

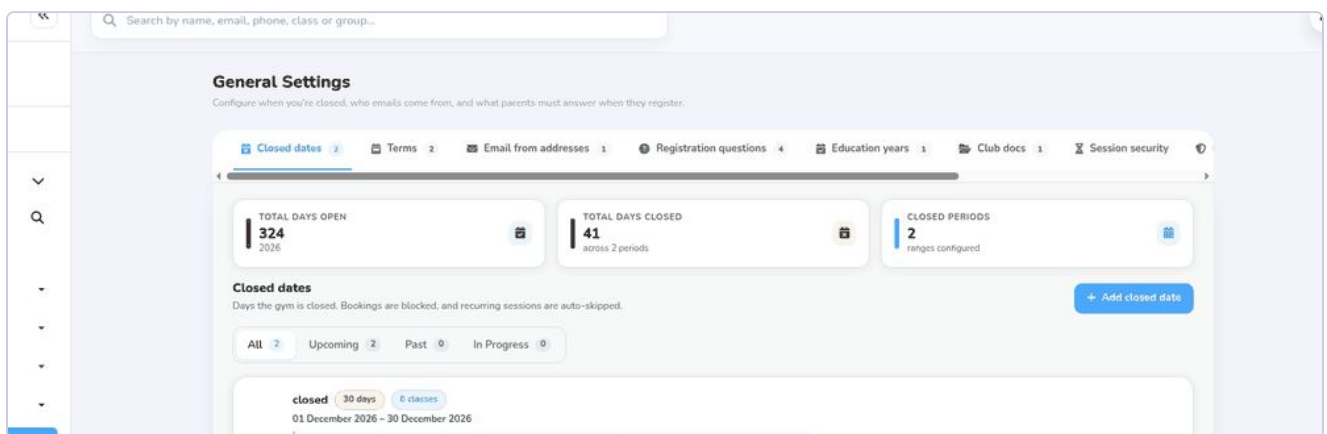
How to Add Closed Dates for the Entire Gym

Close the whole gym for bank holidays, Christmas or any other break. Bookings are blocked on those dates, and recurring sessions are skipped automatically.

Adding a whole-gym closure

1. Open Closed dates (0:00)

- In the left-hand menu, click **Settings Hub**.
- Scroll down to the **System Settings** section and click the **Settings** card (Configure general platform settings.).
- The **General Settings** page opens on the **Closed dates** tab. At the top you'll see **Total days open**, **Total days closed** and **Closed periods**, with your closures listed below.



2. Add the dates (0:30)

- Click **+ Add closed date**. The **Add closed date** window opens.
- Under **Closure name**, enter a name such as Christmas, so you can recognise it in the list.
- Enter the **Start date** and **End date** using the date picker or in the format shown. For a single day, use the same date for both. The end date can't be before the start date.
- The window confirms how long the closure is, for example **Closed for 1 day**.

The screenshot shows a modal window titled "Add closed date" with a close button (X) in the top right corner. Below the title is a subtitle: "Pick the dates the gym will be closed and which classes are affected." The form contains three main sections: 1. "CLOSURE NAME" with a text input field containing "Demo closure (test)". 2. "START DATE" with a date picker showing "03/10/2027" and a calendar icon. 3. "END DATE" with a date picker showing "03/10/2027" and a calendar icon. The date "2027" in the end date picker is highlighted in blue.

