

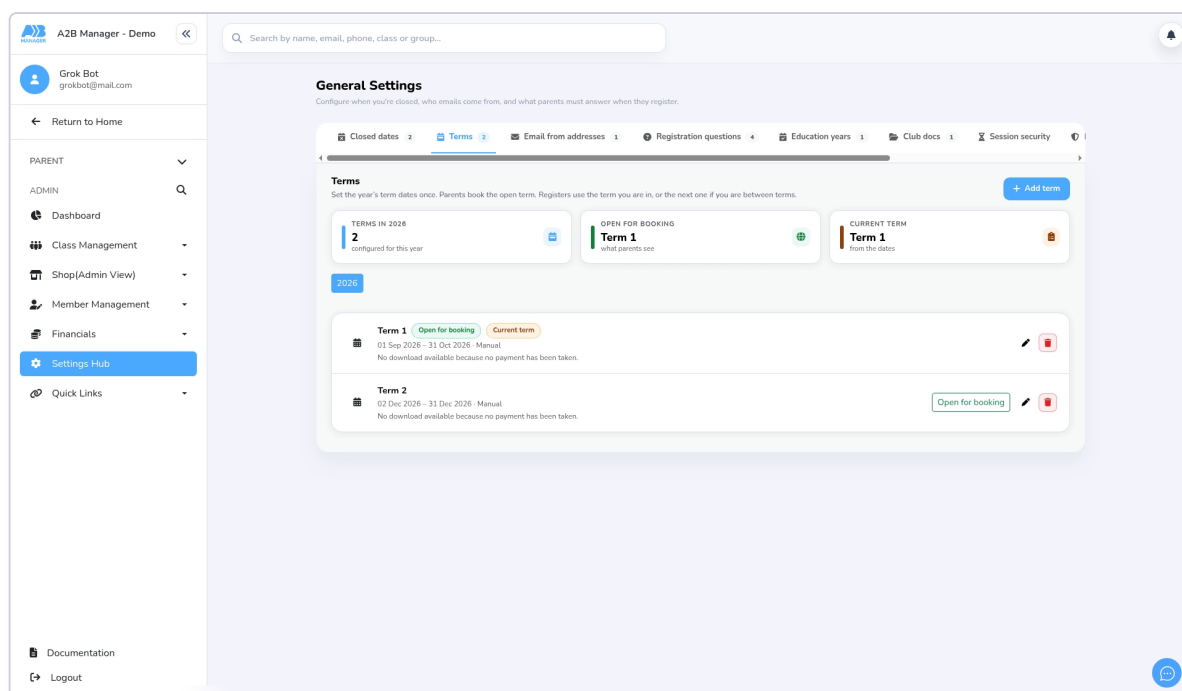
How to Open the Next Term for Booking

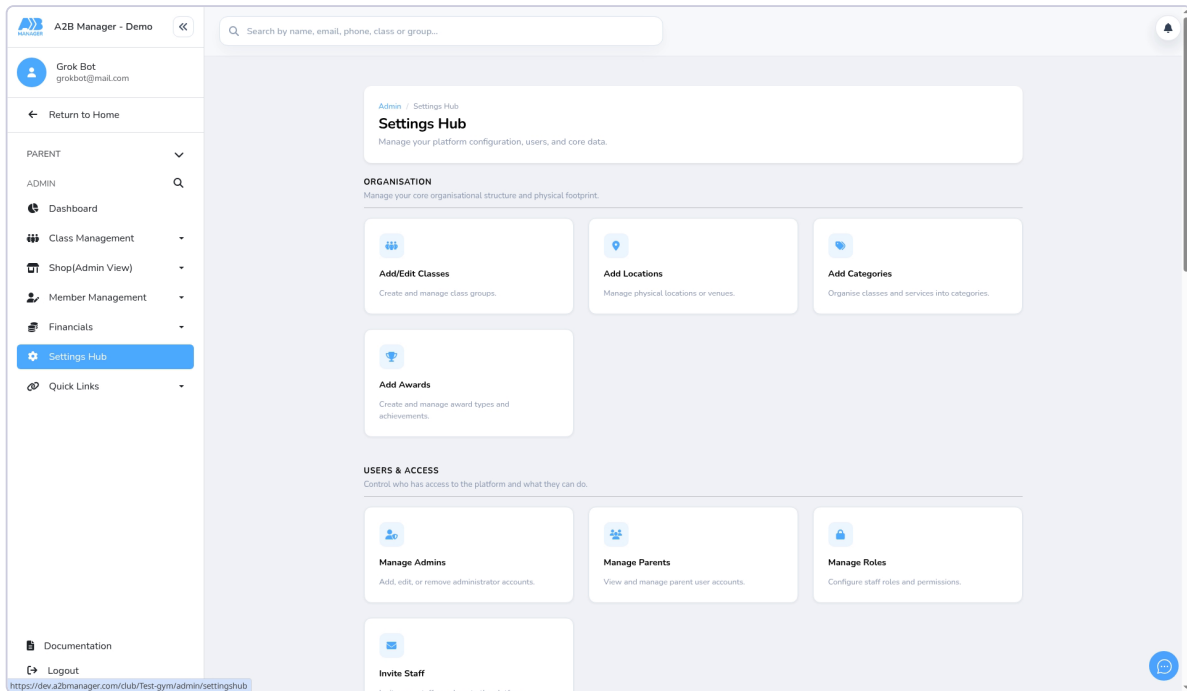
You choose which term parents can book. Only one term is open for booking at a time, so when you're nearing the end of a term and you're ready for parents to book the next one, you open it in Settings Hub. Your current term carries on as normal, and nothing is emailed or charged when you switch.

