

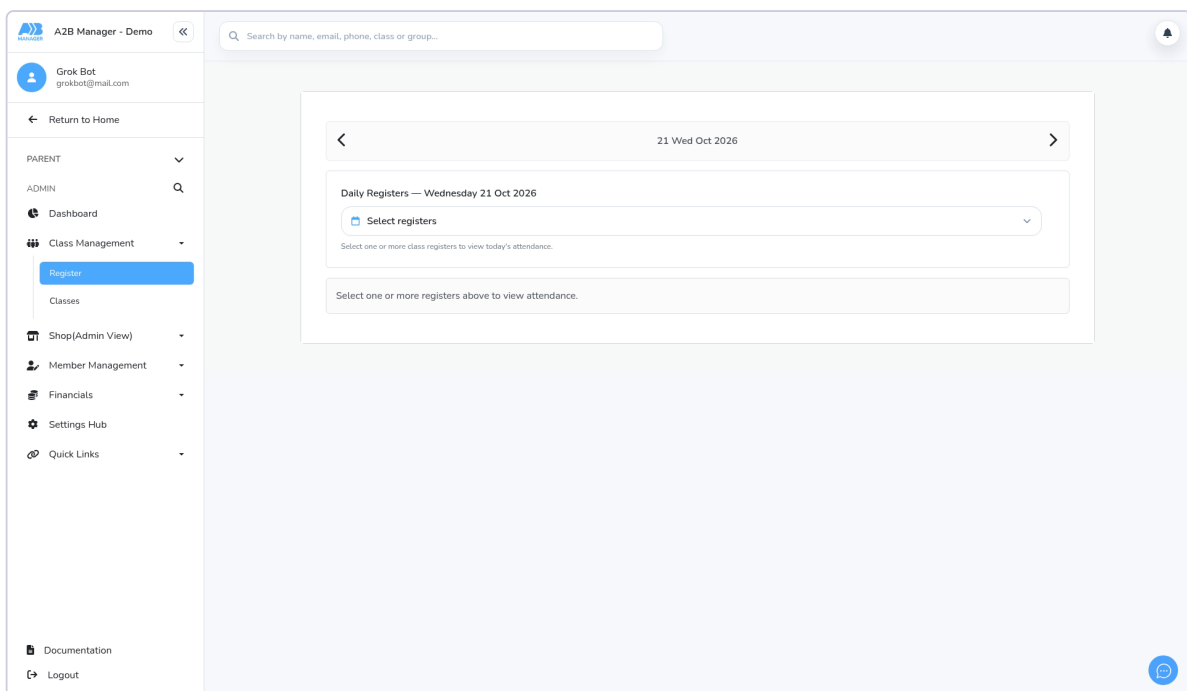
How to Add Guests to a Register

You can add a guest to a session's register, such as a child from the class waiting list coming to try a session, or a member from another class making up a missed lesson. A guest is on the register for the date you choose only. They aren't enrolled in the class and aren't charged.

Adding a guest

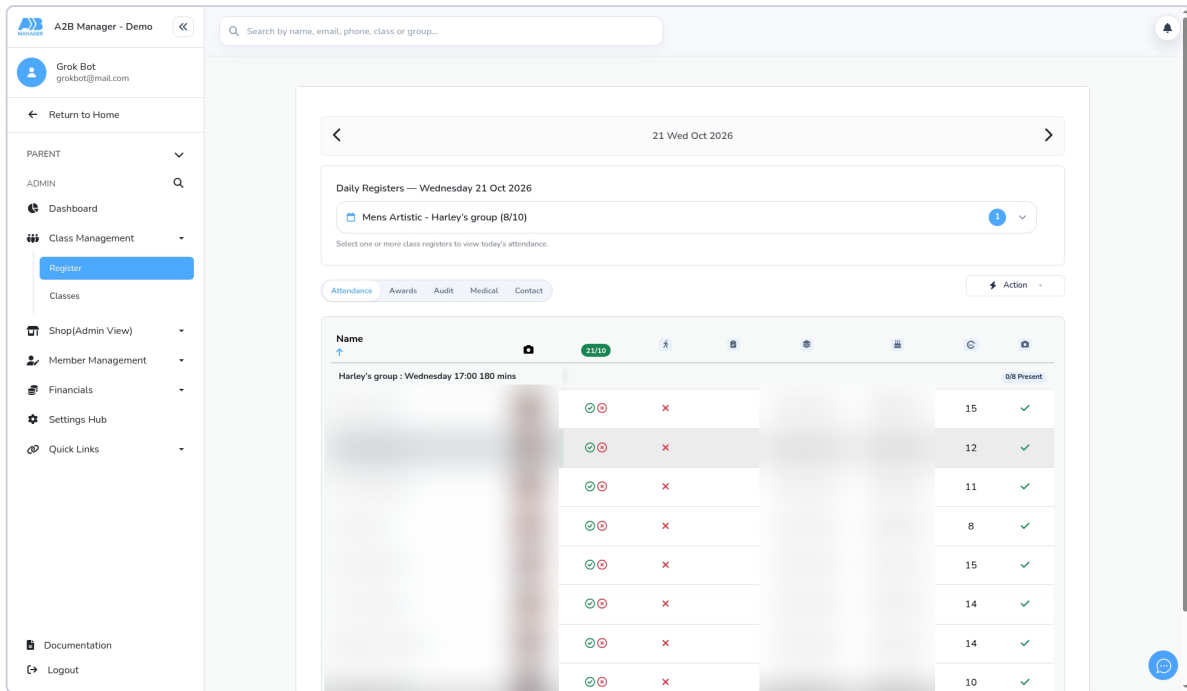
1. Open the register (0:00)

