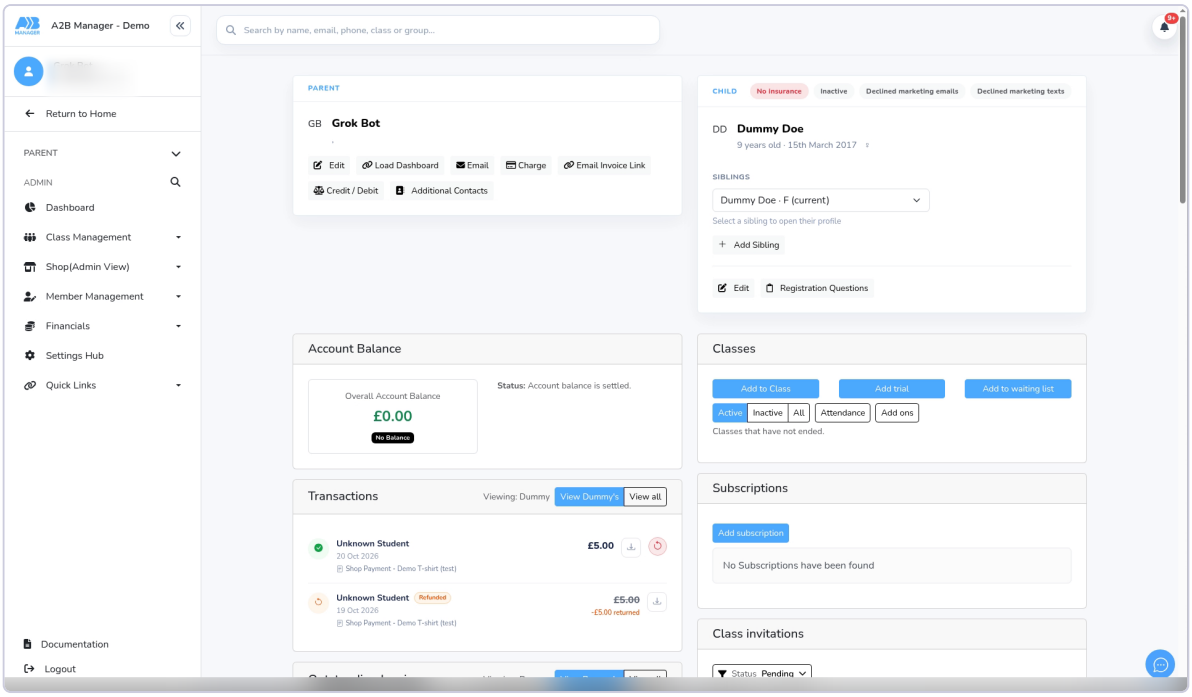
How to Add a Member to a Class from Their Profile

Add a member to a class straight from their profile page, with or without a subscription plan.