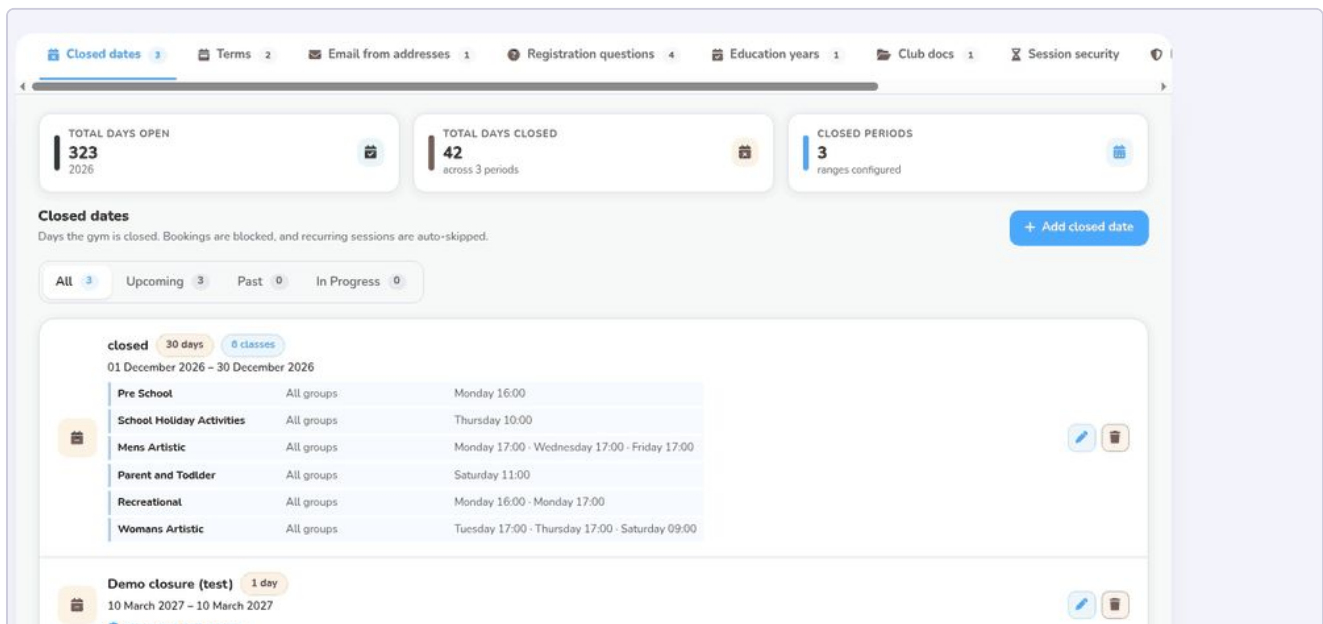
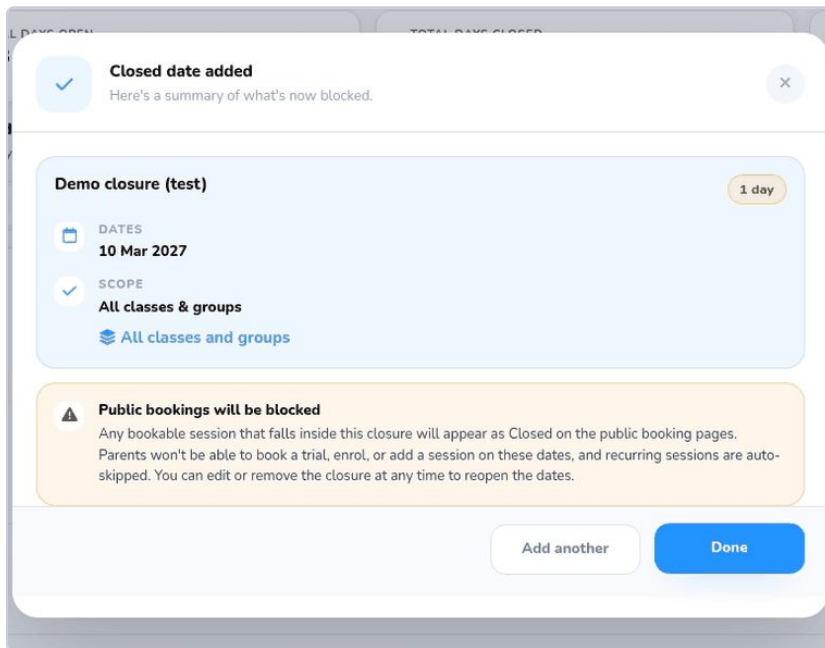
3. Close every class (1:03)

- Leave **Closed for new bookings only** unticked to close the gym completely. If you tick it, existing members still attend sessions as normal and only new bookings are blocked (see [How to Close Your Gym for New Bookings Only](#)).
- Under **Applies to**, make sure **All classes & groups** is selected. To close only some classes, choose **Specific classes / groups** instead (see [How to Set a Close Date for Specific Classes](#)).

The screenshot shows a section titled "Applies to" with two radio button options. The first option, "All classes & groups", is selected (indicated by a blue dot) and has the subtitle "Block bookings everywhere on these dates." The second option, "Specific classes / groups", is unselected (indicated by a grey dot) and has the subtitle "Pick which classes or individual groups are closed." Below this section is a label "SELECTED CLOSURE SCOPE" followed by a blue icon and the text "All classes and groups".

