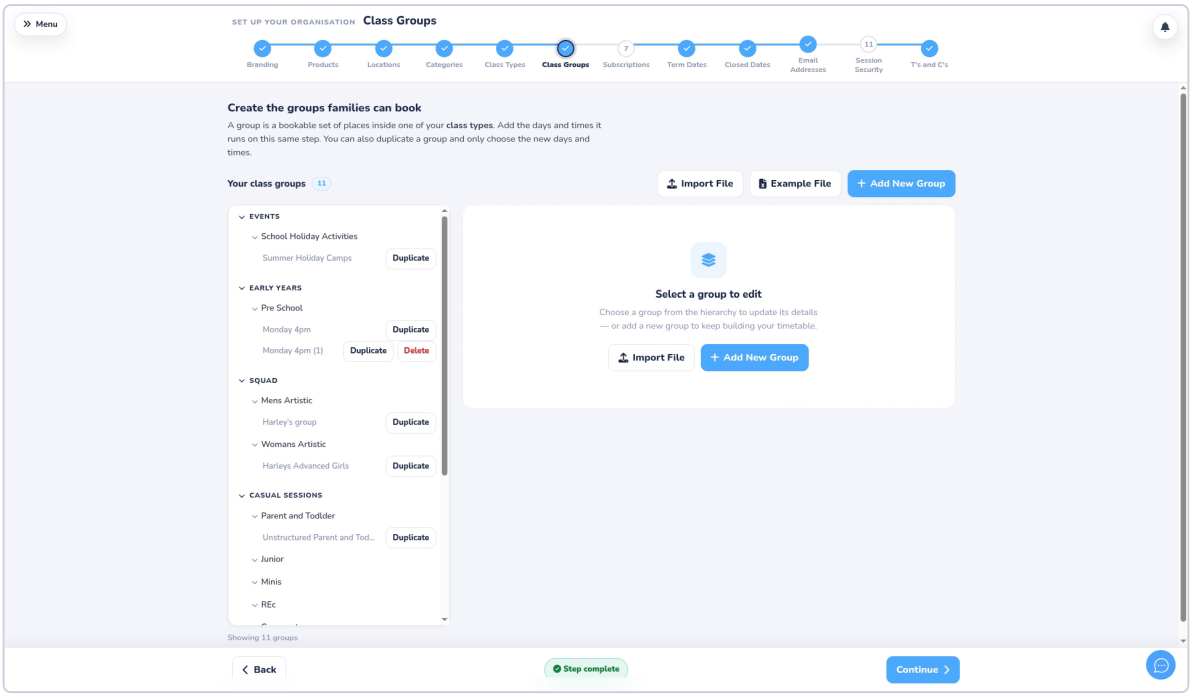
How to Set Up Class Groups

A class group is a bookable set of places inside one of your class types, for example **Monday 4pm** under **Pre School**. You can add groups quickly in the Setup Wizard, then fine-tune each group's settings in Class Management.

