility & Booking**: set Status, Visibility and the **Booking Window** in weeks.
- **Trials**: choose whether to offer trials, whether to force a trial first, and the **Trial Cost** (enter 0 for free trials).
- Further sections cover awards, the waiting list, shop items, media and a unique confirmation email. Save when you're done.



Step 3: Editing the group

Step 4: Add the class time (1:02)

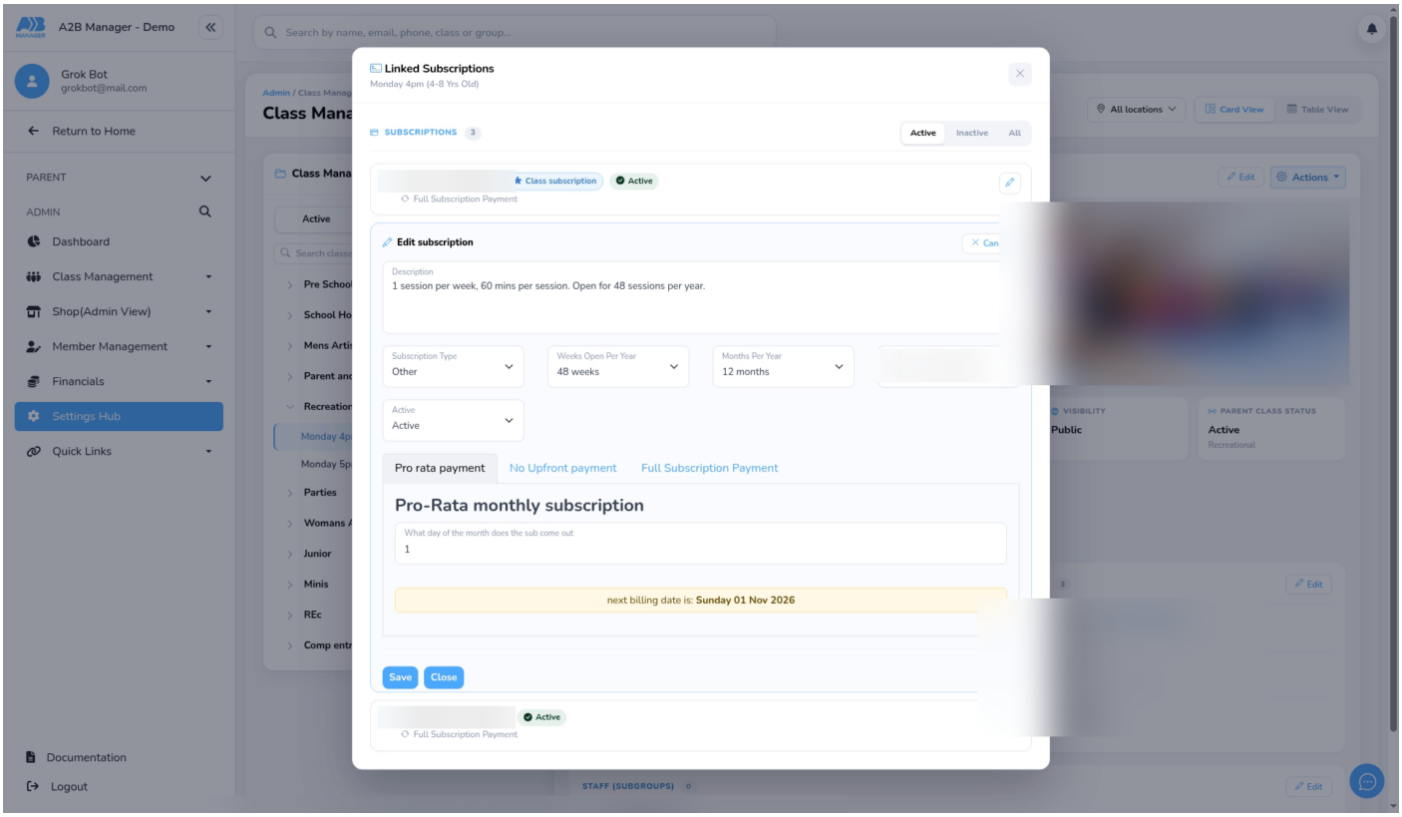
- On the **Times** card, click **Edit**, then add or edit a time.
- Set the **Day**, **Start Hour** and **Start Min**, **Duration In Mins**, **Location** and **Active**, then save.
- If the group trains more than once a week, add another time to the same group.