Adding the member

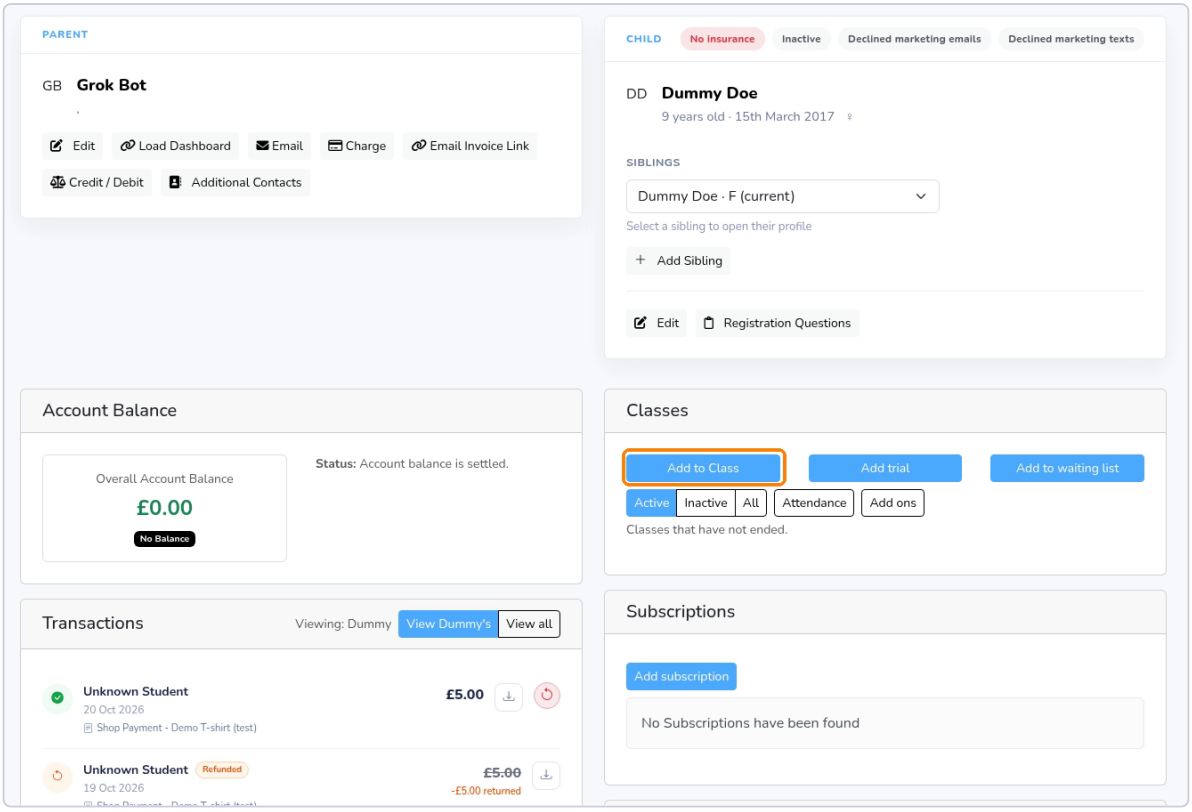
1. Open the member's profile

- Go to **Member Management** > **Members** and click the member's name.



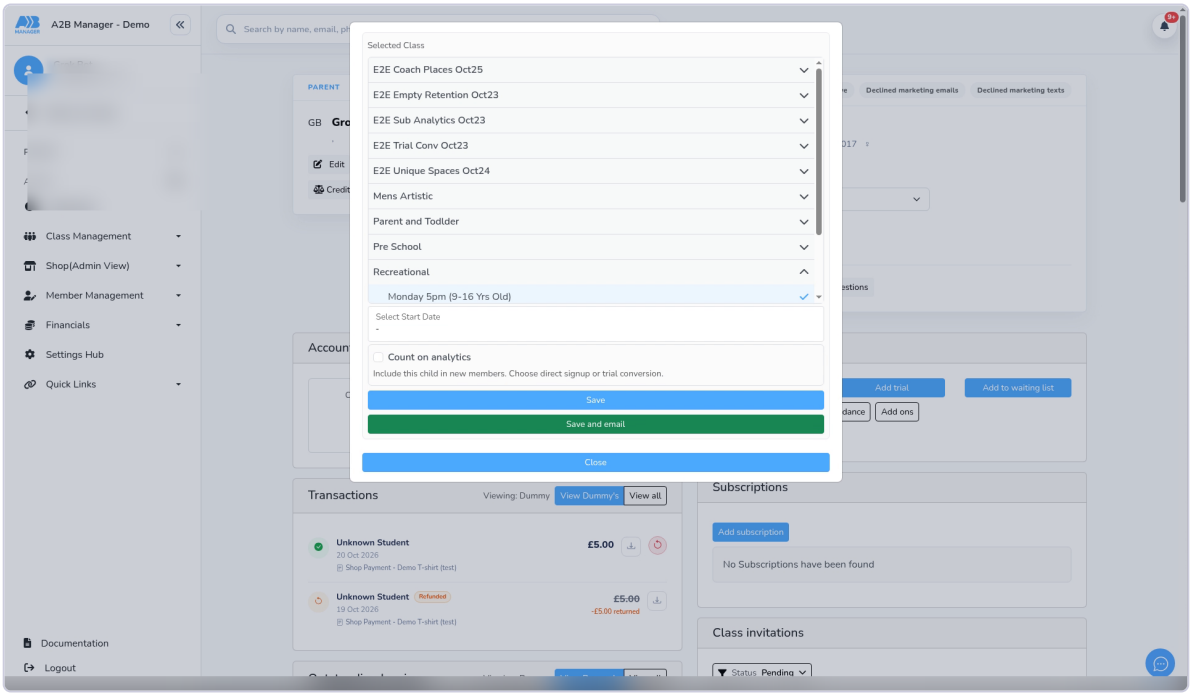
2. Click Add to Class

- In the **Classes** card, click **Add to Class**.
- The same card has **Add trial** and **Add to waiting list**.