Part A: Add a group in the Setup Wizard

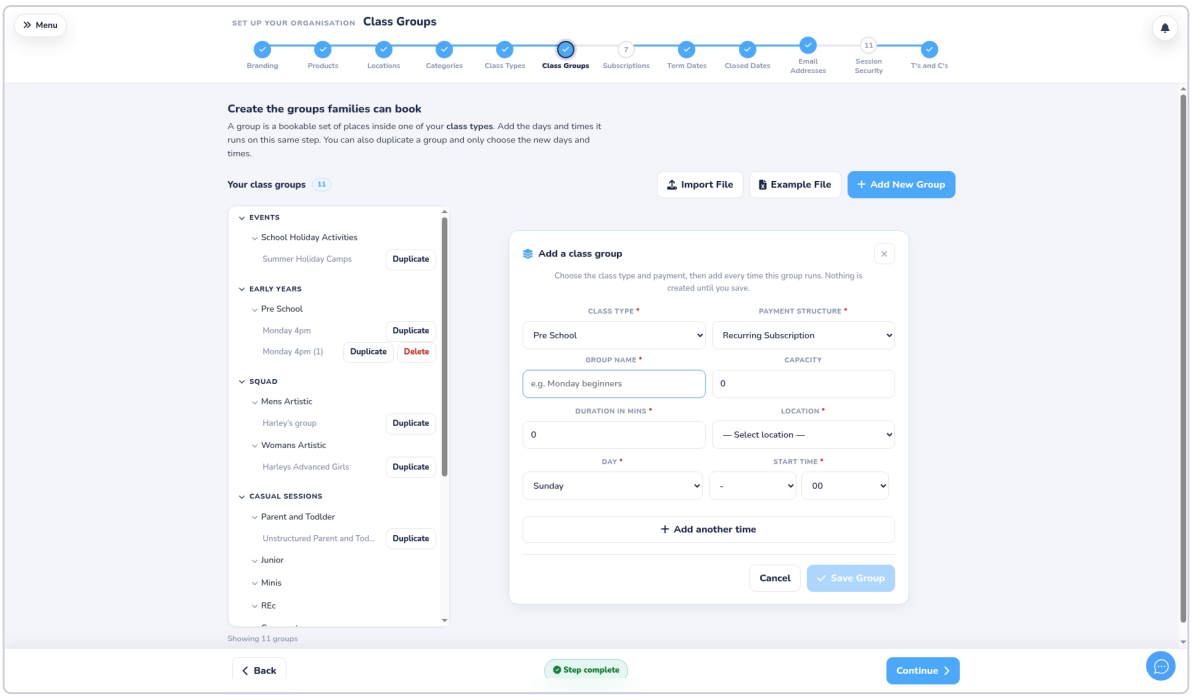
1. Open the Class Groups step (0:00)

- Open the **Setup Wizard** and go to step 6, **Class Groups**. Your groups are listed under each class type.
- Click **Add New Group**.
- To add lots of groups at once, click **Example File** to download a spreadsheet to fill in, then upload it with **Import File**. Use **Duplicate** next to a group to copy it to new days and times.



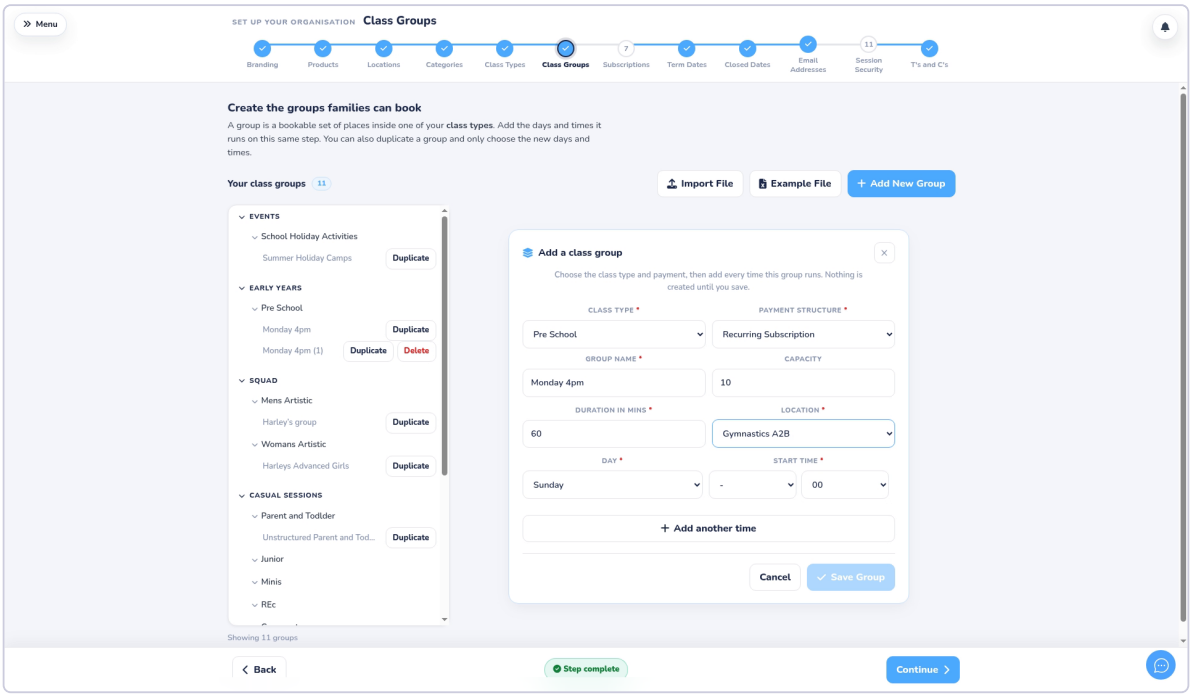
2. Choose the class type and payment (0:12)

