

How to Close Your Gym for New Bookings Only

Closing for new bookings only stops anyone booking new places on chosen dates, while your existing members keep coming to their sessions as normal. It's useful for weeks like badge week, when you want classes to run but don't want new children joining. Unlike a full closure, sessions still run and appear on registers, and members are charged as usual.

Closing for new bookings only

1. Open Closed dates (0:00)

- In the left-hand menu, click **Settings Hub**.
- Scroll down to **System Settings** and click the **Settings** card. It opens on the **Closed dates** tab.

The screenshot displays the A2B Manager - Demo interface. On the left is a sidebar menu with a 'Settings Hub' button highlighted. The main content area is titled 'General Settings' and features a 'Closed dates' tab. This tab shows summary statistics: 'TOTAL DAYS OPEN' at 324, 'TOTAL DAYS CLOSED' at 41, and 'CLOSED PERIODS' at 2. Below these are filters for 'All', 'Upcoming', 'Past', and 'In Progress'. Two date ranges are listed: '01 December 2026 - 30 December 2026' and '06 Jul 2027 - 16 July 2027'. Each range contains a table of closed dates with columns for activity, group, and time. The '06 Jul 2027' range is marked as 'New bookings closed'.

Activity	Group	Time
Pre School	All groups	Monday 16:00
School Holiday Activities	All groups	Thursday 10:00
Mens Artistic	All groups	Monday 17:00 - Wednesday 17:00 - Friday 17:00
Parent and Toddler	All groups	Saturday 11:00
Recreational	All groups	Monday 16:00 - Monday 17:00
Womans Artistic	All groups	Tuesday 17:00 - Thursday 17:00 - Saturday 09:00

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Pre School	All groups	Monday 16:00
Mens Artistic	All groups	Monday 17:00 - Wednesday 17:00 - Friday 17:00
Parent and Toddler	All groups	Saturday 11:00
Recreational	All groups	Monday 16:00 - Monday 17:00
Parties	All groups	Sunday 09:00 - Saturday 13:00
Womans Artistic	All groups	Tuesday 17:00 - Thursday 17:00 - Saturday 09:00

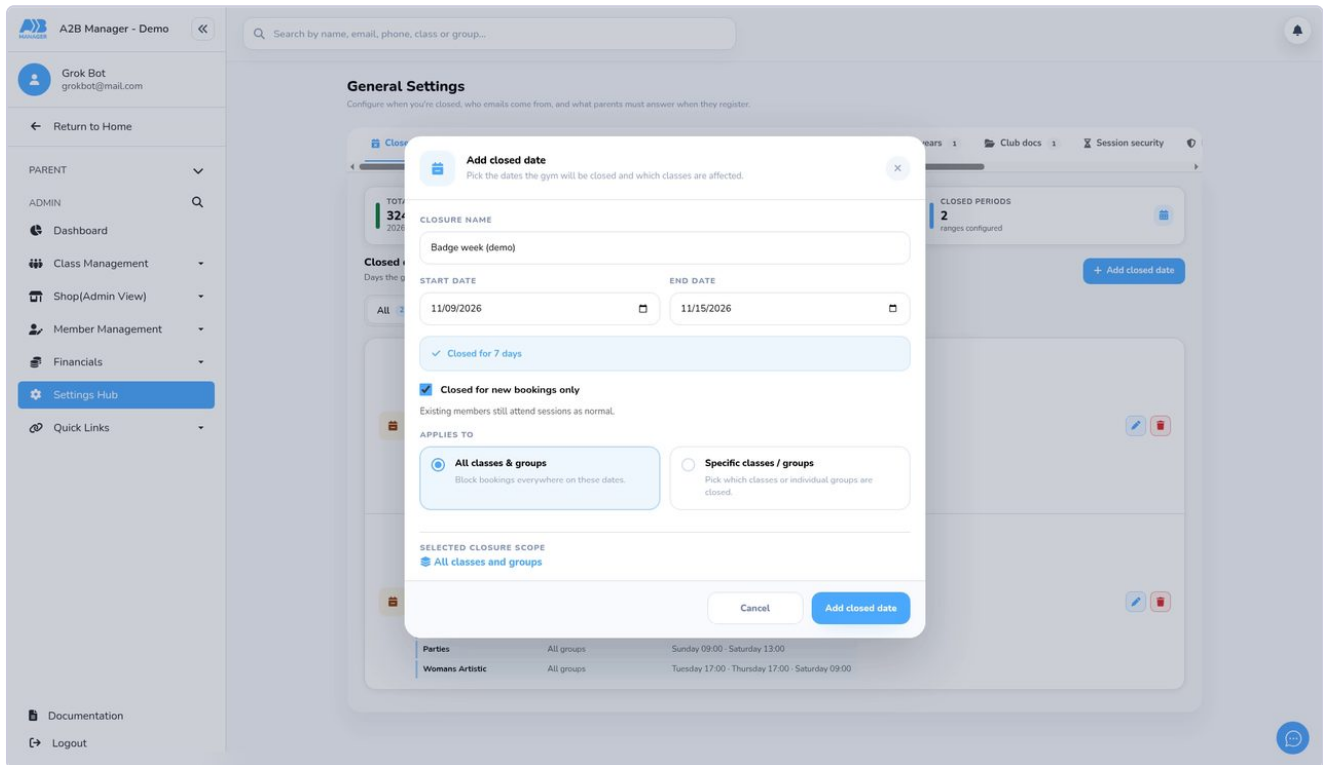
2. Add a name and dates (0:21)