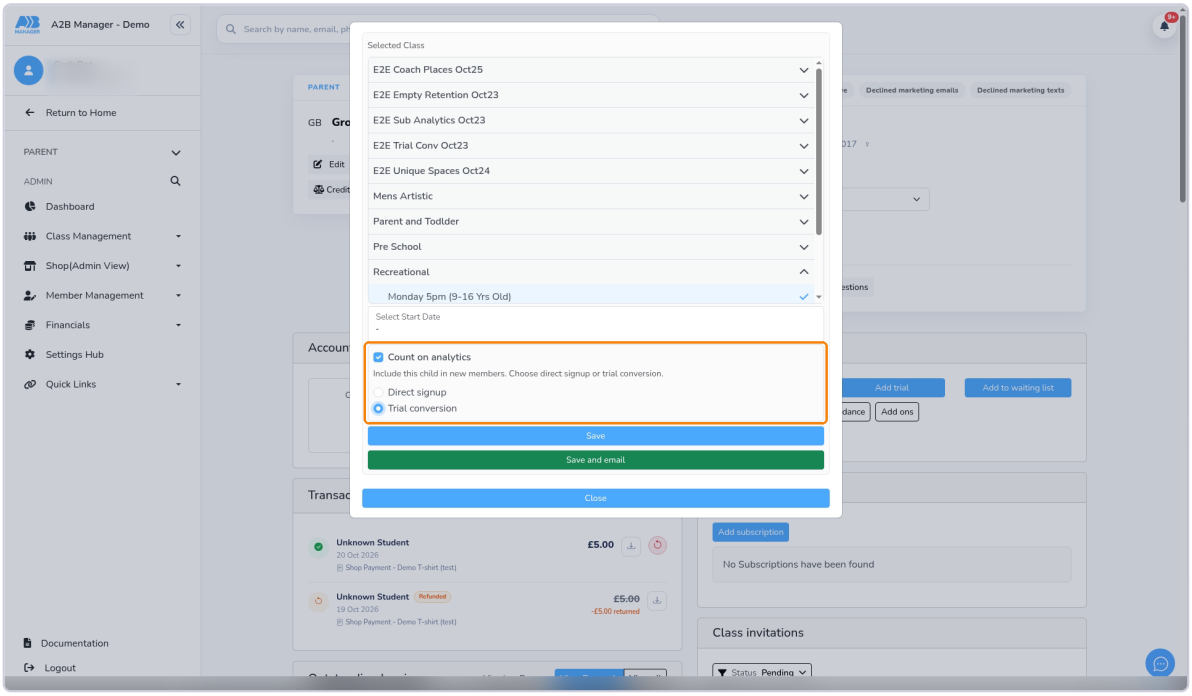
3. Choose the class and group

- Open a class under **Selected Class** and click the group. Groups the member is already in show (already on this class).



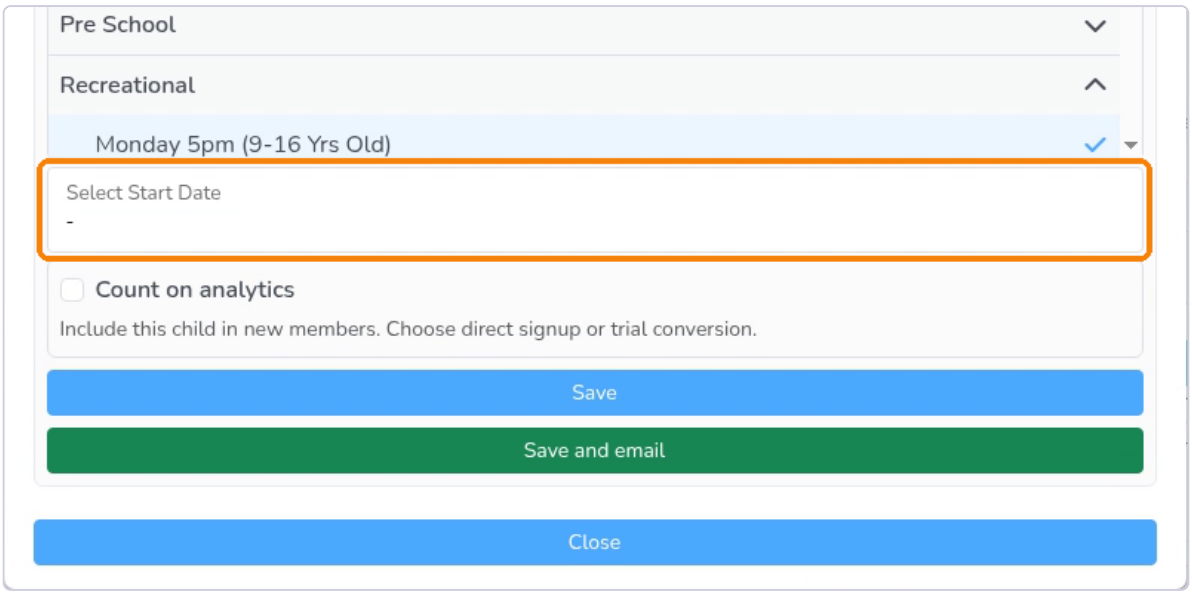
4. Count on analytics (optional)