- Choose the **Class type** the group belongs to.
- Choose the **Payment structure**: **Recurring Subscription**, **Term**, **Recurring PAYG** or **Multi Event**.



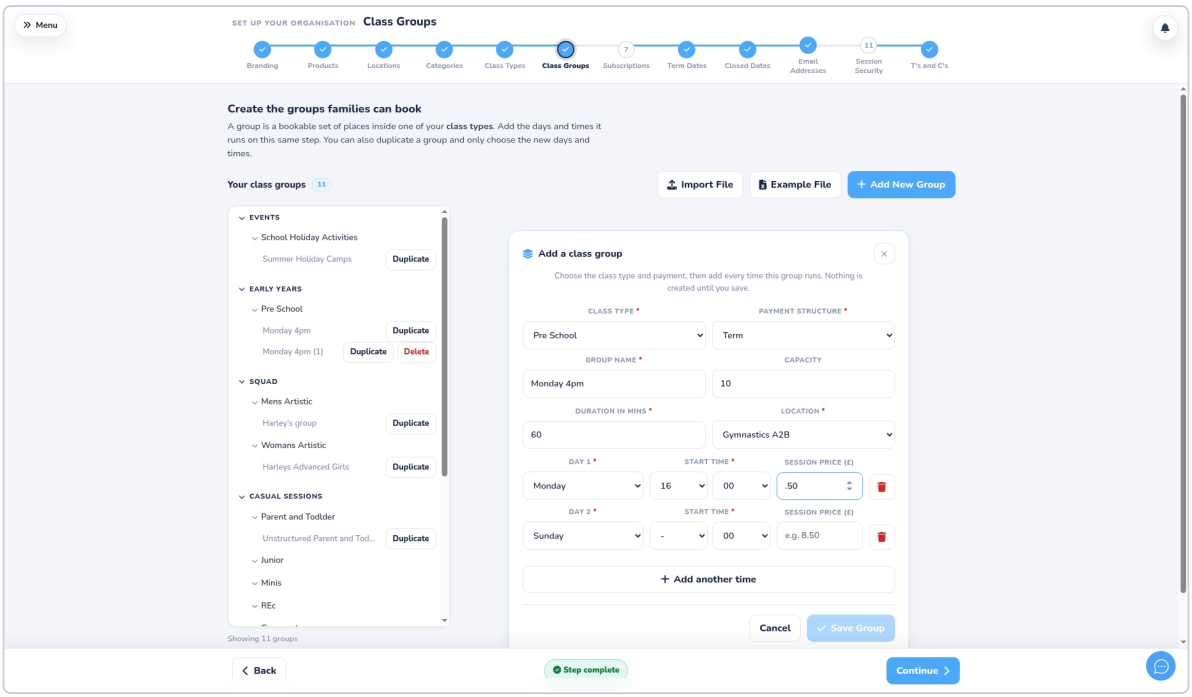
3. Name the group and add its times (0:35)

- Enter a **Group name**, such as Monday 4pm.
- Enter the **Capacity** (for subscription and term groups), the **Duration in mins** and the **Location**.
- Choose the **Day** and **Start time**. For Multi Event groups you choose a date instead. Click **Add another time** if the group runs more than once.



