

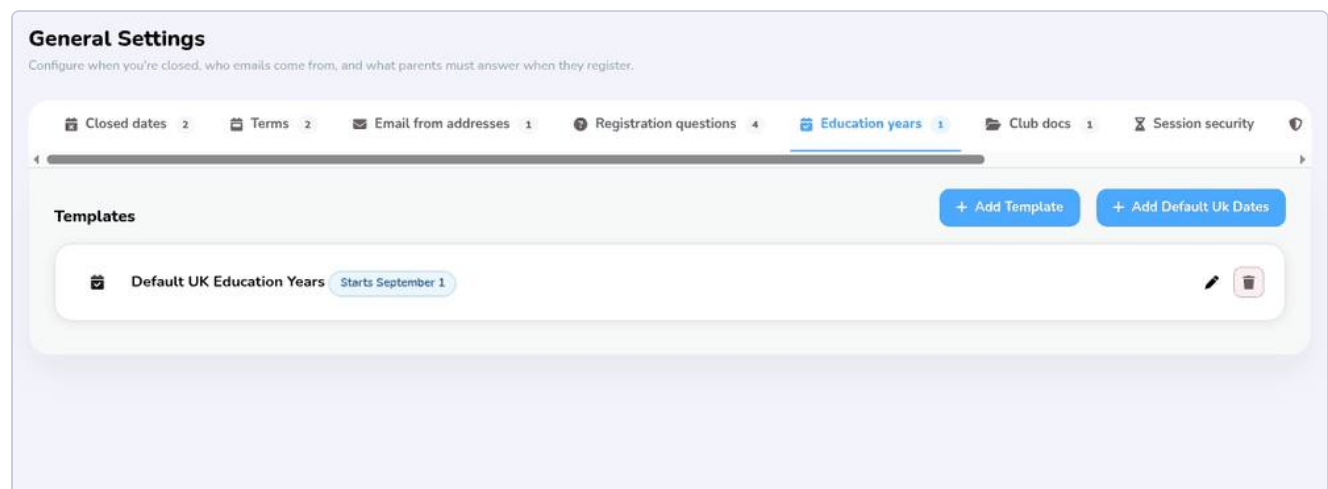
How to Add Education Years and Assign Them to Classes

Education years let you open a class group to children by UK school year, using their date of birth, instead of by age. Set up your year groups once, then choose which ones can book each class group.

Setting up education years

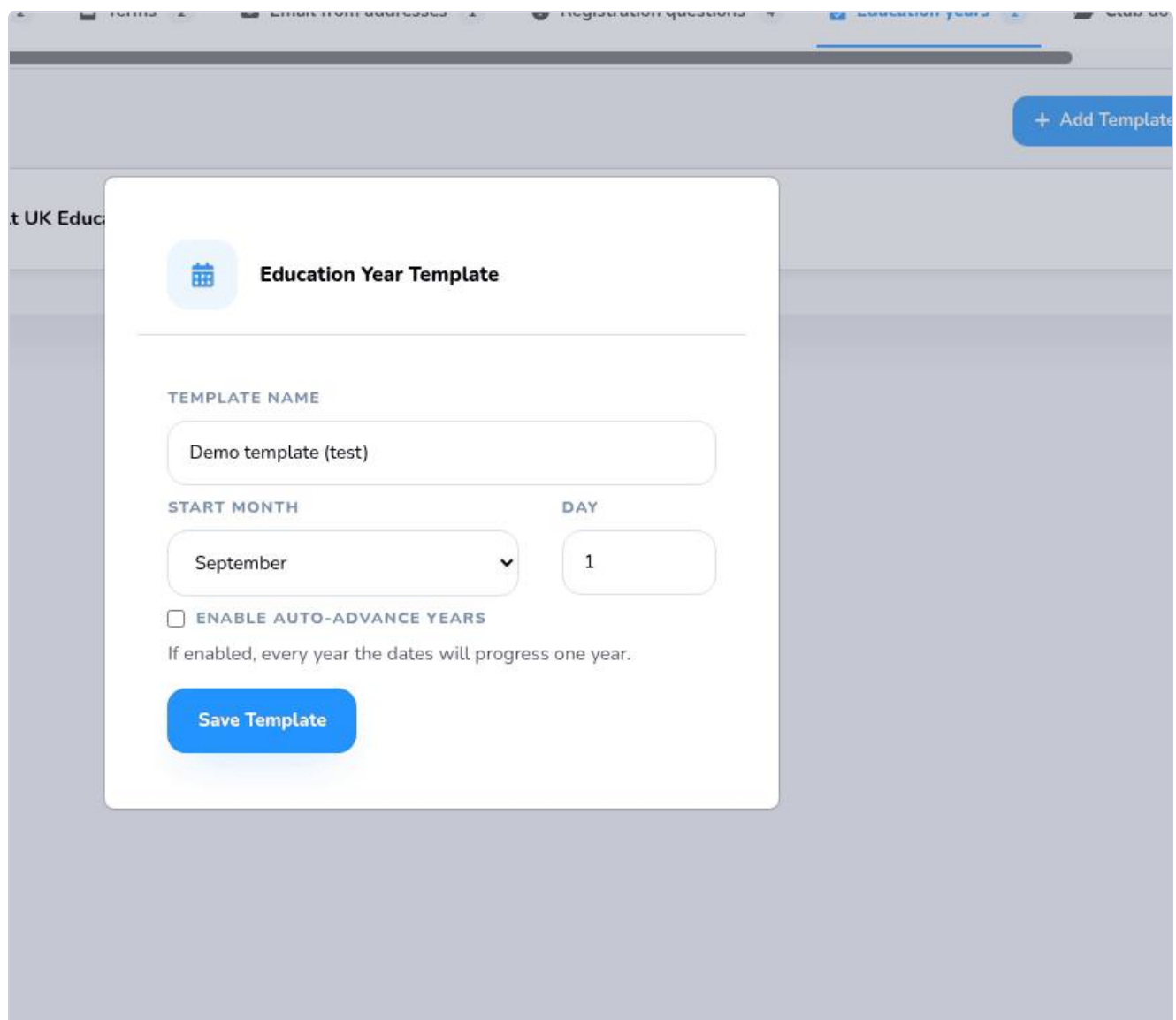
1. Open Education years (0:00)

