Understanding the Structure of Term-Based Classes

Class Types · https://a2bmanager.com/docs/understanding-the-structure-of-term-based-classes/

Before creating a Term-Based Class, it is important to understand how the different parts of the system fit together.

A2B Manager uses a structured hierarchy that allows clubs to organise their programmes, classes, groups, schedules, locations, term dates, and pricing in a flexible and scalable way.

Understanding this structure will make setting up your classes much easier and help you determine where settings should be configured.

Important

This guide only applies to **Term-Based Classes**.

Term-Based Classes are classes where members book onto a specific term and are charged based on the sessions they attend during that term.

Examples include:

- Recreational Gymnastics Terms
- Trampolining Terms
- Cheerleading Terms
- Parkour Terms
- School Holiday Courses

Other class types, such as:

- Recurring Subscription Classes
- PAYG Classes
- Multi-Event Classes
- Camps & Events

use a different structure and are covered in separate guides.

Term-Based Class Hierarchy

The structure follows the hierarchy below:

```
Category
    ↓
Class
    ↓
Award Syllabus
    ↓
Group
    ↓
Times & Locations
```

Unlike Recurring Subscription Classes, term-based classes are typically priced using session pricing attached to Times & Locations.

However, optional subscriptions can also be attached to a Group when recurring or annual charges are required.

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1. Categories

Categories are used to organise the different disciplines or activities offered by your club.

Examples:

- Gymnastics
- Trampolining
- Cheerleading
- Parkour
- Tumbling

Categories help separate different areas of your programme and make it easier for both administrators and parents to find classes.

Example

Category:

- Gymnastics

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2. Classes

Classes sit underneath a Category and represent the programme that members are joining.

Examples:

Category:

- Gymnastics

Classes:

- Recreational Gymnastics
- Advanced Gymnastics
- Pre-School Gymnastics

Category:

- Trampolining

Classes:

- Recreational Trampolining
- Competition Trampolining

Think of a Class as the programme or pathway that members belong to.

Example

Category:

- Gymnastics

Class:

- Recreational Gymnastics

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3. Award Syllabus

An Award Syllabus can be attached to a Class.

This allows members to automatically start at a specific stage within your chosen award or progression scheme when they join.

Examples:

- British Gymnastics Proficiency Awards
- Club Award Scheme
- Trampolining Badge Scheme

Example

Class:

- Recreational Gymnastics

Award Scheme:

- British Gymnastics Proficiency Awards

Starting Stage:

- Stage 1

When a new member joins the class, they are automatically assigned to the selected starting stage.

This removes manual administration and ensures consistency across your programme.

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4. Groups

Groups sit underneath a Class and represent the actual training group that members are enrolled into.

Think of a Group as the place where members hold their space.

Naming Groups

For classes that train once per week, groups are typically named after the day and time.

Examples:

- Monday 4:00pm
- Tuesday 5:30pm
- Saturday 10:00am

For groups that attend multiple sessions each week, groups are often named after the coach or squad.

Examples:

- Jess Group
- Development Squad
- Competition Squad

Group Settings

Groups control:

- Term Name
- Term Start Date
- Term End Date
- Capacity
- Age Restrictions
- Trial Availability
- Waiting Lists
- Booking Windows
- Public or Private Visibility
- Parent Booking Permissions

Example

Group:

- Monday 4:00pm Group

Term:

- Autumn Term 2026

Start Date:

- 1 September 2026

End Date:

- 18 December 2026

For Term-Based Classes, the term details are configured at Group level.

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5. Times & Locations

Once a Group has been created, you can add one or more training sessions.

Each session contains:

- Day
- Start Time
- End Time
- Location
- Session Price

Separating Times & Locations from Groups allows clubs to manage more complex training schedules without creating duplicate groups.

Single Weekly Session

Example:

Group:

- Monday 4:00pm Group

Session:

- Monday 4:00pm - 5:00pm
- Main Gym
- £5.00 per session

Only one session needs to be added.

Multiple Weekly Sessions

Example:

Group:

- Jess Squad

Sessions:

- Monday 6:00pm - 8:00pm | Main Gym | £5.00 per session
- Thursday 6:00pm - 8:00pm | Sports Centre | £5.00 per session

Members remain within the same group while attending multiple sessions each week.

Multiple Locations

Some clubs train across multiple venues while keeping members enrolled within the same group.

Example:

Group:

- Competition Squad

Sessions:

- Monday 6:00pm - 8:00pm | Main Gym
- Thursday 6:00pm - 8:00pm | Sports Centre

By storing locations at session level, clubs can manage training across multiple venues without creating duplicate groups.

Pricing

For Term-Based Classes, pricing is usually attached directly to each Time & Location.

Examples:

- Monday 4:00pm Session = £5.00 per session
- Tuesday 4:00pm Session = £5.00 per session
- Thursday 6:00pm Session = £7.50 per session

The system uses these session prices to calculate the total cost of the term.

This allows clubs to charge different amounts for different sessions if required.

Optional Subscriptions

Although Term-Based Classes are normally priced using session pricing, A2B Manager also allows subscriptions to be attached to a Group.

This is useful when clubs need to collect additional recurring or annual charges alongside a term booking.

Common examples include:

- British Gymnastics Membership Fees
- Club Membership Fees
- Insurance Fees
- Annual Registration Fees
- Monthly Squad Contributions

Example

A parent books a 12-week gymnastics term.

The booking includes:

- Autumn Term Fee: £60.00
- British Gymnastics Membership: £20.00 annually

In this example, the member joins a term-based class while also being enrolled into a subscription that manages their annual membership fee.

This allows clubs to keep term pricing separate from recurring charges while maintaining a simple booking experience for parents.

Example Setup

Category:

- Gymnastics

Class:

- Recreational Gymnastics

Award Syllabus:

- British Gymnastics Proficiency Awards

Group:

- Monday 4:00pm Group

Term:

- Autumn Term 2026

Time & Location:

- Monday 4:00pm - 5:00pm | Main Gym | £5.00 per session

Optional Subscription:

- British Gymnastics Membership (£20.00 annually)

When a parent books this class, their child is:

- Added to the Recreational Gymnastics programme
- Assigned to the selected award syllabus
- Enrolled into the Monday 4:00pm group
- Scheduled into the appropriate session and location
- Charged according to the configured term pricing
- Optionally enrolled into any associated subscriptions

This structure provides the flexibility to manage term-based programmes while supporting additional recurring charges such as memberships, insurance, and annual fees.