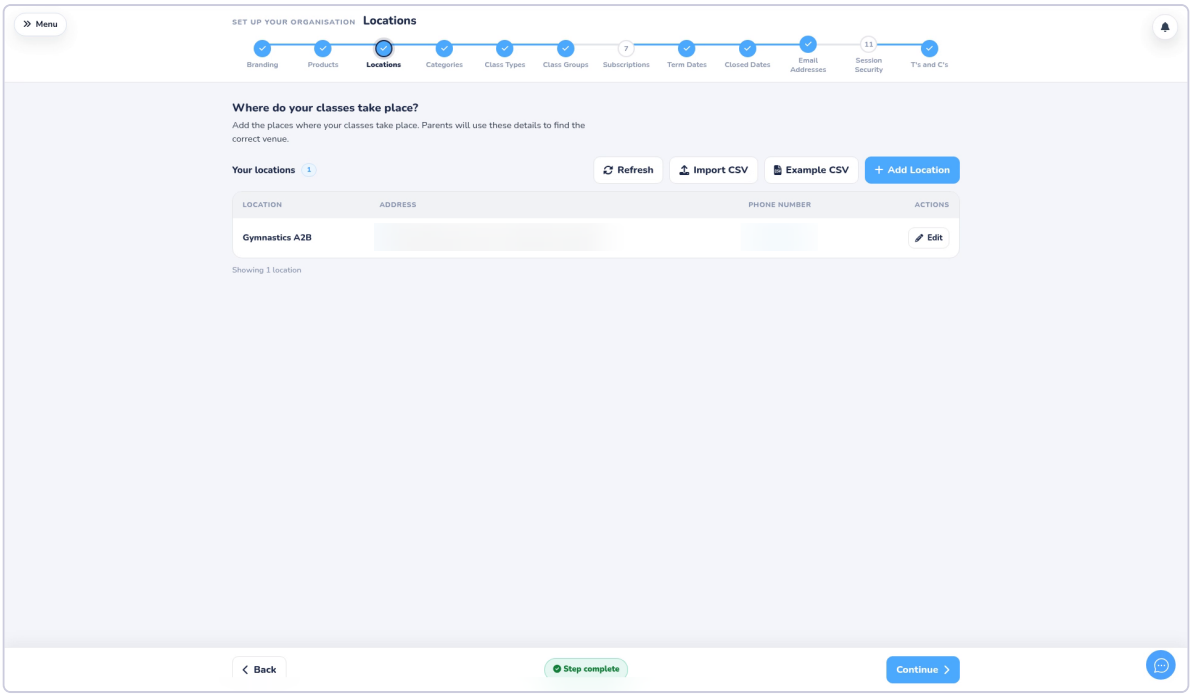
How to Add Locations in the Setup Wizard

Locations are the venues where your classes take place. Parents use these details to find the right venue, so you can add as many as your club needs.

