

How to close specific classes on certain dates

Use **Closed dates** to block bookings on chosen days. You can close the whole gym, or just certain classes or groups. You tick the classes and groups that will **close**, not the ones that stay open.

Closing specific classes

1. Open Closed dates (0:00)

- In the left sidebar, click **Settings Hub**.
- Scroll down to **System Settings** and click **Settings**.
- **General Settings** opens on the **Closed dates** tab. It lists your closures and shows the total days open, total days closed and number of closed periods.

The screenshot displays the A2B Manager - Demo interface. On the left is a sidebar with a user profile 'Grok Bot' and a 'Return to Home' button. Below this is a menu with categories: PARENT, ADMIN, and Quick Links. The 'Settings Hub' is highlighted under ADMIN. The main content area is titled 'General Settings' and shows the 'Closed dates' tab selected. At the top, there are three summary cards: 'TOTAL DAYS OPEN 324', 'TOTAL DAYS CLOSED 41', and 'CLOSED PERIODS 2'. Below these is a section for 'Closed dates' with a description and an 'Add closed date' button. The section contains two tables of closed dates. The first table is for '01 December 2026 - 30 December 2026' and lists classes like 'Pre School', 'School Holiday Activities', 'Mens Artistic', 'Parent and Toddler', 'Recreational', and 'Womens Artistic'. The second table is for '06 Jul 2027 - 16 July 2027' and lists classes like 'Pre School', 'Mens Artistic', 'Parent and Toddler', 'Recreational', 'Parties', and 'Womens Artistic'. Each class entry shows the groups affected and the specific dates and times. The interface also includes a search bar at the top and a 'Documentation' link in the sidebar.

2. Add the closure name and dates (0:18)

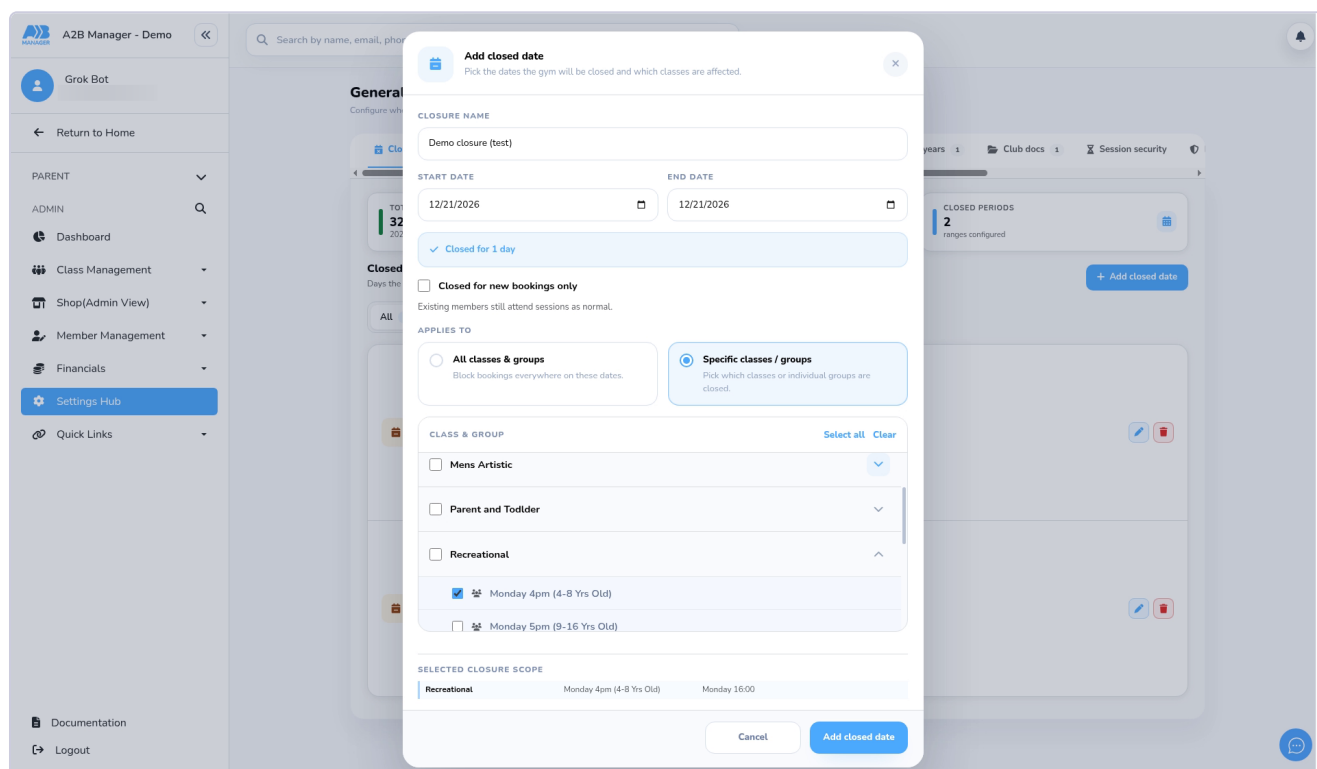
- Click **Add closed date**.
- Enter a **Closure name**, for example "Coach training day".
- Choose the **Start date** and **End date**. For a single day, use the same date for both. The date pickers use your browser's date format, so they may show month/day/year.
- Tick **Closed for new bookings only** to stop **new** bookings on these dates: nobody can join, book a trial or add a session for the chosen classes on the public booking pages. Existing members' regular sessions carry on as normal: they still run, appear on registers and attendance, and are still charged. Leave it unticked to close the sessions completely, so they're skipped for everyone.

