

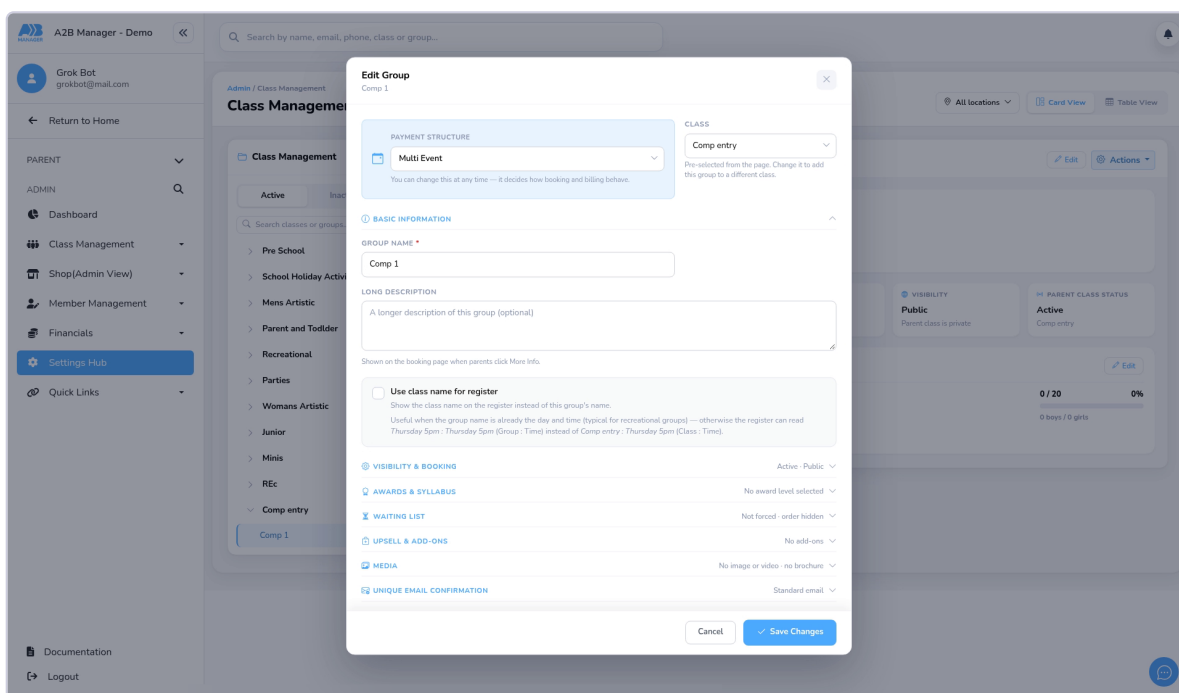
How to Set Up a Multi-Event Class

A multi-event class holds one-off dated events, such as holiday camps or competitions, that parents book and pay for per session. The structure is: Class, then a Multi Event group, then the events. Each event has its own date, time, capacity and price.

Setting up the class and group

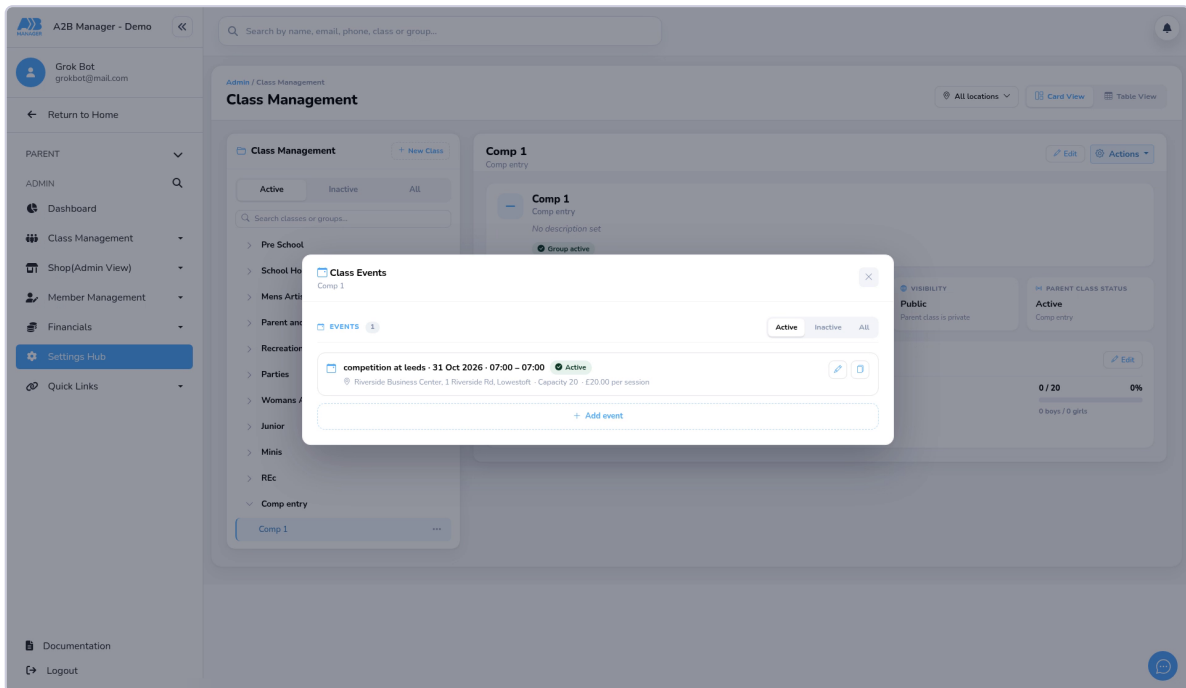
1. Open the group settings (0:00)