Step 4: Editing a class time

Step 5: Link a subscription (1:32)

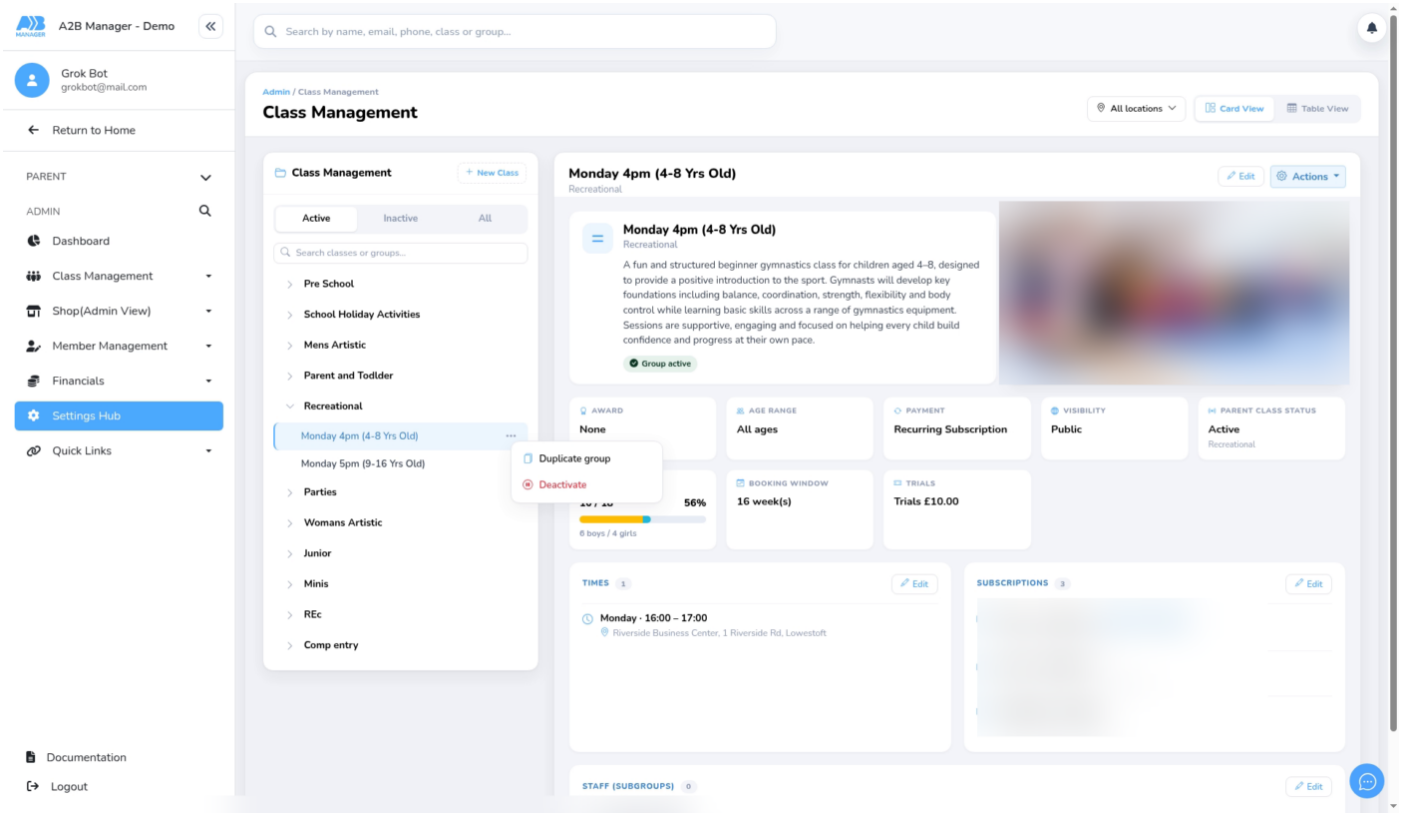
- On the **Subscriptions** card, click **Edit**. The **Linked Subscriptions** window lists the plans. Click **Add subscription**, or the pencil to edit one.
- Enter a **Description** parents will understand, choose the **Subscription Type** (Class Subscription, Insurance Subscription or Other), **Weeks Open Per Year**, **Months Per Year** (monthly plans), and the plan from your Stripe catalogue.
- Choose how the first payment works (see the three examples below), then save.



Step 5: Editing a linked subscription

Step 6: Duplicate or deactivate a group (2:11)

- The menu next to a group has **Duplicate group** (a quick way to set up another day or time) and **Deactivate**.



Example 1: Pro rata payment (a class subscription)

- Choose **Pro rata payment** and set **What day of the month does the sub come out**, for example 1.
- The form shows the **next billing date**. Parents who join part-way through pay a pro rata amount first.

Example 2: No Upfront payment

- Choose **No Upfront payment** when billing should start later. Nothing is taken when the parent joins; the first payment is on the billing day you set.

Example 3: Full Subscription Payment (for example a membership fee)

- Choose **Full Subscription Payment** to take the full plan price on each billing date, for example an annual membership. Set Subscription Type to Other or Insurance if it isn't paying for classes.

How the cost per class is worked out

- For a monthly plan, the cost per class is the plan price × Months Per Year ÷ Weeks Open Per Year. For example, £40 a month × 12 ÷ 48 weeks = £10 per class.
- If Weeks Open Per Year is set to Open all year, 52 weeks is used.

> **Tip:** Create your subscription prices first in **Settings Hub** > **Stripe Products**. See How to Add Stripe Products (Subscription Prices) in the Settings Hub. Then you link them to the group here.

FAQs

- **Can I link more than one subscription?** Yes, for example a class subscription plus a yearly membership.
- **Can I remove a group?** Groups can't be deleted; use Deactivate.

Download the PDF guide (optional)