The screenshot shows the A2B Manager interface with a sidebar on the left containing navigation links like 'Dashboard', 'Class Management', 'Shop', 'Member Management', 'Financials', and 'Settings Hub'. The main content area displays the 'General Settings' page. A modal window titled 'Add closed date' is open, allowing users to configure closure periods. The modal includes fields for 'CLOSURE NAME' (set to 'Demo closure (test)'), 'START DATE' (12/21/2026), and 'END DATE' (12/21/2026). It also features a 'Closed for 1 day' indicator, a checkbox for 'Closed for new bookings only' (which is currently unchecked), and options to 'APPLIES TO' either 'All classes & groups' (selected) or 'Specific classes / groups'. At the bottom, there is a 'SELECTED CLOSURE SCOPE' section showing 'All classes and groups' as the chosen option. The modal has 'Cancel' and 'Add closed date' buttons.

Parties	All groups	Sunday 09:00 - Saturday 13:00
Womans Artistic	All groups	Tuesday 17:00 - Thursday 17:00 - Saturday 09:00

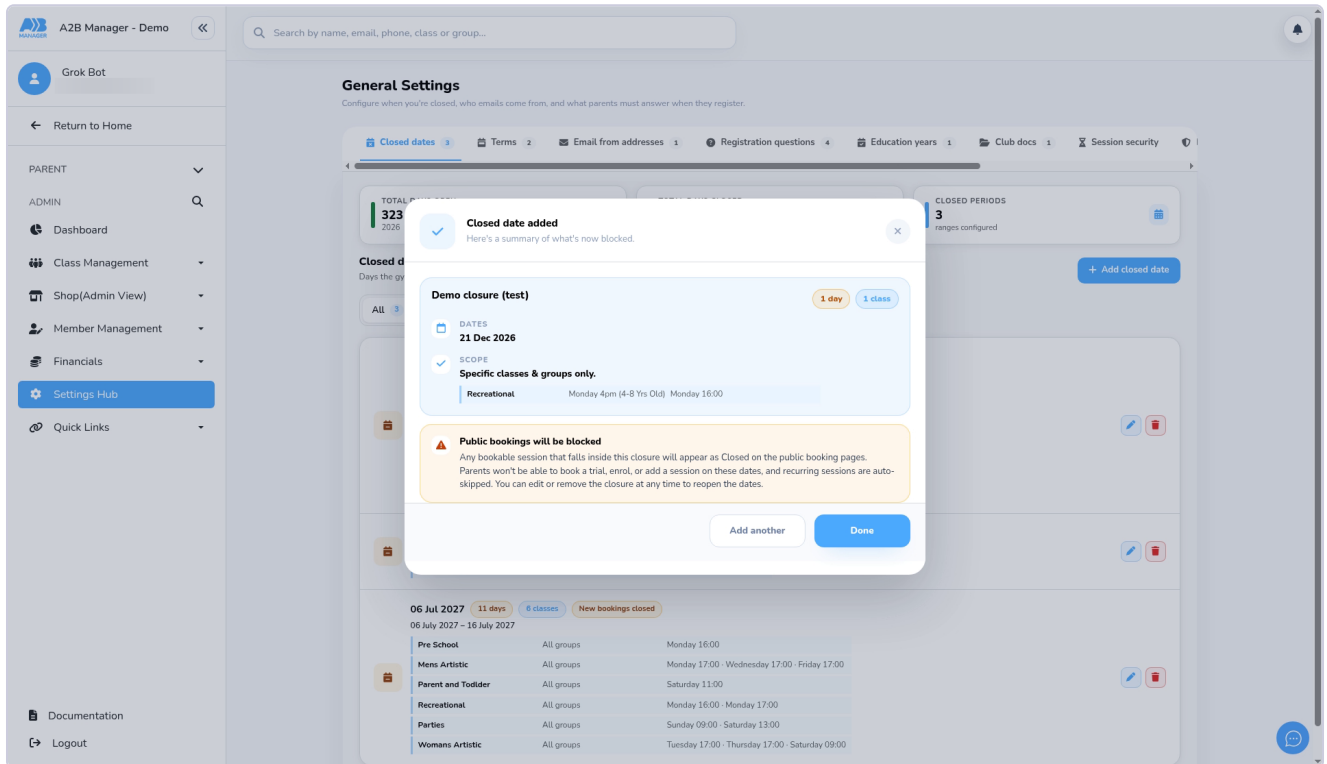
3. Choose the classes or groups to close (0:54)

- Under **Applies to**, click **Specific classes / groups**.
- In the **Class & group** list, click the arrow next to a class (for example **Recreational**) to show its groups, then tick the group you want to **close** (for example **Monday 4pm (4-8 Yrs Old)**).
- Ticking the class itself closes **all** of its groups. Use **Select all** or **Clear** to speed things up.
- Check the **Selected closure scope** box. It lists exactly what will close. You must pick at least one class or group.



