

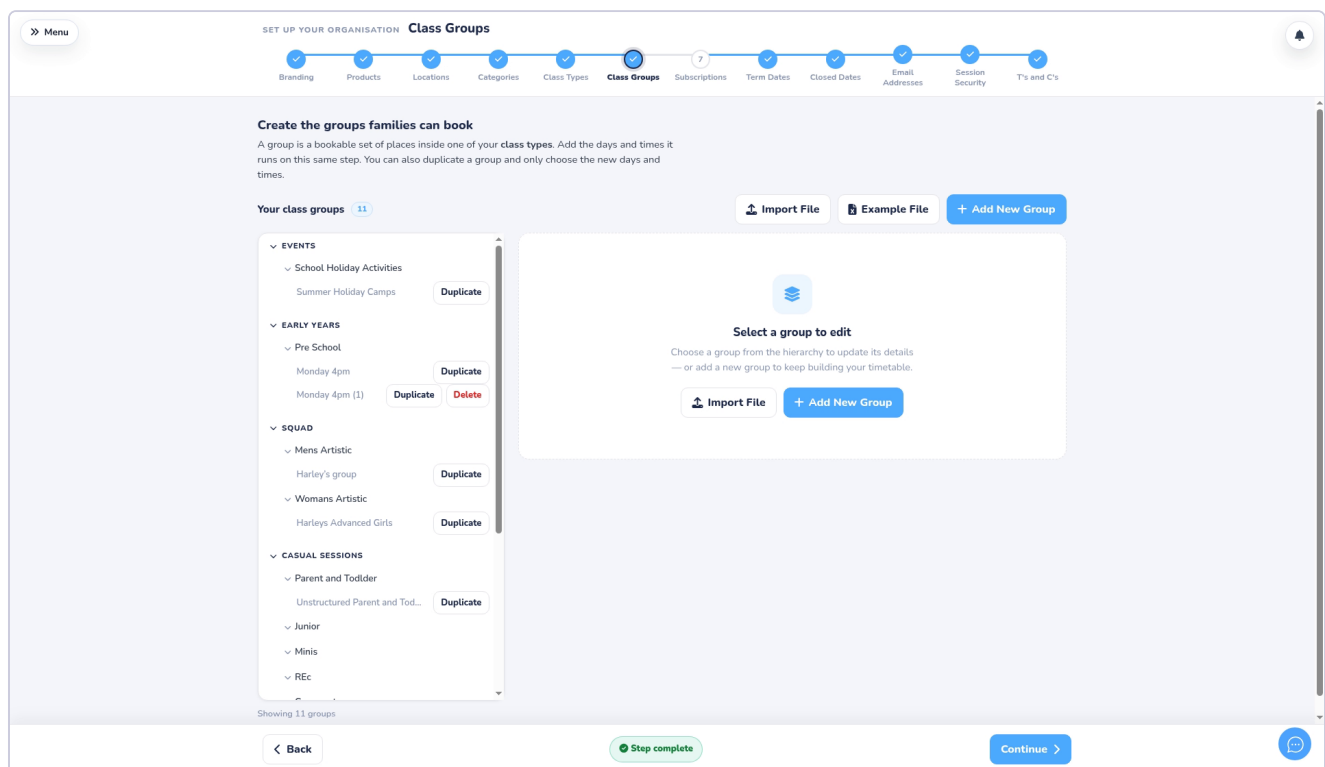
How to add times to a class group

Class times belong to each class group. You add them on the **Class Groups** step of the **Setup Wizard**, and a group can run once a week or several times a week.

Adding times to a class group

1. Open Class Groups in the Setup Wizard (0:00)

- In the left sidebar, click **Settings Hub**.
- Under **System Settings**, click **Setup Wizard**.
- If the wizard opens on **Pick up where you left off**, click **Continue setup**. It may then open on another step, such as Subscriptions.
- Click **Class Groups** in the step list at the top. There's no separate class times step: times are added here, on each group.
- **Your class groups** lists every group under its category and class type. Click the arrows to open or close each level.



2. Add a new group (0:36)

- Click **Add New Group**. The **Add a class group** panel opens on the right. Nothing is created until you save.
- Choose the **Class type** and **Payment structure**, then enter a **Group name**, for example "Monday 4pm".
- Enter the **Capacity** (shown for term and subscription groups), the **Duration in mins** and the **Location**.

SET UP YOUR ORGANISATION **Class Groups**

Branding Products Locations Categories Class Types **Class Groups** Subscriptions Term Dates Closed Dates Email Addresses Session Security T's and C's

Create the groups families can book

A group is a bookable set of places inside one of your class types. Add the days and times it runs on this same step. You can also duplicate a group and only choose the new days and times.