4. Save the closure (1:14)

- Click **Add closed date** at the bottom of the window.
- A **Closed date added** panel summarises the dates and scope that are now blocked, under the warning **Public bookings will be blocked**: any bookable session inside the closure will appear as Closed on the public booking pages. Click **Done**, or **Add another** to add the next closure.
- The closure now appears in the list, showing how many days it lasts.



Editing or removing a closure

- Click the pencil on a closure to change its name, dates or scope.
- Click the bin to delete it. A **Delete closed date?** box explains: This will reopen the dates for new bookings. It names the closure and its dates, and warns that anyone booking sessions on those dates will be able to do so again.

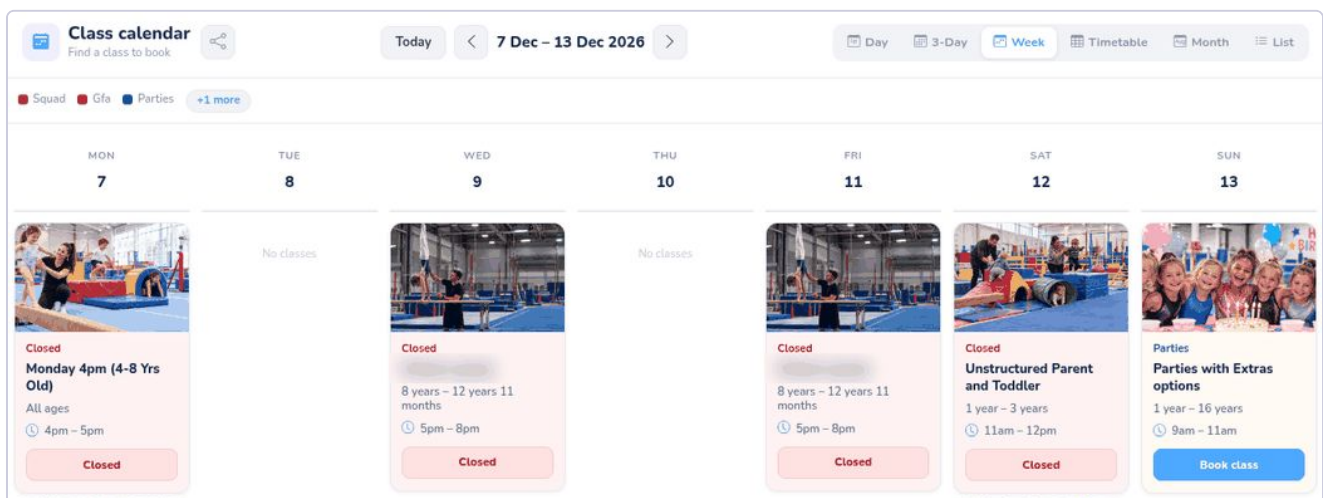
- Click **Delete** to confirm, or **Cancel** to keep it. A message confirms that the closure has been deleted.

What a closure does

- **Bookings:** parents can't book trials, single sessions or new places on closed dates.
- **Registers:** sessions on those dates are marked closed on the registers and on your dashboard schedule.
- **Term charges:** closed sessions are left out of term totals, so members aren't charged for them when the closure is added before they join or pay for the term.
- **Monthly subscriptions:** currently, monthly subscriptions are not automatically adjusted or credited for closed dates. Closures don't create credits or refunds, so adjust members' accounts yourself if needed.
- **Emails:** no emails are sent when you add a closure, so let parents know yourself.

What parents see

- Closed dates stay visible on the public class calendar. Each class card for a closed date turns pink, shows a red **Closed** label instead of its category, and has a pale red **Closed** button instead of a booking button.
- Only classes included in the closure show as Closed; if you chose **Specific classes / groups**, other classes stay bookable.



Tip: If you don't want to charge term groups for dates when you're closed, add those closed dates **before** people join or pay for the term. A closure added later doesn't change what's already been charged.

Good to know

- Use the **All**, **Upcoming**, **Past** and **In Progress** filters to find a closure.
- You can also add closed dates in the Setup Wizard, at the **Closed Dates** step.