- In the left menu, open **Class Management** and click **Register**.
- Use the arrows either side of the date to go to the day of the session.



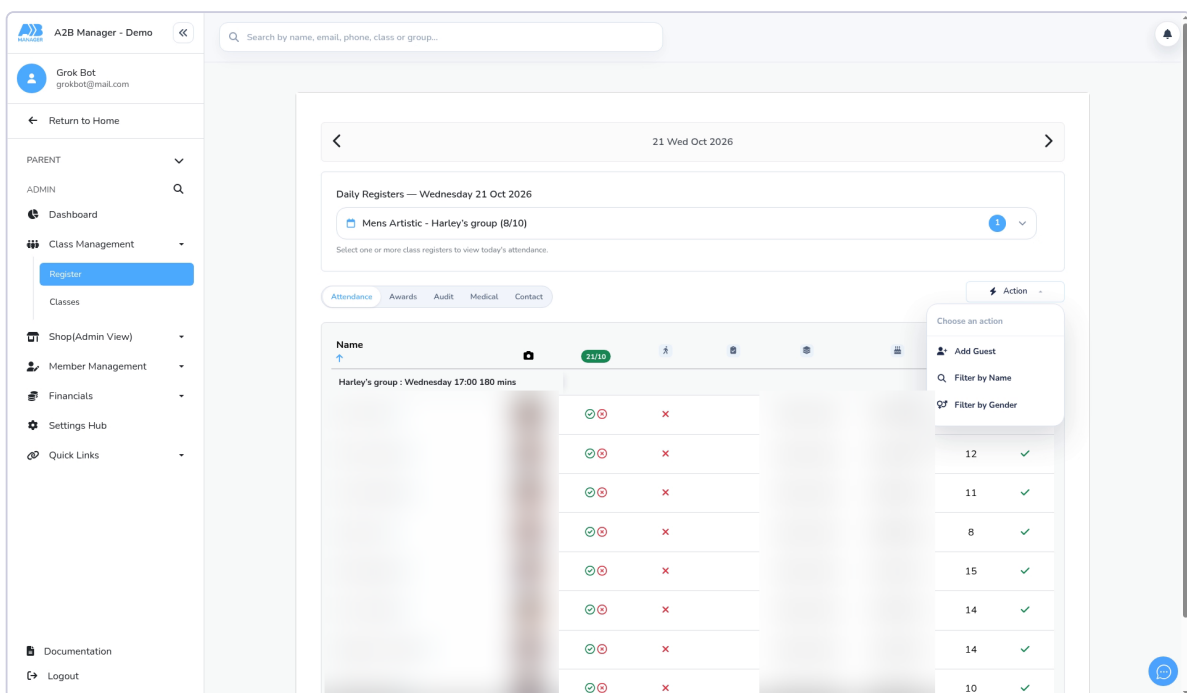
2. Choose the class register (0:08)

- Click **Select registers**, type the class name in **Search today's registers...**, tick the register and click **Apply**.
- The register opens below, showing who's booked on and how many are present.



