# How to Book a Child Into Today’s Pay-As-You-Go Session

Parents can book a pay-as-you-go session up to 5 minutes before it starts. After that, today’s session drops off their booking list. If a parent has missed the cut-off, or has booked a later date instead, you can still put their child into today’s session yourself. This guide explains why parents can’t book, and shows you three ways to do it.

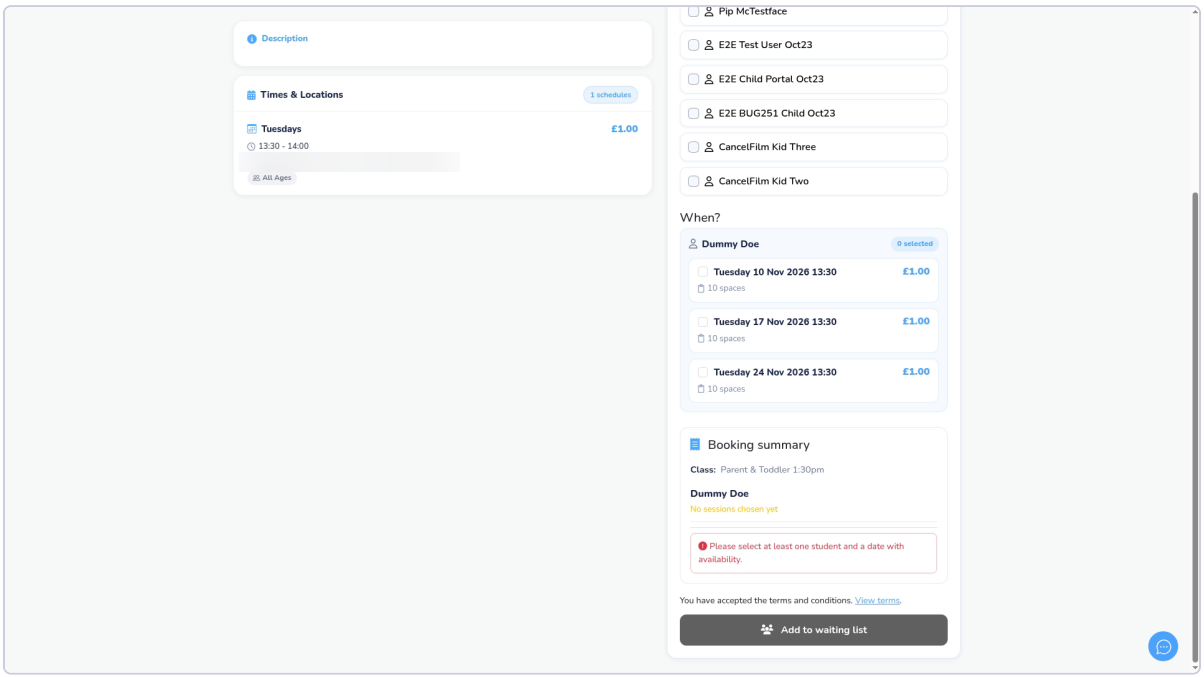
## Which option to use

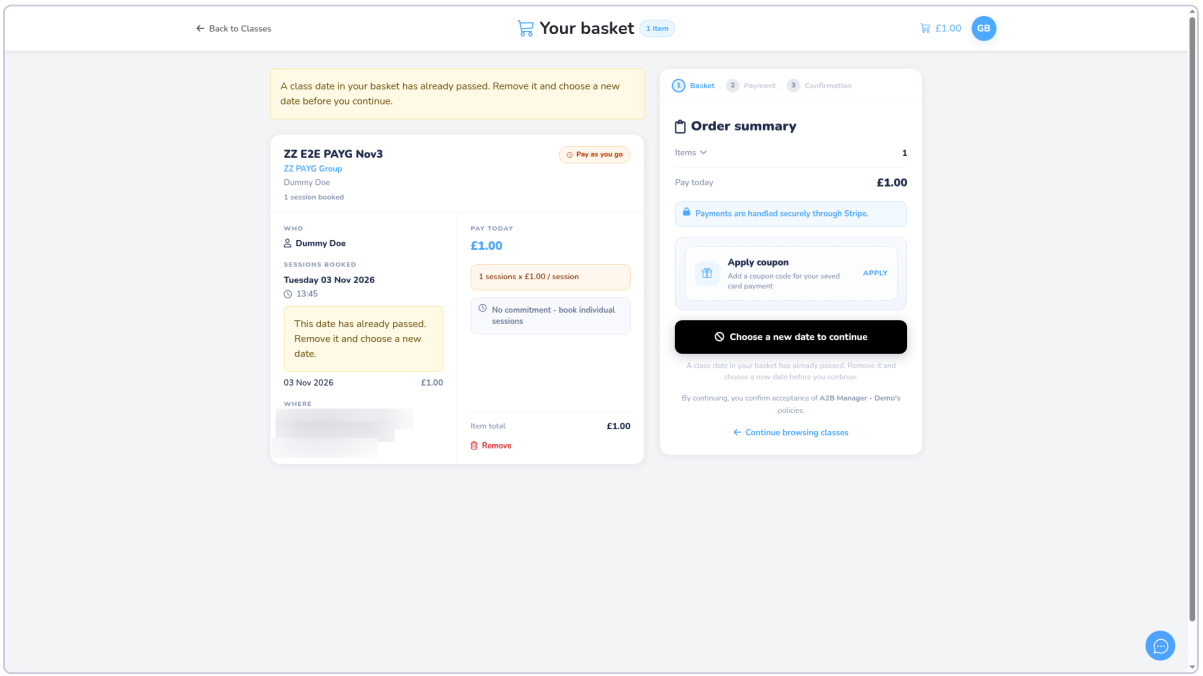
- **Before the session starts**, move the child’s existing booking to today with **Change session date** (Option 1), or give them a new place with **Add to Class** (Option 2).
- **Once the session has started**, add them to today’s register with **Add Guest** (Option 3).
- You do all of these as a club admin, from the child’s profile or the register.