- Click **Add closed date**.
- Under **Closure name**, enter a name your team will recognise, such as Badge week. The name is optional; without one, the list shows the start date.
- Choose a **Start date** and an **End date**. Both are required, and the closure includes both days. The box underneath shows how many days you're closing for, for example Closed for 7 days. Check this number before you save.
- The date boxes use your browser's date format, which is usually day/month/year in the UK. Our demo browser used month/day/year.

The screenshot displays the A2B Manager - Demo web application. On the left is a sidebar menu with options: Return to Home, PARENT, ADMIN, Dashboard, Class Management, Shop (Admin View), Member Management, Financials, Settings Hub (highlighted), and Quick Links. At the bottom of the sidebar are links for Documentation and Logout. The main content area is titled 'General Settings' and contains a search bar and a 'Closed' section. A modal window titled 'Add closed date' is open, prompting the user to 'Pick the dates the gym will be closed and which classes are affected.' The modal includes a 'CLOSURE NAME' field with 'Badge week (demo)' entered, 'START DATE' (11/09/2026) and 'END DATE' (11/15/2026) date pickers, and a summary 'Closed for 7 days'. Below this, there is a checkbox for 'Closed for new bookings only' and a section 'APPLIES TO' with two radio buttons: 'All classes & groups' (selected) and 'Specific classes / groups'. At the bottom, the 'SELECTED CLOSURE SCOPE' is 'All classes and groups'. The modal has 'Cancel' and 'Add closed date' buttons. In the background, a table lists classes: 'Parties' (All groups, Sunday 09:00 - Saturday 13:00) and 'Womans Artistic' (All groups, Tuesday 17:00 - Thursday 17:00 - Saturday 09:00).

3. Tick Closed for new bookings only (0:53)

- Tick **Closed for new bookings only** (Existing members still attend sessions as normal.).
- If you leave it unticked, it's a full closure instead: sessions show as Closed and recurring sessions are skipped.