4. Add prices and save (1:56)

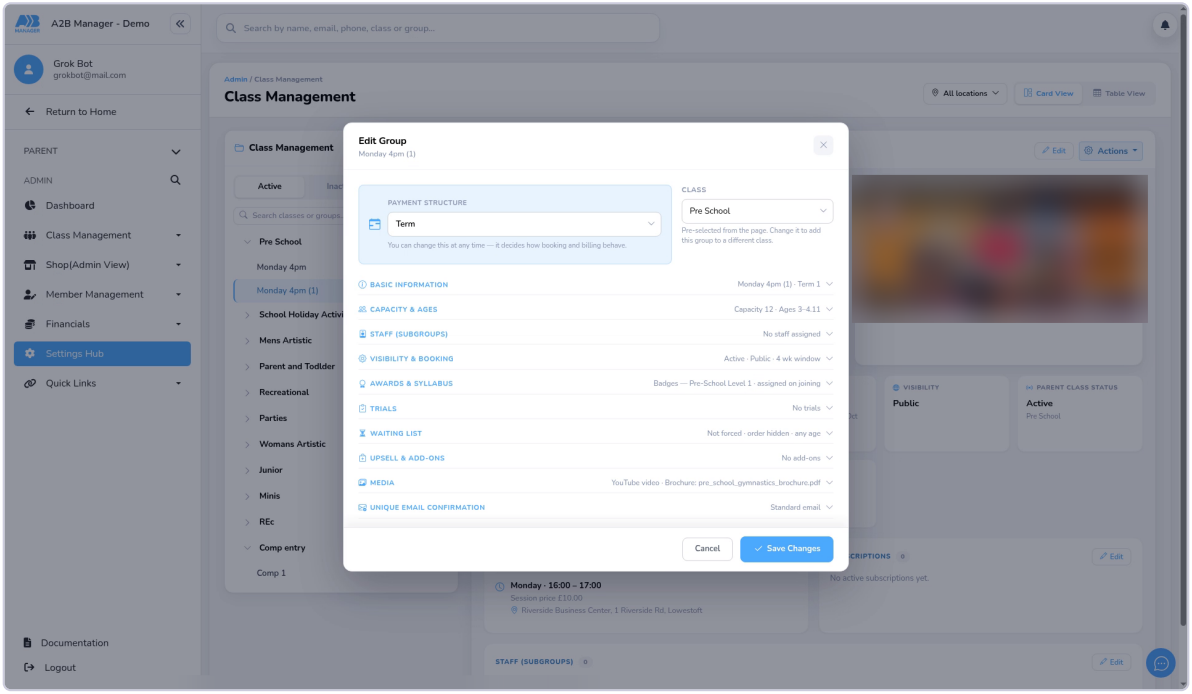
- For Term, Recurring PAYG and Multi Event groups, enter the price per session.
- Click **Save Group**. Nothing is created until you save. Click **Cancel** to close without saving.



Part B: More group settings

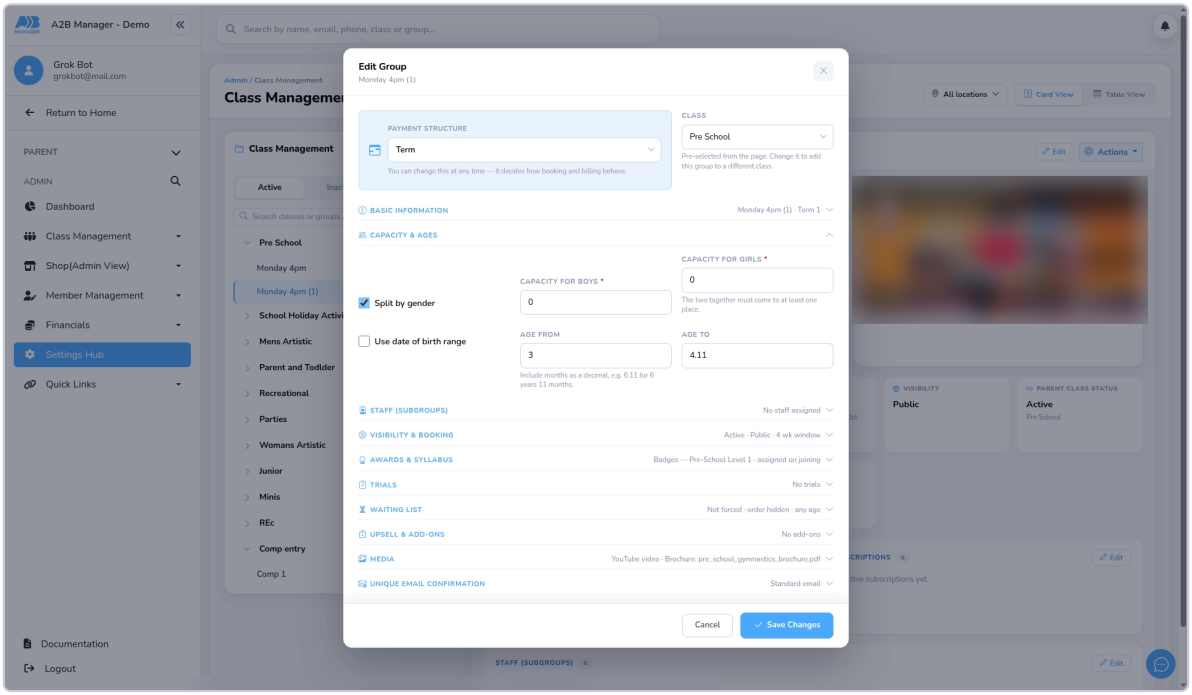
5. Open the full group settings (2:22)