Adding a location

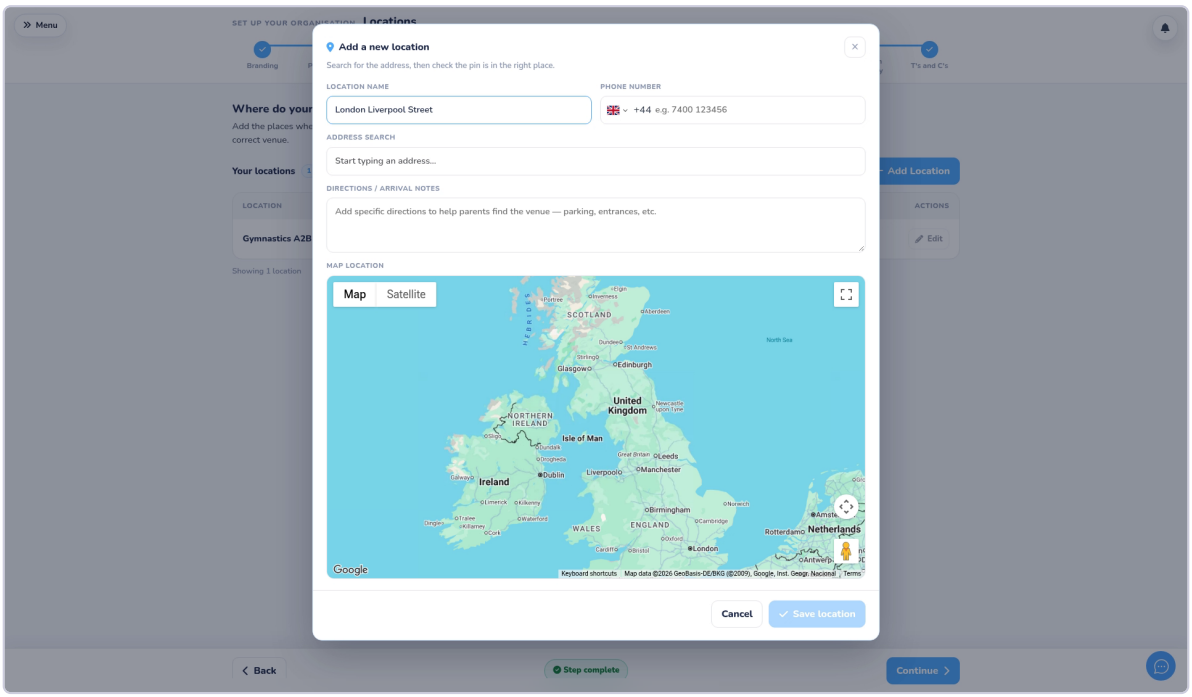
1. Open the Locations step (0:00)

- Open the **Setup Wizard** and go to the **Locations** step ("Where do your classes take place?"). Your venues are listed with their address and phone number.



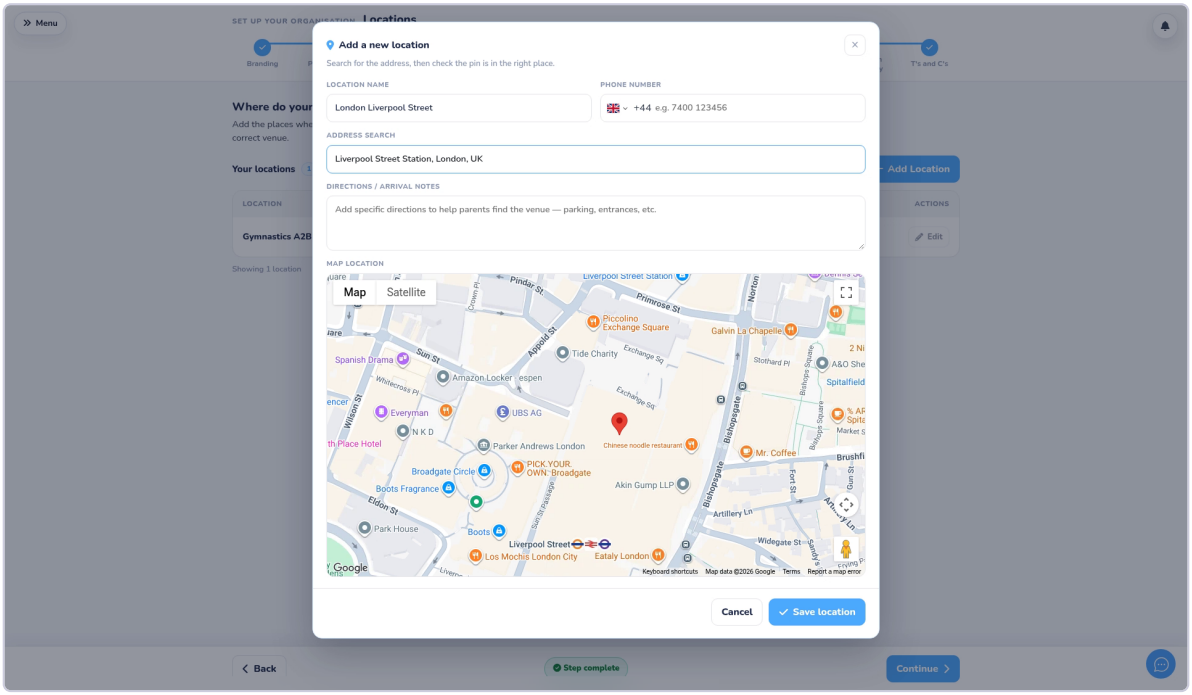
2. Add the name (0:12)