- Go to **Settings Hub > Add/Edit Classes**. To start from scratch, click **New Class** and fill in the class details (Category, Class Name, Class Icon, Short Description, Notes, Status, Visibility).
- To add a group, click **+** next to the class and choose **Multi Event**. To change an existing group, open it and click **Edit group**.
- Check **Payment Structure** is **Multi Event**, then fill in the Group Name, Long Description, Status and Visibility. Choose Private while you're building it.
- Further down you'll find the waiting list options, shop items to offer, **Media** (a group image or YouTube video), **Group Brochure (PDF)** and a **Unique email confirmation**.
- There's no price on the group. Each event has its own price.



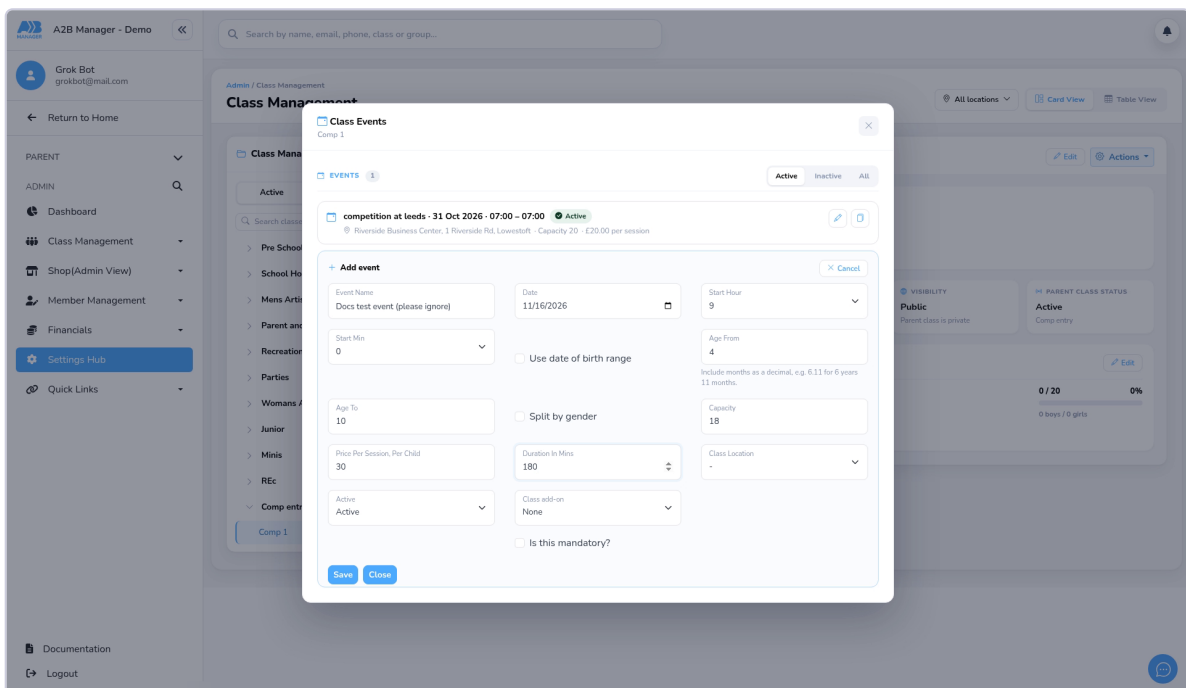
2. Open Class Events (0:47)

- On the group page, find the **Events** card and click **Edit**. The **Class Events** window opens, listing the group's events.