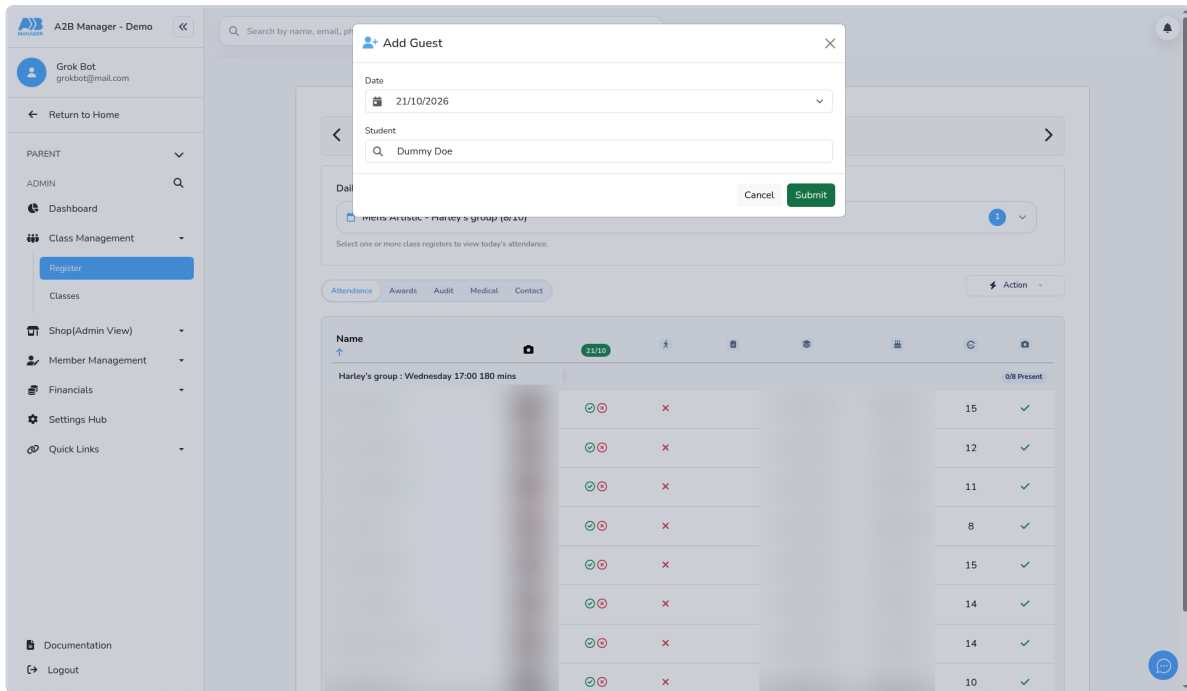
3. Open Add Guest (0:24)

- Above the register, click **Action**, then choose **Add Guest**.



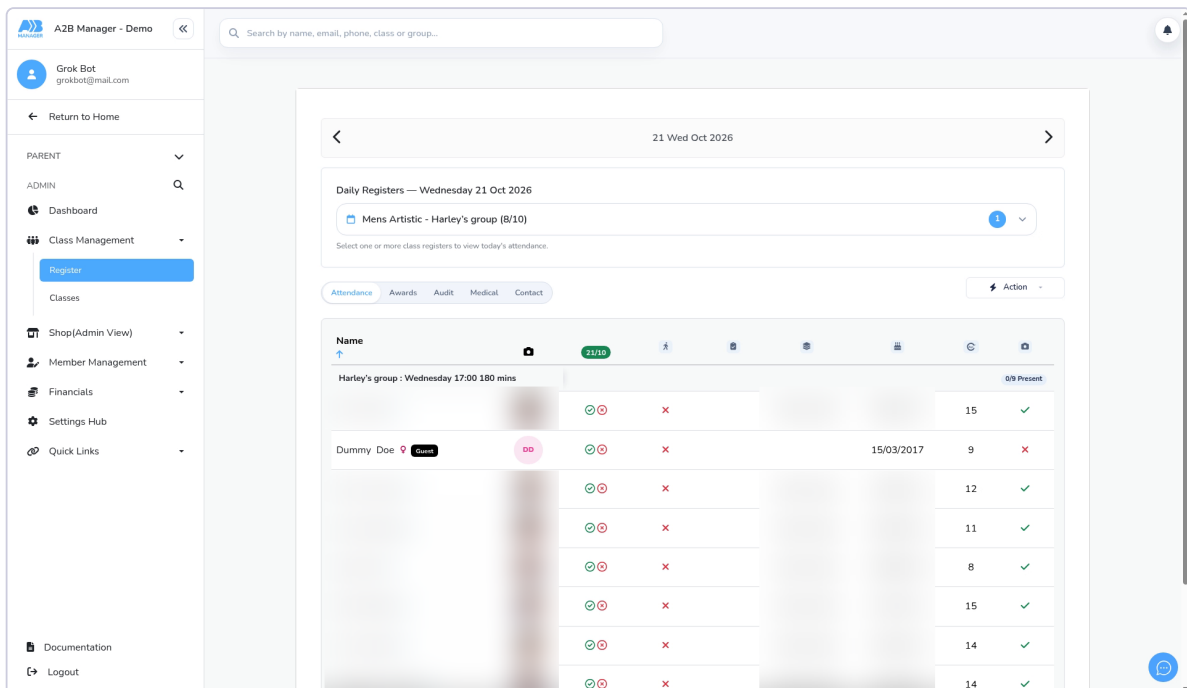
4. Choose the date and student (0:34)

- In the **Add Guest** window, choose the **Date** of the session.
- In **Student**, type at least two letters of the child's name in **Search students to add as guest....** Each result shows the child's name and date of birth, so you can pick the right child. Click **Select**.