- Tick **Count on analytics** if this child should count in Subscription Analytics as a new member.
- The hint reads: **Include this child in new members. Choose direct signup or trial conversion.**
- Choose **Direct signup** or **Trial conversion**. You must pick one before you can save when the tick is on.
- The count uses the child's **first lesson** date in the analytics date range. Leave the tick off when you are only moving someone and they should not count as new.



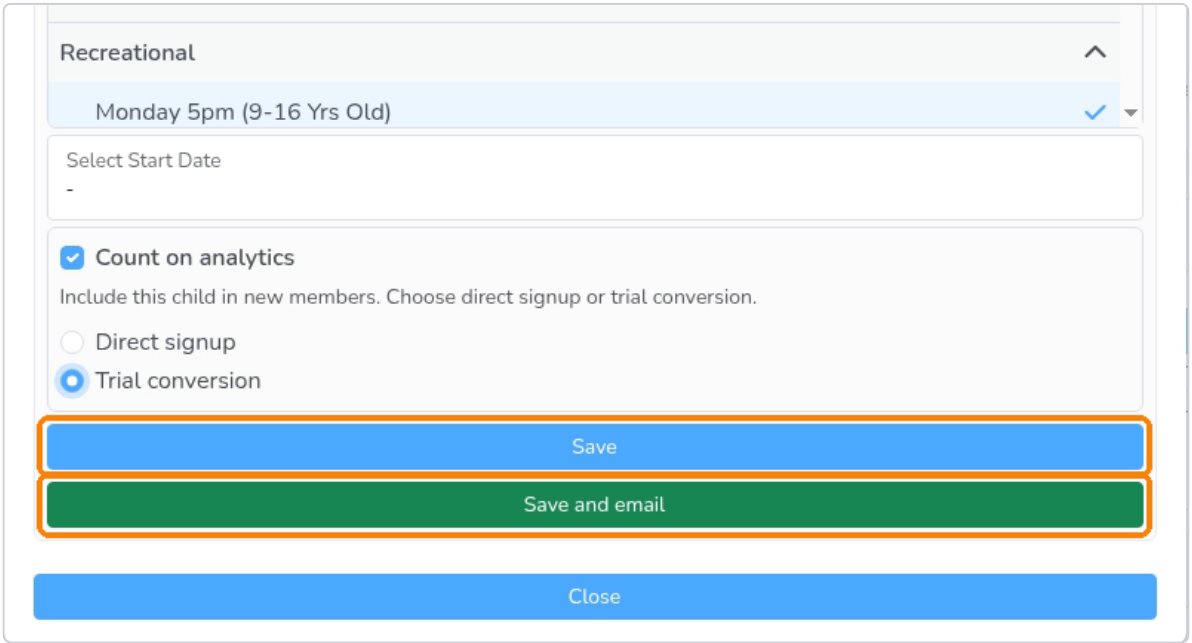
5. Choose the start date

- Pick the first lesson in **Select Start Date**.
- **Select plan** lists your active plans. Choosing one sets up a subscription, and its date is the first payment date (at least tomorrow). Leave it blank to add the place without a subscription.



6. Save

- Click **Save**. The class appears in the member's **Classes** list with its first lesson date.
- Click **Save and email** to also send the parent a booking confirmation.



The booking confirmation email

- **Save and email** sends the booking confirmation for the group's type: **Class**, **Term**, **PAYG** or **Multi-event Booking Confirmation**.
- Edit these under **Settings Hub** > **Email Templates**.

Good to know

- If you choose a plan, a subscription is set up and the first payment is taken on the first payment date. Check the plan and date before saving.

Good to know

- Count on analytics only affects Subscription Analytics new-member figures. Unticked adds do not count as new members.
- See **How to Use Subscription Analytics** for how New members, Direct signups and Trial conversions are counted.