Opening the next term

1. Open Terms (0:11)

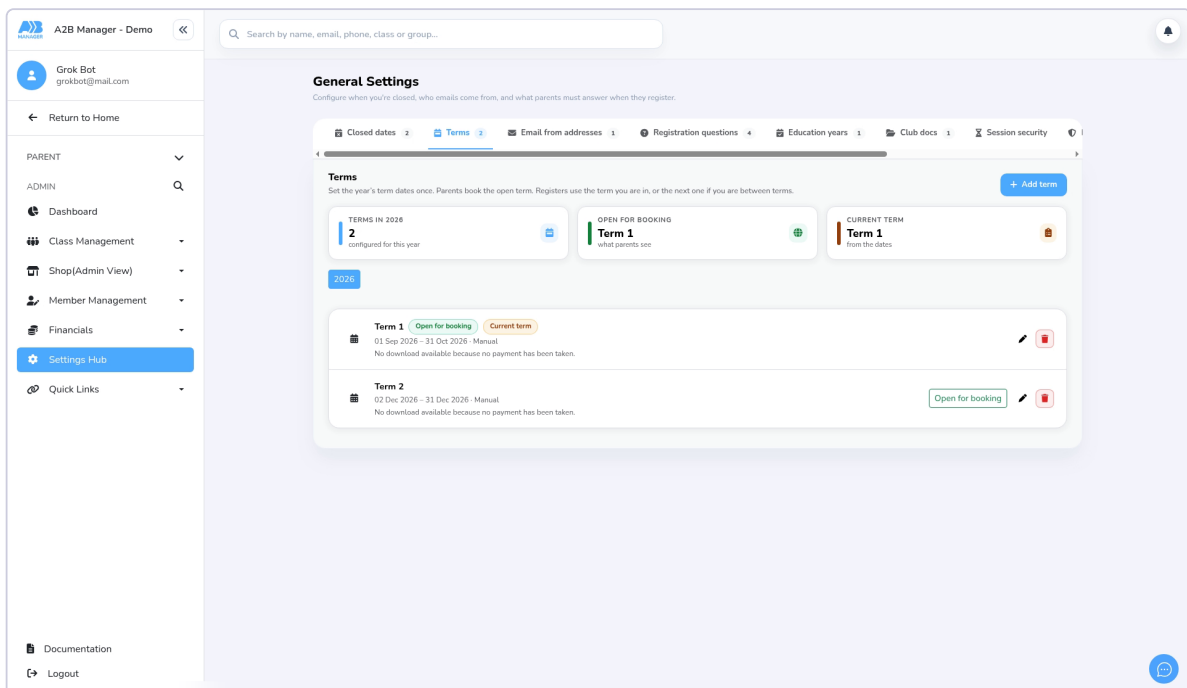
- In the left-hand menu, click **Settings Hub**.
- Under **Payments & Products**, click the **Terms** card. You can also get there from **System Settings > Settings** by clicking the **Terms** tab.