Your class groups **11**

EVENTS

- School Holiday Activities
 - Summer Holiday Camps **Duplicate**

EARLY YEARS

- Pre School
 - Monday 4pm **Duplicate**
 - Monday 4pm (1) **Duplicate** **Delete**

SQUAD

- Mens Artistic
 - Harley's group **Duplicate**
- Womans Artistic
 - Harleys Advanced Girls **Duplicate**

CASUAL SESSIONS

- Parent and Toddler
 - Unstructured Parent and Tod... **Duplicate**
- Junior
- Minis
- REc

Showing 11 groups

Add a class group

Choose the class type and payment, then add every time this group runs. Nothing is created until you save.

CLASS TYPE * Recreational **PAYMENT STRUCTURE *** Term

GROUP NAME * Demo group (test) **CAPACITY** 10

DURATION IN MINS * 60 **LOCATION *** Gymnastics A2B

DAY * Sunday **START TIME *** - 00 **SESSION PRICE (£)** e.g. 8.50

+ Add another time

Cancel **Save Group**

< Back **Step complete** **Continue >**

3. Add the day and start time, then save (1:21)

- Each time is a row labelled **Day 1**, **Day 2** and so on. Choose the **Day** and **Start time** (hour and minutes).
- For term groups, the **Session price (£)** field appears once you choose **Term** as the payment structure. Pay-as-you-go groups show **Price per session (£)**.
- If the group trains more than once a week, click **Add another time** and add each session. All of these times belong to the same group. Use the bin icon to remove a time you don't need.
- Click **Save Group**. The group appears in the list under its class type.

SET UP YOUR ORGANISATION **Class Groups**

Branding Products Locations Categories Class Types **Class Groups** Subscriptions Term Dates Closed Dates Email Addresses Session Security T's and C's

Create the groups families can book
A group is a bookable set of places inside one of your class types. Add the days and times it runs on this same step. You can also duplicate a group and only choose the new days and times.

Your class groups 11

Import File Example File + Add New Group

ADD A CLASS GROUP
Choose the class type and payment, then add every time this group runs. Nothing is created until you save.

CLASS TYPE * Recreational PAYMENT STRUCTURE * Term

GROUP NAME * Demo group (test) CAPACITY 10

DURATION IN MINS * 60 LOCATION * Gymnastics A2B

DAY 1 * Monday START TIME * 16:00 SESSION PRICE (£) 8.50

DAY 2 * Wednesday START TIME * 16:00 SESSION PRICE (£) 8.50

+ Add another time

Cancel Save Group

Showing 11 groups

< Back Step complete Continue >

4. Change times later, or duplicate a group (2:17)

- Click a group's name to open **Edit class group**. You can change, add or remove its times, then click **Save Group**. A time you remove is deleted when you save. Prices may show with four decimal places here, for example 8.5000 for £8.50; the price itself is unchanged.
- Click **Duplicate** when each time should be its own group instead. Pick the **Days**, set a start time for each (use **Add time** for more than one on the same day), then click **Save Groups** (the button may read **Save Group** when only one time is set). Each day and time becomes a new group named after it, for example "Monday 16:00", copying the class type, payment, capacity, length, location and price.
- Click **Cancel** to close the panel without saving.

SET UP YOUR ORGANISATION **Class Groups**

Branding Products Locations Categories Class Types **Class Groups** Subscriptions Term Dates Closed Dates Email Addresses Session Security T's and C's

Create the groups families can book
A group is a bookable set of places inside one of your class types. Add the days and times it runs on this same step. You can also duplicate a group and only choose the new days and times.

Your class groups 12

Import File Example File + Add New Group

Harleys Advanced Girls Duplicate

CASUAL SESSIONS

Parent and Toddler
Unstructured Parent and Tod... Duplicate

Junior

Minis

REc

Comp entry
Comp 1 Duplicate Delete

GFA

Recreational
Demo group (test) Duplicate Delete
Monday 4pm (4-8 Yrs Old) Duplicate
Monday 5pm (9-16 Yrs Old) Duplicate

PARTIES

Parties
Birthday Parties Duplicate
Parties with Extr... Duplicate Delete

Showing 12 groups

< Back Step complete Continue >

Duplicate group

Each day and start time becomes its own group, named from that day and time, for example Monday 16:00. The class type, payment, capacity, length, location and price are copied.

Days *

Tuesday

DAY	START TIME *	SESSION PRICE (£)
Tuesday	16 : 00	8.5000

+ Add time

Cancel Save Group

Good to know

- **Multi event groups** ask for a **Date** for each session instead of a day of the week.
- **Lots of groups?** Use **Import File** to upload an Excel or CSV file. Click **Example File** for a template.
- **Deleting a group:** **Delete** only appears for groups that have never had a child on their class list, trial list, priority list or waiting list.
- **More settings:** active status, add-ons, age ranges and capacities for each time are edited in **Class Management**.
- If you see "Please choose a class type, payment structure, name, duration and location, and complete every time.", fill in the missing fields and save again.