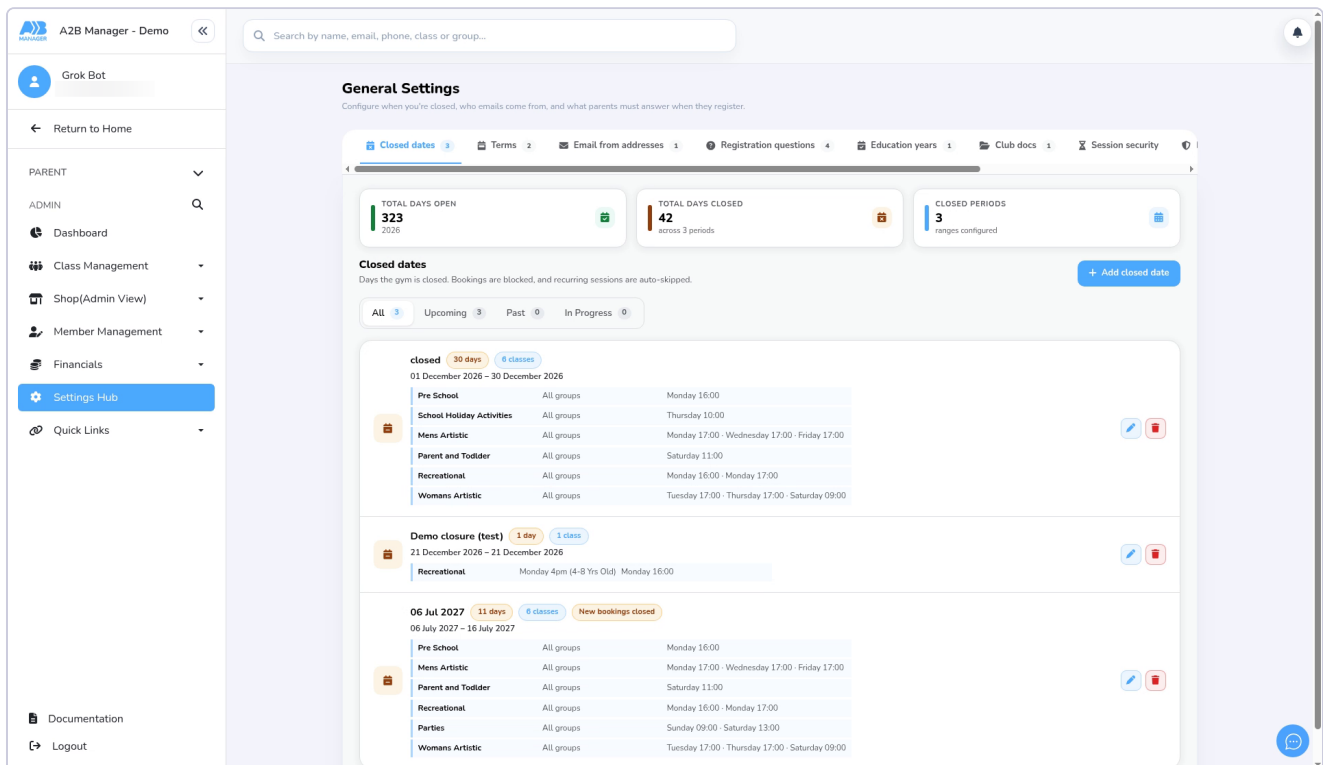
4. Save and check the summary (1:23)

- Click **Add closed date**. The button stays greyed out until at least one class or group is ticked.
- A summary shows the dates and the classes or groups now blocked, with a warning that public bookings will be blocked.
- Click **Done**, or **Add another** to set up a further closure.



5. Check the closure in the list (1:34)

- The closure appears in the list with pills showing its length and scope, for example **1 day** and **1 class**, followed by the classes, groups and times it covers.
- Use the pencil to edit it or the bin to delete it.



Good to know

- **Closing everything:** choose **All classes & groups** instead. See [How to Add Closed Dates for the Entire Gym](#).
- **What a full closure does:** sessions on closed dates can't be booked, recurring sessions skip those dates, and the registers show them as closed.
- **New bookings only vs full closure:** with **Closed for new bookings only** ticked, the class stays open for existing members (sessions, registers, attendance and charges carry on as normal), but the public booking pages show **New bookings closed** and nobody, including existing parents, can book extra sessions or trials there. A full closure skips the sessions for everyone and marks them **Closed**. To do this for the whole gym, see [How to Close Your Gym for New Bookings Only](#).
- **No automatic credits or refunds:** closing a class doesn't refund or credit members. Handle any credits separately.
- **Deleting a closure** reopens those dates for booking.
- Use the **Upcoming**, **Past** and **In Progress** filters to find a closure. Closed dates are also in the **Setup Wizard**.

Tip: Tick the classes and groups that will **close**. Older versions of this guide said to tick the classes that stay open, which is the wrong way round.