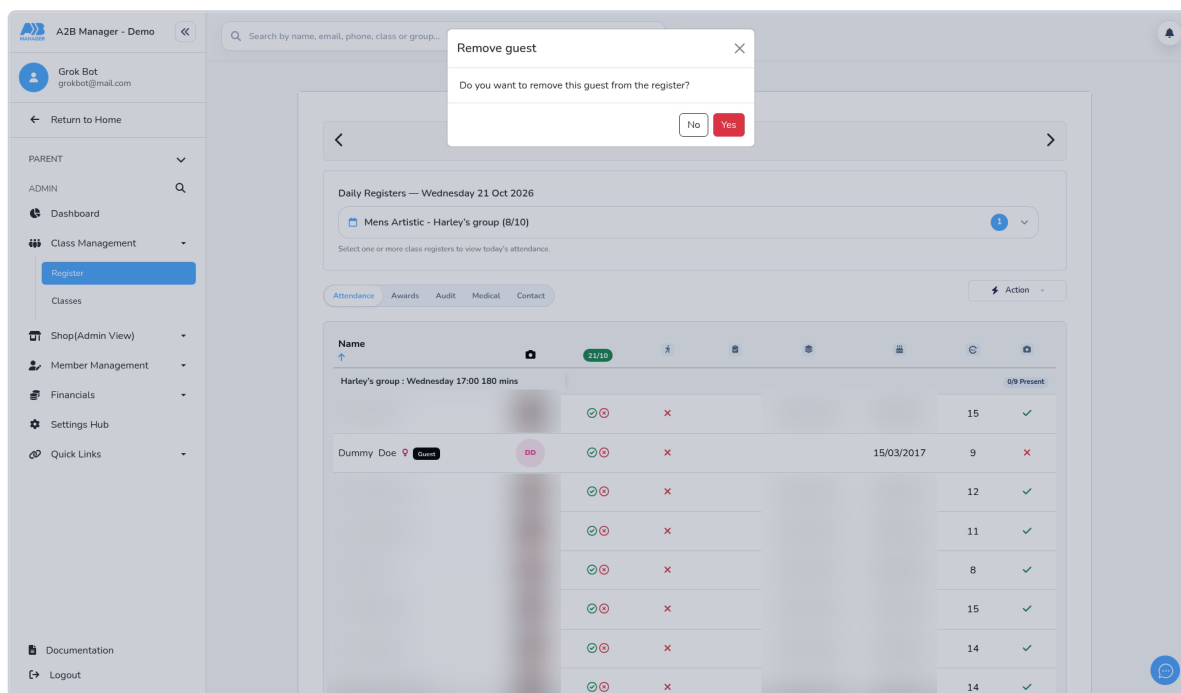
5. Submit (0:57)

- Click **Submit**. The child appears on the register with a **Guest** badge, and the present count goes up by one place (for example, from 0/8 to 0/9 Present).
- Take their attendance in the usual way.



6. Removing a guest (1:08)

- Click the **Guest** badge next to the child's name. The **Remove guest** window asks **Do you want to remove this guest from the register?**
- Click **Yes** to remove them, or **No** to keep them. The register goes back to its usual count (for example, 0/8 Present).
- This removes the child as a guest from **every** date on that class register, including attendance you've already marked, not just the date you're looking at.



Before you start

- Coaches and admins can add guests.
- The guest must already be a member of your club with an active profile. You can't create a new member from this window, so add a new child first and then add them as a guest.
- Any active member can be added, including children on a waiting list.

What happens next

- The guest is on the register for the chosen date only. They don't stay on for future sessions and they're not added to the class.
- No charge is taken and no credit is used. Adding a guest doesn't email the parent.
- A child on the waiting list stays on the waiting list. To give them a permanent place, enrol them from the waiting list.

Related guides

- [How coaches access and complete the register](#)
- [How to merge multiple registers into one table](#)

- [Add a member to a waiting list from their profile](#)
- [How parents book onto a waiting list](#)
- [How parents enrol to classes from a waiting list or trial](#)