3. Add an event (1:01)

- Click **+ Add event**.
- Enter the **Event Name**, **Date**, **Start Hour** and **Start Min**.
- Set the age range with **Age From** and **Age To**, or tick **Use date of birth range**.
- Enter the **Capacity**. You can tick **Split by gender** to set places for boys and girls.
- Enter the **Price Per Session, Per Child** and the **Duration In Mins**.
- Leave **Active** set to Active. A **Class add-on** is optional.



4. Choose a location and save (1:38)

- Choose the **Class Location**. It's required: without it, saving shows **Please select a class location.**
- Click **Save**.

The screenshot shows the A2B Manager interface. On the left is a sidebar with navigation links: Return to Home, PARENT, ADMIN, Dashboard, Class Management, Shop (Admin View), Member Management, Financials, Quick Links, Documentation, and Logout. The main area is titled 'Class Management' and shows a list of classes. A modal window titled 'Class Events' is open, displaying a form for adding a new event. The form includes fields for Event Name, Date, Start Hour, Start Min, Age To, Age From, Price Per Session, Duration In Mins, Class Location, and Class add-on. A red error message at the bottom of the modal says 'Please select a class location.'

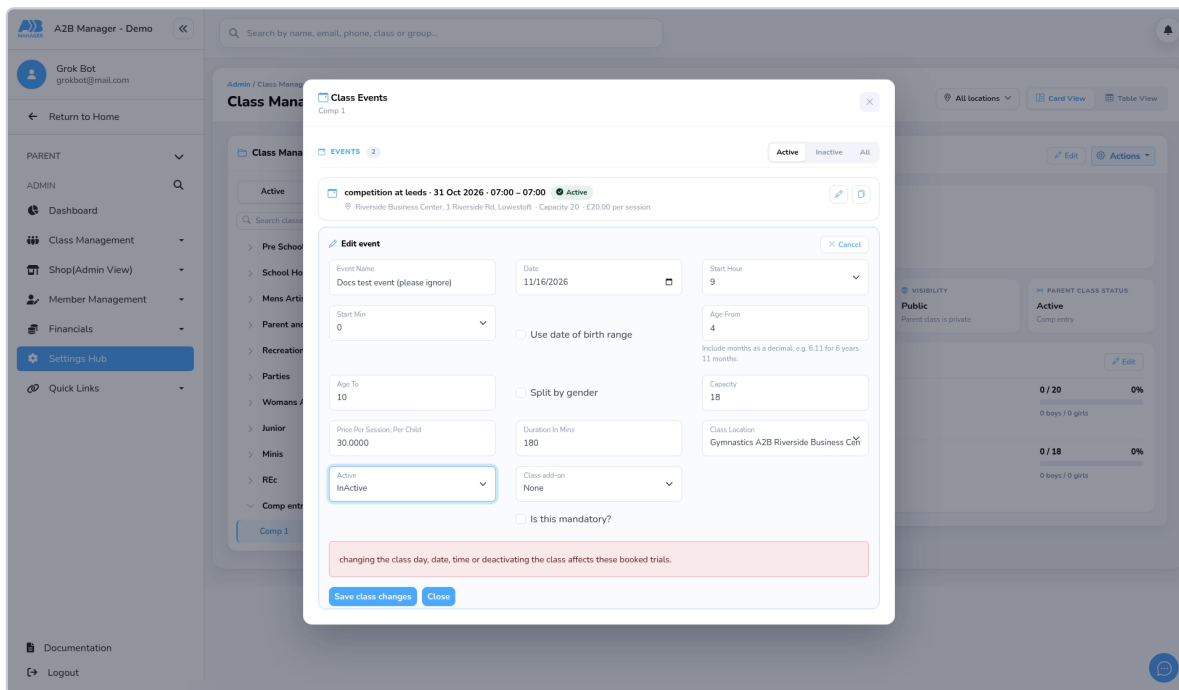
5. Check the event (1:58)

- The event appears in the Class Events list with its date, times and price.
- To add another event, click **+ Add event** again, or use **Duplicate** on an event and change the date.

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6. Make an event inactive (2:08)

- Events can't be deleted. To stop one being booked, click **Edit** on it, set **Active** to **InActive** and click **Save**.
- If anyone has booked a trial, you'll see a warning. Click **Save class changes** to go ahead.



Good to know

- Classes, groups and events can't be deleted, only made inactive.
- Keep the group Private until all events are ready, then set it to Public.
- Before changing a group's payment structure once it has bookings, check with your team how it will affect those bookings.

Tip: Running several camp event days? Set up one event, then use Duplicate and change the date for each extra day.

FAQs

- **Where do I set the price?** On each event, in Price Per Session, Per Child.
- **Why won't my event save?** Check you've chosen a Class Location.
- **How do I remove an event?** Set it to InActive.