- Go to **Class Management** > **Classes**, open the group and click **Edit group**.
- Choose the group in the list and click **Edit**.
- At the top you can change the payment structure, the class, the group name and the long description.



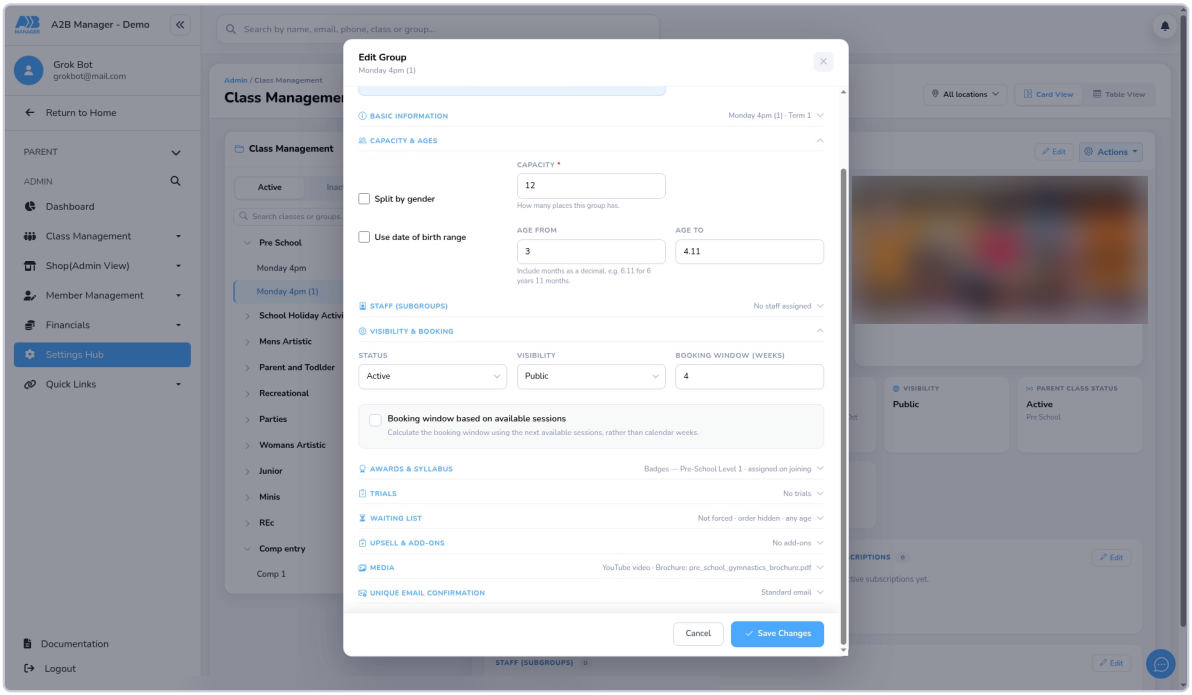
6. Capacity and ages (3:22)

- Open **Capacity & Ages**. Tick **Split by gender** to set separate places for boys and girls.
- Set **Age From** and **Age To**, or tick **Use date of birth range**. Children outside the range can't book.