4. Choose what it applies to (1:04)

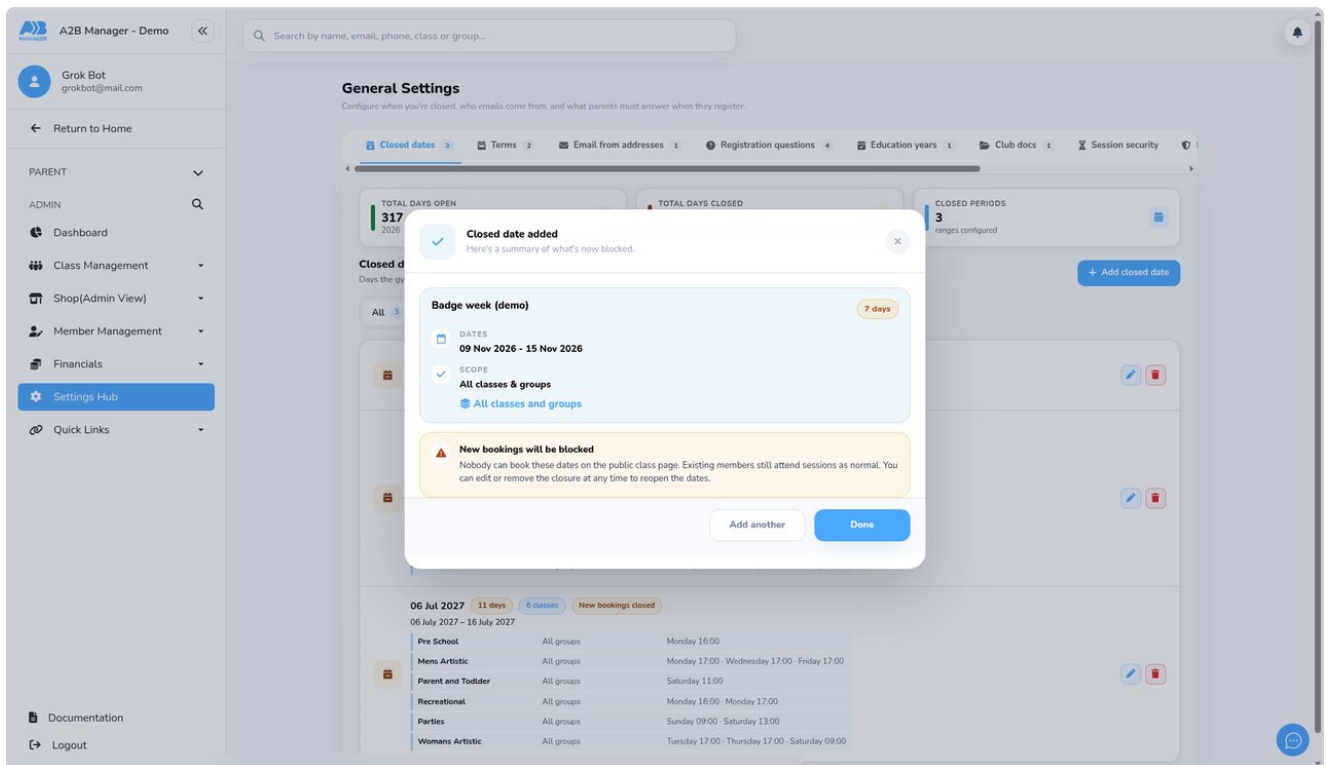
- Under **Applies to**, keep **All classes & groups** to close everything.
- Or choose **Specific classes / groups** and tick the classes you want. Expand a class to pick individual groups, or use **Select all** and **Clear**.
- **Selected closure scope** at the bottom shows what you've picked.

The screenshot shows the 'Add closed date' modal form in the A2B Manager interface. The form is titled 'Add closed date' and includes a subtitle: 'Pick the dates the gym will be closed and which classes are affected.' The form fields and options are as follows:

- CLOSURE NAME:** A text input field containing 'Badge week (demo)'.
- START DATE:** A date picker set to '11/09/2026'.
- END DATE:** A date picker set to '11/15/2026'.
- Closed for 7 days:** A blue button with a checkmark.
- Closed for new bookings only:** A checked checkbox with the text 'Existing members still attend sessions as normal.'
- APPLIES TO:** Two radio button options:
 - ☐ **All classes & groups** (Block bookings everywhere on these dates.)
 - ☒ **Specific classes / groups** (Pick which classes or individual groups are closed.)
- CLASS & GROUP:** A list of classes with checkboxes and expand/collapse arrows:
 - ☐ Pre School
 - ☐ School Holiday Activities
 - ☐ Mens Artistic
 - ☐ Parent and Toddlers
- SELECTED CLOSURE SCOPE:** A section at the bottom with the text 'Select at least one class or group.'
- Buttons:** 'Cancel' and 'Add closed date' at the bottom right.