## Why parents can’t book today’s session

### 1. What parents see after the cut-off (0:00)

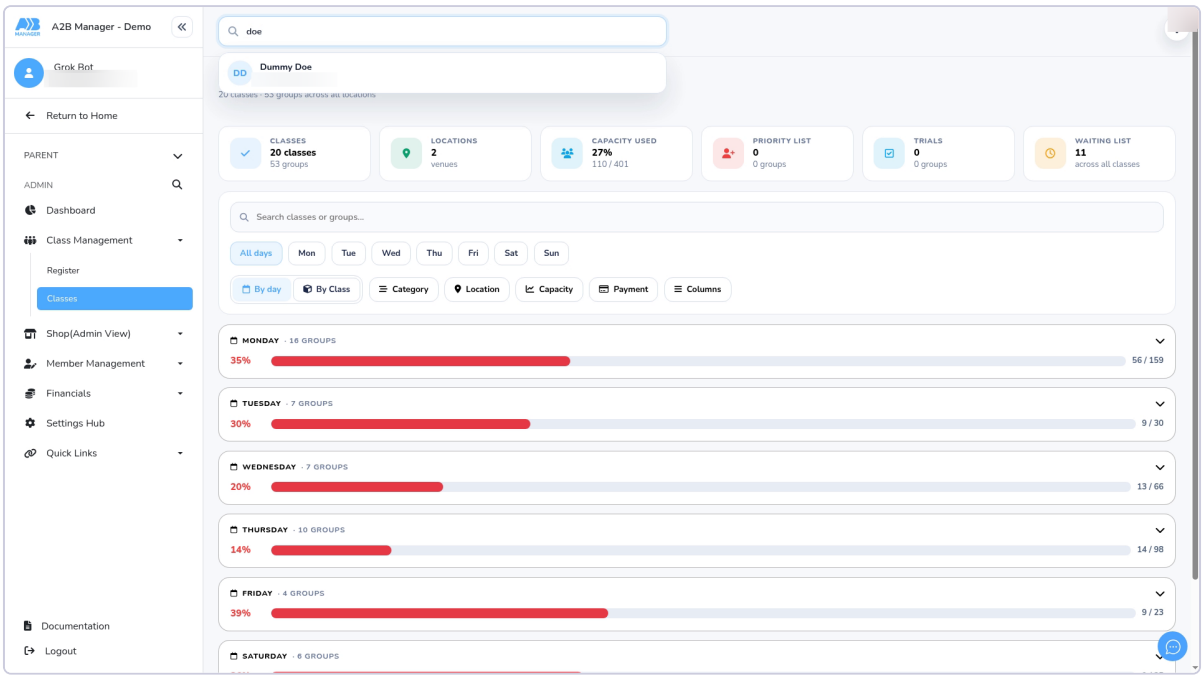
- Parents can book a pay-as-you-go session up to **5 minutes before it starts**.
- After that, today’s session no longer shows in the **When?** list when they book. Later dates are still listed.
- This cut-off is fixed. It isn’t a club setting, so it can’t be changed.
- If today’s date is already in a parent’s basket when the cut-off passes, checkout shows: A class date in your basket has already passed. Remove it and choose a new date before you continue. They can’t pay until they remove it.



