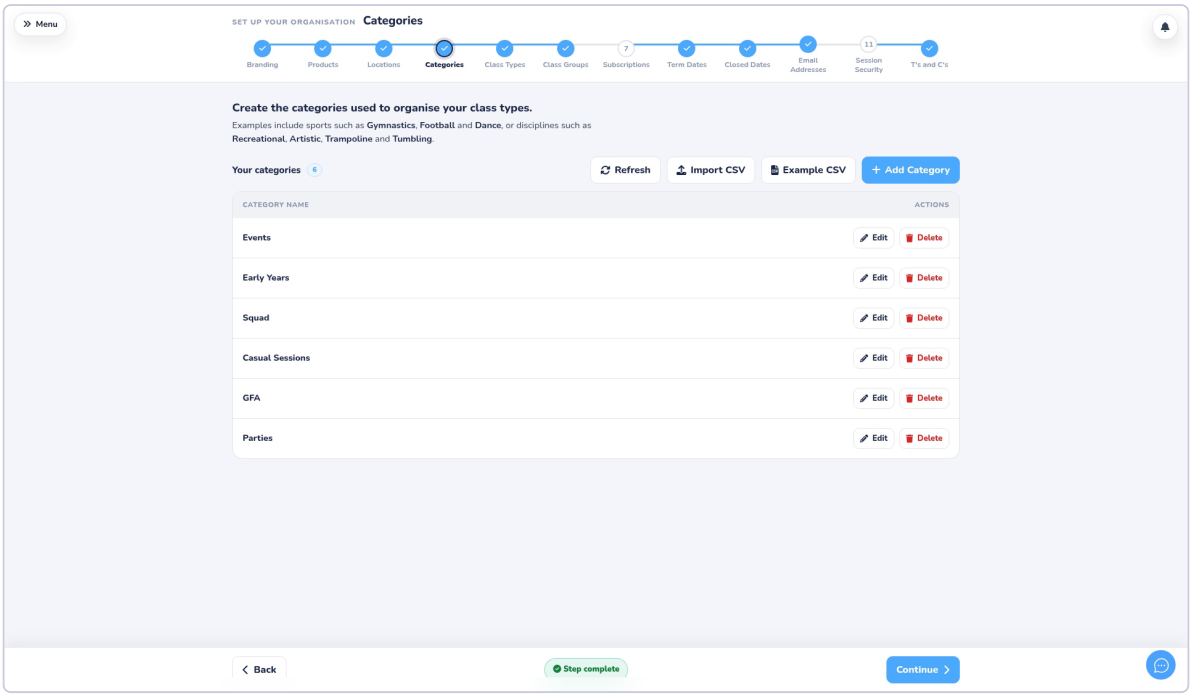
How to Add Categories in the Setup Wizard

Categories organise your class types. For example, you might use sports such as Gymnastics or Dance, or disciplines such as Recreational, Artistic and Trampoline.

Adding categories

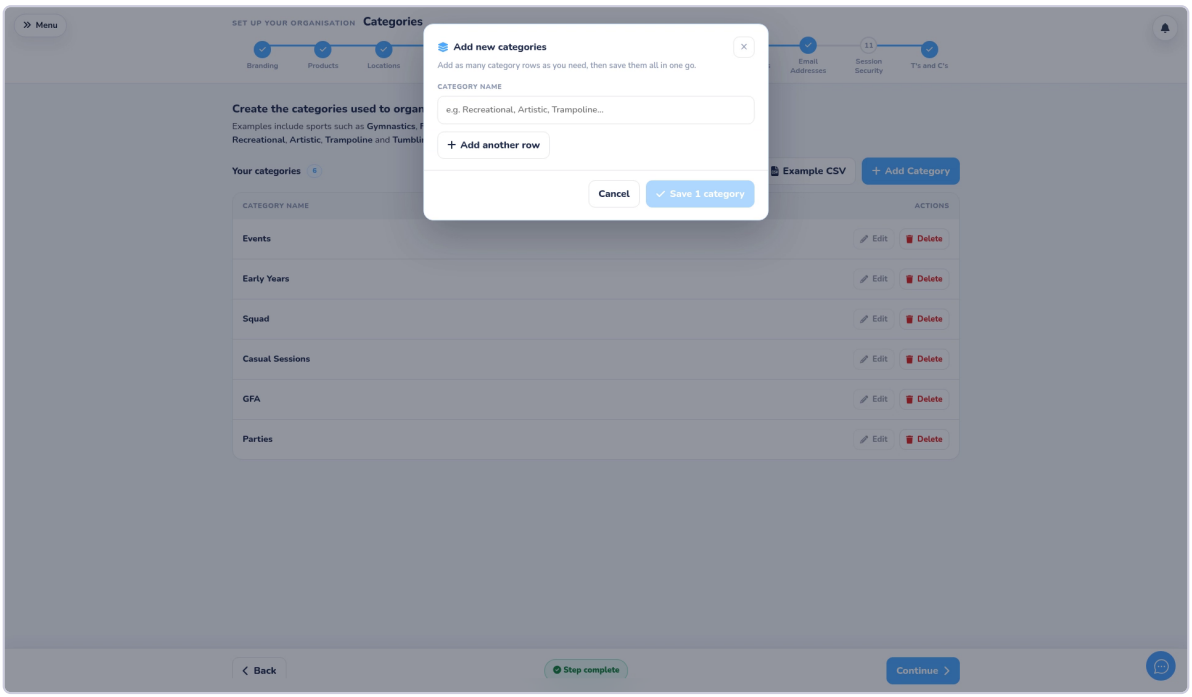
1. Open the Categories step (0:00)