- In the left-hand menu, click **Settings Hub**.
- In the **System Settings** section, click the **Settings** card (Configure general platform settings.).
- Click the **Education years** tab. Your templates are listed under **Templates**.



2. Add a template (0:36)

- For standard UK school years, click **+ Add Default Uk Dates** and confirm. This creates a **Default UK Education Years** template with Nursery, Reception and Year 1 to Year 13, each covering 1 September to 31 August birthdays. Only do this once, as each click adds another copy.
- To build your own, click **+ Add Template**. Enter a **Template Name**, then the **Start Month** and **Day** your school year starts.
- Untick **Enable Auto-advance Years** only if you don't want the year groups to move on automatically. If your club uses school years, we recommend leaving it ticked, so every year group moves on by one year on that date each year. Click **Save Template**.
- Click the template in the list to select it. A card shows when the next school year starts, or **Auto-advance is off** if you unticked it.



The screenshot shows a web application interface with a modal window titled "Education Year Template". The modal contains the following elements:

- A blue button in the top right corner of the background interface labeled "+ Add Template".
- Inside the modal, a header section with a calendar icon and the title "Education Year Template".
- A section labeled "TEMPLATE NAME" with a text input field containing "Demo template (test)".
- A section labeled "START MONTH" with a dropdown menu showing "September" and a "DAY" section with an input field showing "1".
- A checkbox labeled "ENABLE AUTO-ADVANCE YEARS" which is currently unchecked.
- Below the checkbox, a note: "If enabled, every year the dates will progress one year."
- A blue "Save Template" button at the bottom of the modal.

3. Add year groups (1:32)

- With the template selected, click **+ Add Group**.
- Enter a **Group Name**, such as Year 1, and the date of birth **Range Start** and **Range End**. The date fields use the format mm/dd/yyyy (month first), so 1 September 2019 is 09/01/2019. The start must be before the end.
- Click **Save Year Group**. The row shows the date of birth range, for example DoB 01 September 2019 – 31 August 2020, and the school year it applies to.
- The default UK template already has its year groups, so you only need this step for your own template or to add extra groups.

General Settings

Configure when you're closed, who emails come from, and what parents must answer when they register.

Closed dates 2

Terms 2

Email from addresses 1

Registration questions 4

Education years 2

Club docs 1

Session security

Templates

+ Add Template

+ Add Default Uk Dates

Default UK Education Years

Starts September 1

Demo template (test)

Starts September 1

Auto-advance is off

These dates will not change on their own

Year group date of birth ranges stay as they are until you edit them. Turn on auto-advance on the template if you want them to move forward one year on September 1 each year.