5. Save the closed date (1:18)

- Click **Add closed date**.
- **Closed date added** shows the dates, the scope and New bookings will be blocked.
- Click **Done**, or **Add another** to add a further closure.



6. Check where it shows (1:30)

- In the **Closed dates** list, the closure has a **New bookings closed** label and the number of days. Use **All**, **Upcoming**, **Past** and **In progress** to filter the list.
- On the dashboard's **Club Schedule**, sessions on those dates show a **New bookings closed** label. They still run, and registers and attendance work as normal.
- On a class's booking form, parents still see those dates in the date list, but they're greyed out and marked **Closed**, so they can't be picked.

A2B Manager - Demo

Grok Bot
grobkbot@mail.com

Return to Home

PARENT

ADMIN

Dashboard

Class Management

Shop(Admin View)

Member Management

Financials

Settings Hub

Quick Links

Documentation

Logout

Search by name, email, phone, class or group...

General Settings

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

Closed dates 3

Terms 2

Email from addresses 1

Registration questions 4

Education years 1

Club docs 1

Session security 0

TOTAL DAYS OPEN

317

2026

TOTAL DAYS CLOSED

48

across 3 periods

CLOSED PERIODS

3

ranges configured

Closed dates

Days the gym is closed. Bookings are blocked, and recurring sessions are auto-skipped.

+ Add closed date

All 3 Upcoming 3 Past 0 In Progress 0

Badge week (demo) 7 days New bookings closed

09 November 2026 – 15 November 2026

All classes and groups

closed 30 days 6 classes

01 December 2026 – 30 December 2026

Pre School All groups Monday 16:00

School Holiday Activities All groups Thursday 10:00

Mens Artistic All groups Monday 17:00 - Wednesday 17:00 - Friday 17:00

Parent and Toddlers All groups Saturday 11:00

Recreational All groups Monday 16:00 - Monday 17:00

Womens Artistic All groups Tuesday 17:00 - Thursday 17:00 - Saturday 09:00

06 Jul 2027 11 days 6 classes New bookings closed

06 July 2027 – 16 July 2027

Pre School All groups Monday 16:00

Mens Artistic All groups Monday 17:00 - Wednesday 17:00 - Friday 17:00

Parent and Toddlers All groups Saturday 11:00

Recreational All groups Monday 16:00 - Monday 17:00

Parties All groups Sunday 09:00 - Saturday 13:00

Womens Artistic All groups Tuesday 17:00 - Thursday 17:00 - Saturday 09:00

A2B Manager - Demo

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Return to Home

PARENT

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Search by name, email, phone, class or group...