- Open the **Setup Wizard** and go to the **Categories** step. Your categories are listed with **Edit** and **Delete** buttons.
- To add lots at once, click **Example CSV** to download a sample file with one category name on each row, then upload yours with **Import CSV**.



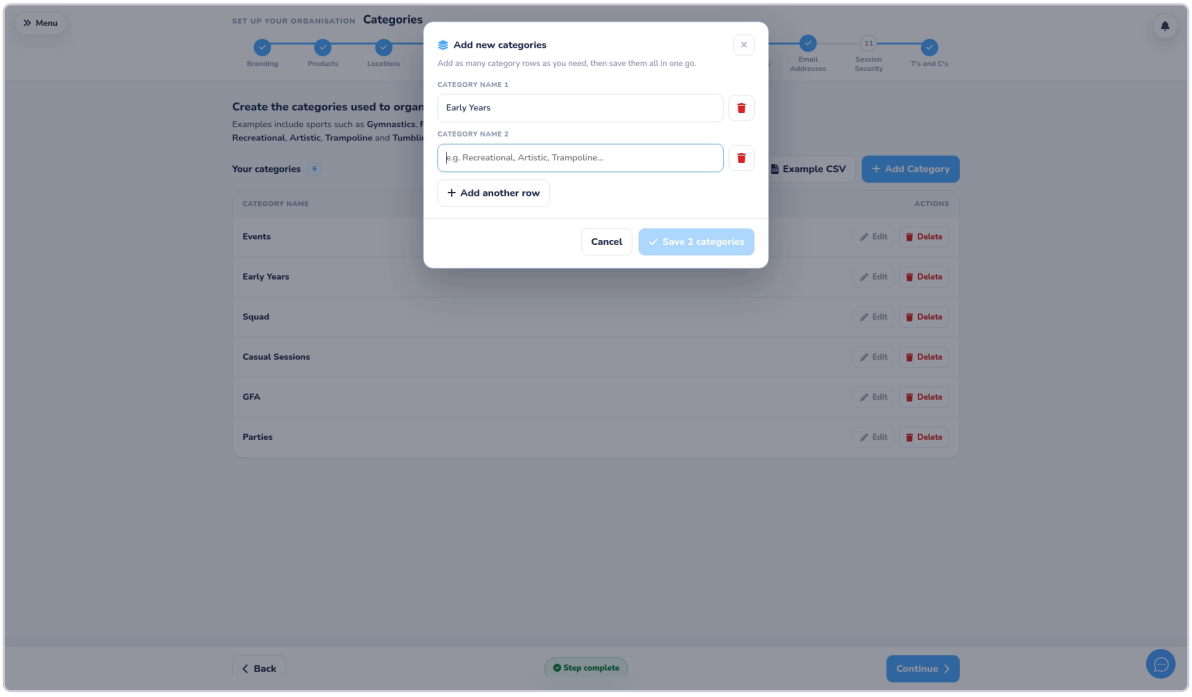
2. Add your categories (0:14)

- Click **Add Category**.
- Depending on the activity you chose, the rows may already be filled in with a starting list. Change or remove any of them.



3. Add more rows and save (0:26)

- Type a **Category name**, for example Early Years.
- Click **Add another row** to add more, for example School Age.
- Click the save button, for example **Save 2 categories**, to create them all together. Nothing is created until you save. Click **Cancel** to close without saving.



Choosing categories

- There's no single right way. Choose categories that match how your club is organised.

- A smaller recreational club might use broad groups such as Early Years, School Age, Kids and Events.
- A larger club might use disciplines such as Women's Artistic, Men's Artistic and Recreational.

Good to know

- Use **Edit** to rename a category.
- **Delete** asks you to confirm. It only works when no class types use the category.
- Next, add your class types. See How to Add Class Types.