Year Groups: Demo template (test)

+ Add Group

Demo Year (test)

DoB 01 September 2019 – 31 August 2020

Children born in this range are placed in Demo Year (test) for 2026 / 2027.

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4. Open the class group (2:30)

- Go back to the **Settings Hub** and, in the **Organisation** section, click **Add/Edit Classes**.
- Open the class, select the class group you want to restrict and click **Edit**.
- Open the **Capacity & Ages** section and tick **Use date of birth range**. **Age From** and **Age To** are replaced by the year group options.
- Capacity & Ages only appears for term and monthly subscription groups.

Monday 4pm (4-8 Yrs Old)

PAYMENT STRUCTURE

Recurring Subscription

You can change this at any time — it decides how booking and billing behave.

CLASS

Recreational

Pre-selected from the page. Change it to add this group to a different class.

BASIC INFORMATION

Monday 4pm (4-8 Yrs Old)

CAPACITY & AGES

CAPACITY *

18

How many places this group has.

EDUCATION YEAR TEMPLATE

— Select template —

YEAR GROUPS

Select a template to list its year groups.

STAFF (SUBGROUPS)

No staff assigned

VISIBILITY & BOOKING

Active · Public · 16 wk window

AWARDS & SYLLABUS

No award level selected

TRIALS

Trials £10

WAITING LIST

Not forced · order hidden · held while waiting list has children

UPSELL & ADD-ONS

1 item(s)

MEDIA

Image: ChatGPT-Image-Sep-28-2026-02_25_05-PM.png · Brochure: recreational_gymnastics_4_8_brochure.pdf

UNIQUE EMAIL CONFIRMATION

Unique email

Cancel

Save Changes

5. Choose the year groups and save (3:13)

- Under **Education Year Template**, choose your template.
- Under **Year groups**, tick each year group that can book this class group.
- Click **Save Changes**. The group's **Age Range** now shows the year group names instead of an age range.

The screenshot displays the 'Class Management' interface in A2B Manager. On the left, a sidebar lists various class categories: Pre School, School Holiday Activities, Mens Artistic, Parent and Toddler, Recreational (selected), Parties, Womans Artistic, Junior, Minis, REc, and Comp entry. The 'Recreational' section is expanded, showing 'Monday 4pm (4-8 Yrs Old)' as the selected class. The main panel shows details for this class, including a description, a photo of children in a gym, and various settings. The 'AWARD' is set to 'None', 'AGE RANGE' is 'Demo Year (test)', 'PAYMENT' is 'Recurring Subscription', 'VISIBILITY' is 'Public', and 'PARENT CLASS STATUS' is 'Active Recreational'. The 'CAPACITY' is 10 / 18 (56% full), with a booking window of 16 week(s) and trials for £10.00. The 'TIMES' section shows 'Monday - 16:00 - 17:00' at 'Riverside Business Center, 1 Riverside Rd, Lowestoft'. The 'SUBSCRIPTIONS' section lists three options: '8 Hours - £73/month' (Class subscription), '4 Hours - £37/month' (Pro rata payment - 48 weeks open), and 'Membership - £33/year' (Full Subscription Payment).

What education years do

- **Bookings:** only children whose date of birth falls inside one of the ticked year groups can book the class group or a trial. Others are shown as **Too old** or **Too young**. The group's age range is no longer used.
- **What parents see:** the class shows the year group names, such as Year 1 and Year 2, instead of an age range.
- **Waiting lists:** if the group is set to ignore age restrictions on its waiting list, any child can still join the waiting list.
- **Sessions:** a session with its own date of birth range uses that range instead of the group's year groups.
- **New school year:** with auto-advance on, every year group's date range moves on one year on the template's start date, and you get a School years have been updated notification. Children already in a class are not moved, and they aren't flagged if they no longer fit the class group's year groups, so check your class lists at the start of each school year.

Tip: If **Use date of birth range** is on but no year groups are ticked, the class group has no age limit, so children of any age can book. Tick at least one year group if you want to restrict it.

Editing or removing year groups

- Use the pencil to change a template or year group, or the bin to delete it, then confirm with **Delete**.
- A year group, or a template containing one, can't be deleted while a class group or coach still uses it. Untick it on those class groups first.