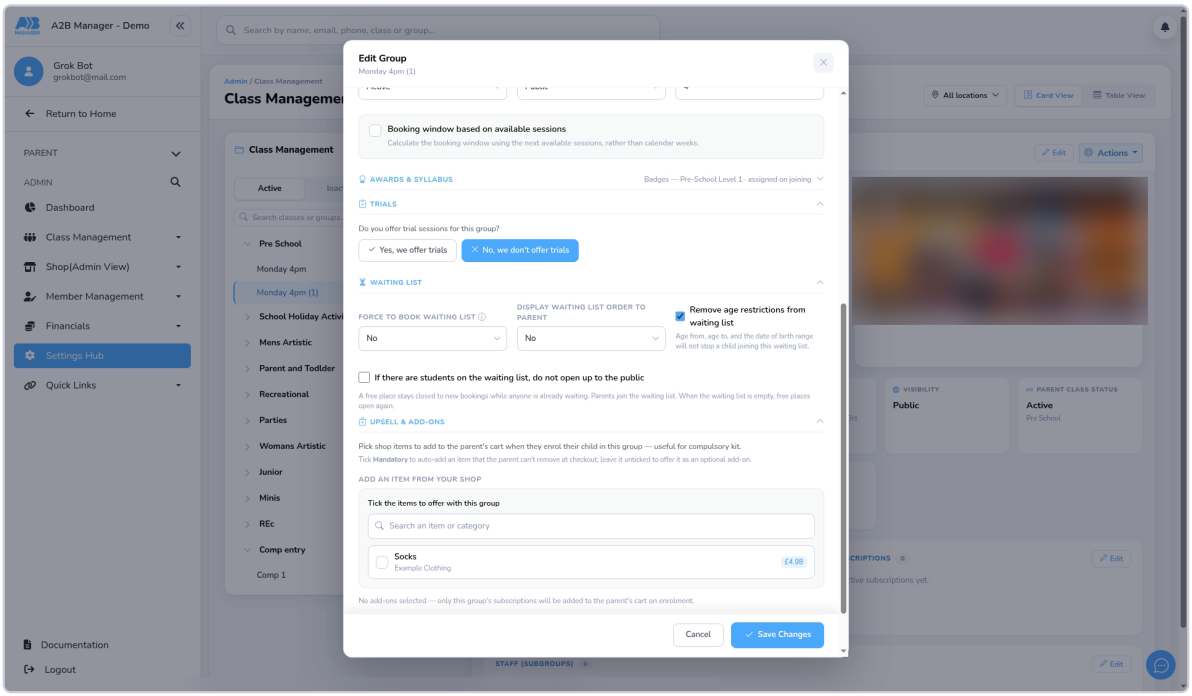
7. Visibility, booking and trials (4:10)

- Under **Visibility & Booking**, choose **Active** or **Inactive**, **Public** or **Private**, and the **Booking Window (weeks)**, which limits how far ahead parents can book.
- Under **Trials**, choose whether you offer trials and enter the **Trial Cost**. Enter 0 for free trials.



8. Waiting list, add-ons and media (4:46)

- Under **Waiting List**, set **Force to book waiting list** to Yes to make parents join the waiting list first.
- Under **Upsell & Add-ons**, pick items from your shop, such as a T-shirt or leotard, to offer with the group.
- Under **Media**, add an image or a YouTube video, and a brochure (PDF). You can use the image for all groups in the class.
- Click **Save Changes** to keep your changes, or **Cancel** to close without saving.



Good to know

- **Force Trials**: parents must book a trial first, then a subscription or term.
- **Staff (subgroups)**: assign coaches to the group.
- **Awards & Syllabus**: give new members awards when they join, or require awards to join.
- More waiting list options: show parents their place in the queue, ignore age limits for the waiting list, and keep free places closed while anyone is waiting.
- Recurring PAYG groups can use a date selector, for example for birthday parties.
- Once a group is saved, you can give it its own booking confirmation email under **Unique email confirmation**.