Dashboard

Viewing dashboard data for the selected filters

16 Sep 2026, 13:59 – 16 Oct 2026, 13:59

Settings

A2B MANAGER - DEMO

Club Schedule

Weekly class overview

Today < 9 Nov – 15 Nov 2026 >

+ Add Event

Day 3-Day Week Timetable Month

Squad Girls Parties +1 more

MON 9

TUE 10

WED 11

THU 12

FRI 13

SAT 14

SUN 15

4pm-5pm Monday 4pm (4-8 Yrs Old) New bookings closed 9/18

5pm-8pm Harleys Advanced Girls New bookings closed 1/10

5pm-8pm Harley's group New bookings closed 8/10

5pm-8pm Monday 5pm (9-16 Yrs Old) New bookings closed 12/18

5pm-8pm Harleys Advanced Girls New bookings closed 1/10

5pm-8pm Harley's group New bookings closed 8/10

5pm-8pm Harleys Advanced Girls New bookings closed 8/10

5pm-8pm Harley's group New bookings closed 8/10

9am-12pm Harleys Advanced Girls New bookings closed 1/10

11am-12pm Unstructured Parent and Toddler New bookings closed 1/15

1pm-3pm Birthday Parties New bookings closed 0/1

Club Overview

Weekly class fill rates at a glance

OVERALL FILL 42%

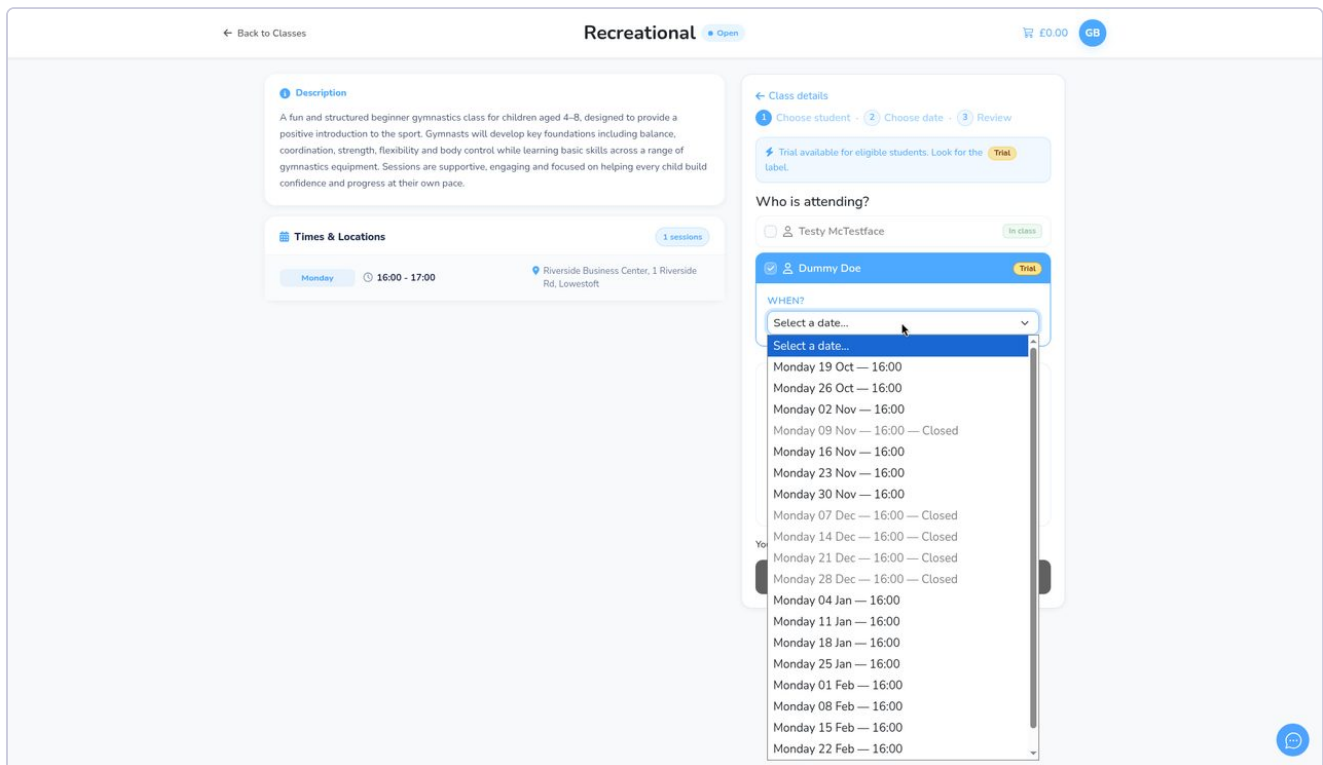
137 Capacity 55 Enrolled 80 Spots 2 Trials