- Click **Add Location**.
- Enter the **Location name**, for example London Liverpool Street.
- Add a **Phone number** if you'd like parents to have one.



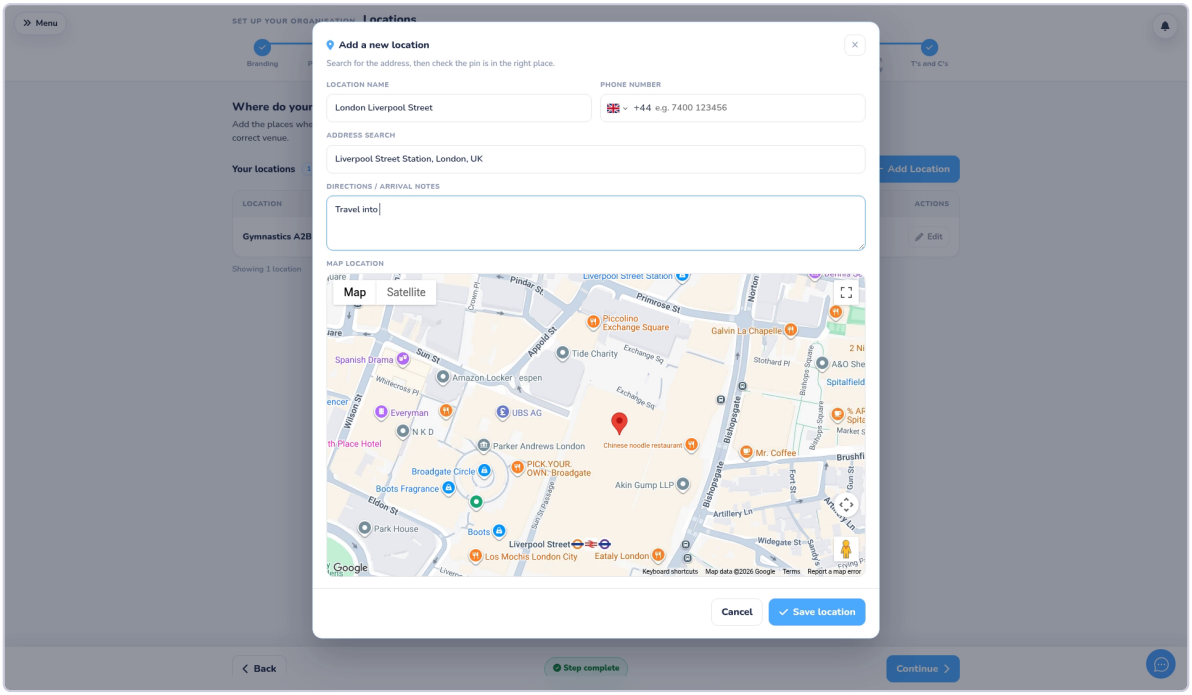
3. Find the address (0:37)

- Start typing the address in **Address search** and pick the right suggestion.
- The **Map location** shows a pin so you can check it's the right place.



4. Add directions and save (0:50)

- Under **Directions / arrival notes**, add anything that helps parents find the venue, such as parking or which entrance to use.
- Click **Save location**. You need a name and an address to save. Click **Cancel** to close without saving.



Good to know

- To add several venues at once, click **Example CSV** to download a sample, fill in the Location Name and Address (and Phone Number and Directions if you like), then upload it with **Import CSV**. Each address is looked up for you.
- Use **Edit** to change a venue.
- **Delete** asks you to confirm. You can't delete a venue that a class uses.