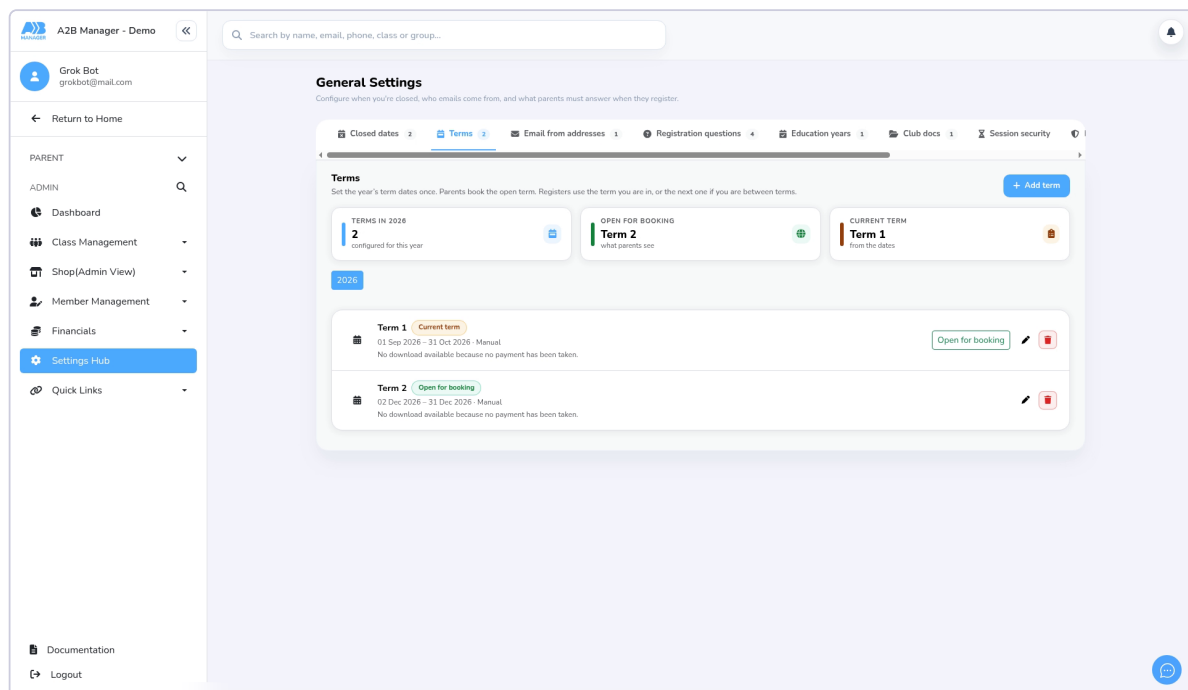
2. Check which term is open (0:24)

- The **Open for booking** tile shows the term parents see and book on your term-based classes.
- The **Current term** tile shows the term you're in now (or the next one, if you're between terms). Registers use the current term.
- In the list, the same terms are labelled **Current term** and **Open for booking**. One term can be both.



3. Open the next term (0:37)

- Find the next term in the list and click its **Open for booking** button.
- It switches straight away. There's no confirmation message, so check you've picked the right term.
- The **Open for booking** label and tile move to the new term. Your current term doesn't change.



4. Check what parents see (0:52)

- Open one of your term-based class pages. The term card at the top shows the term that's open for booking, with its name and dates. The card is headed **Current Term**, but it shows the open term.
- Under **Term sessions**, parents see the open term's dates. If the term has already started, only dates from today onwards are listed.
- Dates that fall on your closed dates are crossed out. In the example, the club is closed for most of December, so all of Term 2's sessions are crossed out. That's because of the closed dates, not because the term was switched.
- New bookings are now for the open term. Parents can't book the previous term any more.

[← Back to Classes](#)

Pre School [Open](#)

£0.00

GB

Description

A fun and engaging gymnastics session designed for children aged 3–4 years. The class introduces children to the fundamentals of gymnastics through age-appropriate activities that help develop balance, coordination, strength, flexibility and confidence. Sessions are structured to keep children active, engaged and progressing while building a positive introduction to gymnastics.

(This example has been added to demonstrate what a TERM class would look like. The dates can be changed to fit whatever terms your club follows. Once you input your term dates, the total sessions between those dates will be calculated automatically.)

Current Term

TERM

Term 2

STARTS

02 Dec 2026

→

ENDS

31 Dec 2026

Times & Locations

1 sessions

DAY	TIME	LOCATION	PRICE
Monday	16:00 - 17:00	Riverside Business Center, 1 Riverside Rd, Lowestoft	£10.00

TERM SESSIONS (4)

02-Dec-2026

14-Dec-2026

21-Dec-2026

28-Dec-2026

GROUP DETAILS — MONDAY 4PM

Cost

£10.00 / session

Duration

60 minutes

Age Range

3 years - 4 years 11 months

Category

Early Years

Trial

Not available

Brochure

View here

Spaces are available — you can book now.

Book Now

[← Back to Classes](#)

Pre School [Open](#)

£0.00

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Description

A fun and engaging gymnastics session designed for children aged 3–4 years. The class introduces children to the fundamentals of gymnastics through age-appropriate activities that help develop balance, coordination, strength, flexibility and confidence. Sessions are structured to keep children active, engaged and progressing while building a positive introduction to gymnastics.