Mon Monday 54% Good

Tue Tuesday 10% Low

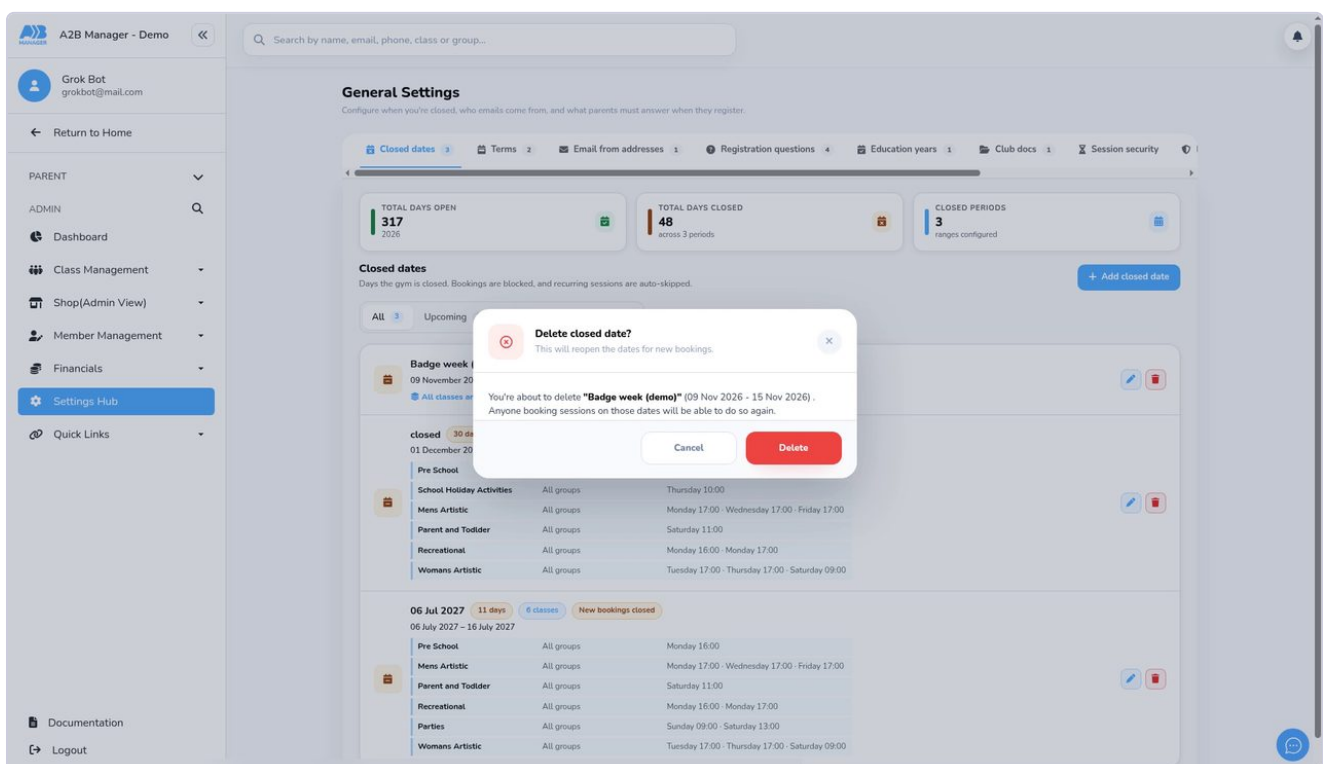
Wed Wednesday 80% High

Thu Thursday 10% Low



7. Edit or delete it (2:32)

- To change a closure, click its pencil icon, make your changes and click **Save changes**.
- To remove it, click its bin icon. You'll see Delete closed date? This will reopen the dates for new bookings. Click **Delete**.
- A message confirms it's been deleted, and the dates are open for new bookings again.



What members still get

- Existing members' regular sessions carry on as normal. They appear on registers and attendance, and recurring sessions aren't skipped.
- Members are charged as usual for those dates. Only the price of a new booking treats them as closed.
- Nothing is emailed to parents when you add or remove a closure. If you want families to know, tell them yourself.

Good to know

- The block applies to everyone booking through your club's booking pages, including admins and parents whose child already attends. So existing members can't add extra or pay-as-you-go sessions on those dates either.
- Nothing stops you adding two closures for the same dates, or a closure in the past, so check the list before you add one.
- The **Total days open** and **Total days closed** figures count new-bookings-only closures as closed days, even though your sessions still run.

Tip: Badge week is a good use for this: classes run as normal for your members, but no new children can book in that week.

FAQs

- **Will my members miss their classes?** No. Their sessions run as normal. Only new bookings are blocked.
- **Can I close only some classes?** Yes. Choose **Specific classes / groups** under **Applies to**.
- **How do I reopen the dates early?** Edit the closure to change the end date, or delete it.
- **Are parents told?** No. Nothing is emailed, so let families know yourself if you need to.