(This example has been added to demonstrate what a TERM class would look like. The dates can be changed to fit whatever terms your club follows. Once you input your term dates, the total sessions between those dates will be calculated automatically.)

Current Term

TERM

Term 1

STARTS

01 Sep 2026

→

ENDS

31 Oct 2026

Times & Locations

1 sessions

DAY	TIME	LOCATION	PRICE
Monday	16:00 - 17:00	Riverside Business Center, 1 Riverside Rd, Lowestoft	£10.00

TERM SESSIONS (2)

19 Oct 2026

26 Oct 2026

GROUP DETAILS — MONDAY 4PM

Cost

£10.00 / session

Duration

60 minutes

Age Range

3 years - 4 years 11 months

Category

Early Years

Trial

Not available

Brochure

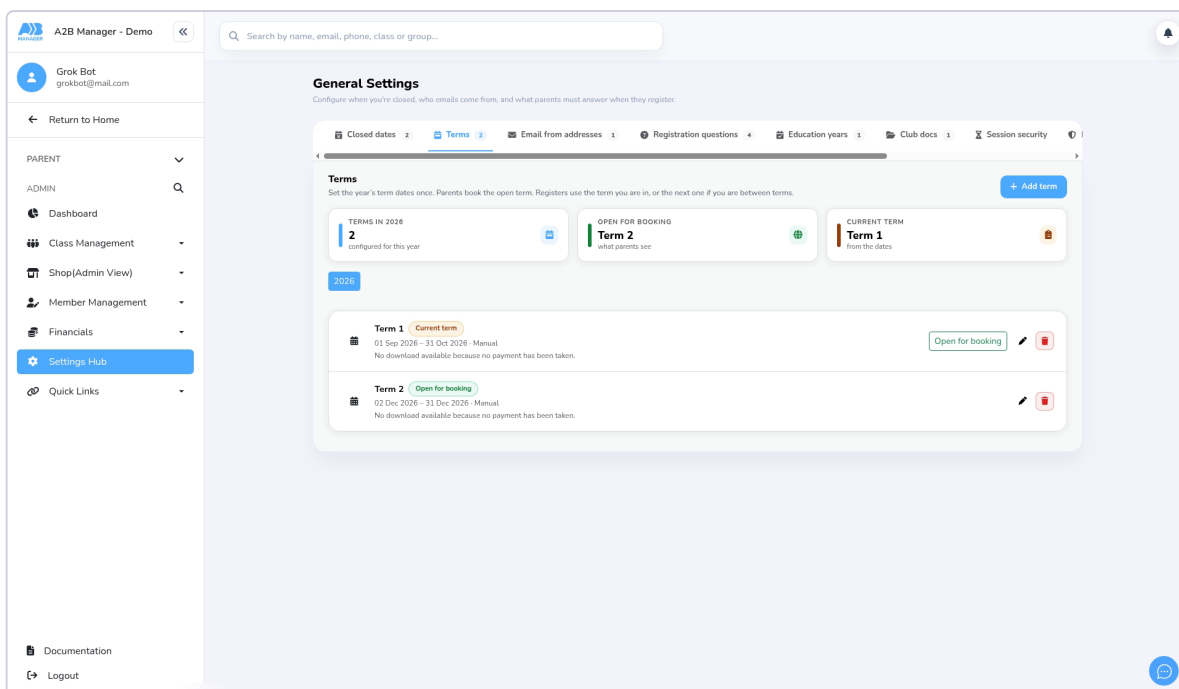
View here

Spaces are available — you can book now.

Book Now

5. Switch back if you need to (1:07)

- To switch back, click **Open for booking** on the term you want parents to book instead.
- One term always stays open once you've opened one. You can move it to another term, but you can't set it back to no term.



Good to know

- Opening a term doesn't email anyone or charge anyone. To charge members for a term, set a payment and payment date on the term. See [How to Add Term Dates and Charge For The Term in Settings Hub](#).
- Existing members aren't affected. Their bookings and groups stay exactly as they are.
- The open term and the current term can be different. Parents book the open term, while registers keep using the current term.
- Only open a term that hasn't ended yet. The button also appears on terms that have finished, so take care to pick the right one.

Tip: Open the next term when you're nearing the end of the current one and nobody else needs to book onto it.

FAQs

- **Will parents be told when I open a term?** No. Nothing is sent. Parents simply see the new term's dates the next time they look at a class page.
- **Does opening a term charge anyone?** No. Term charges only happen if you've set a payment and payment date on the term.
- **Will it change my registers?** No. Registers use the current term, which is set by today's date and your term dates.
- **Why are some session dates crossed out?** They fall on dates you've set as closed in **Closed dates**.
- **I opened the wrong term. What do I do?** Click **Open for booking** on the correct term. It switches straight back.