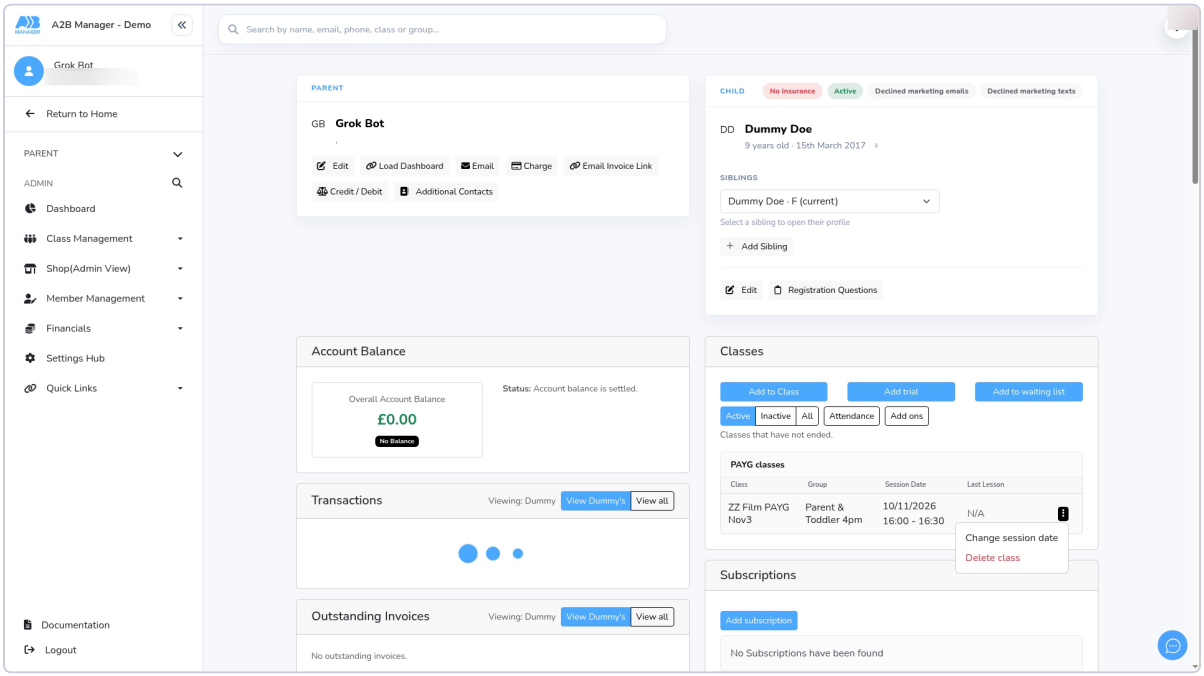

## 2. Open the child’s profile (0:37)

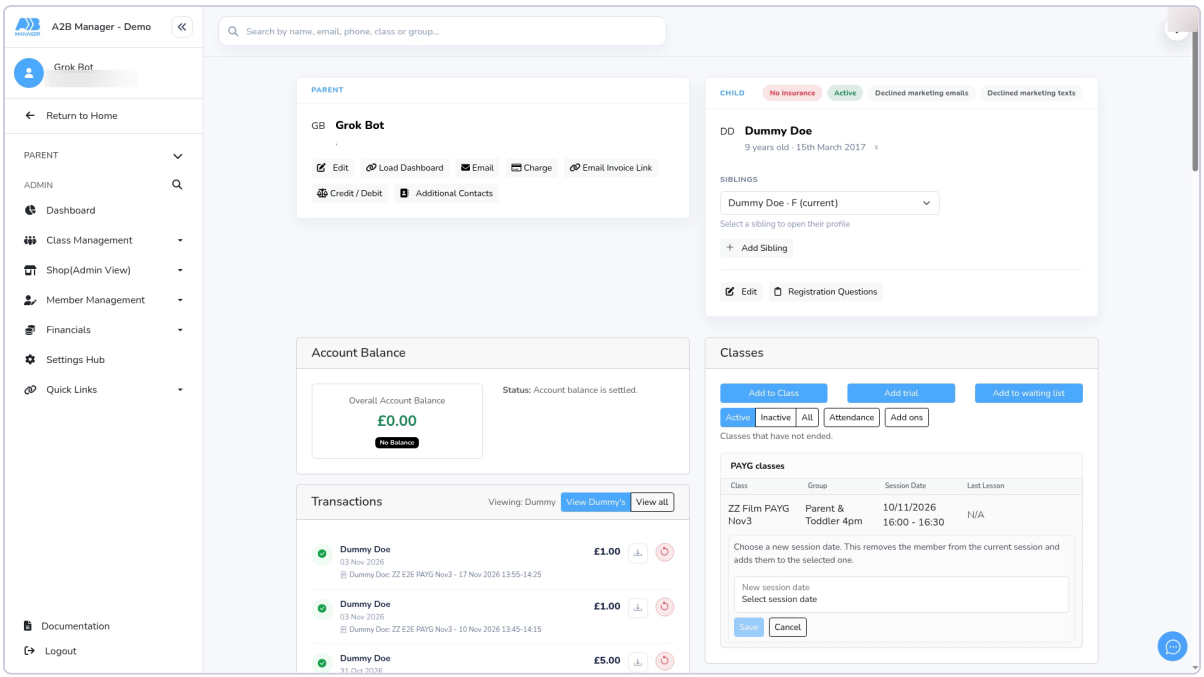
- Use this when the child already has a pay-as-you-go booking for another date, for example tomorrow or next week.
- In admin, type the child’s name in the search bar at the top of the page.
- Click the child in the results to open their profile.




## 3. Choose Change session date (0:49)

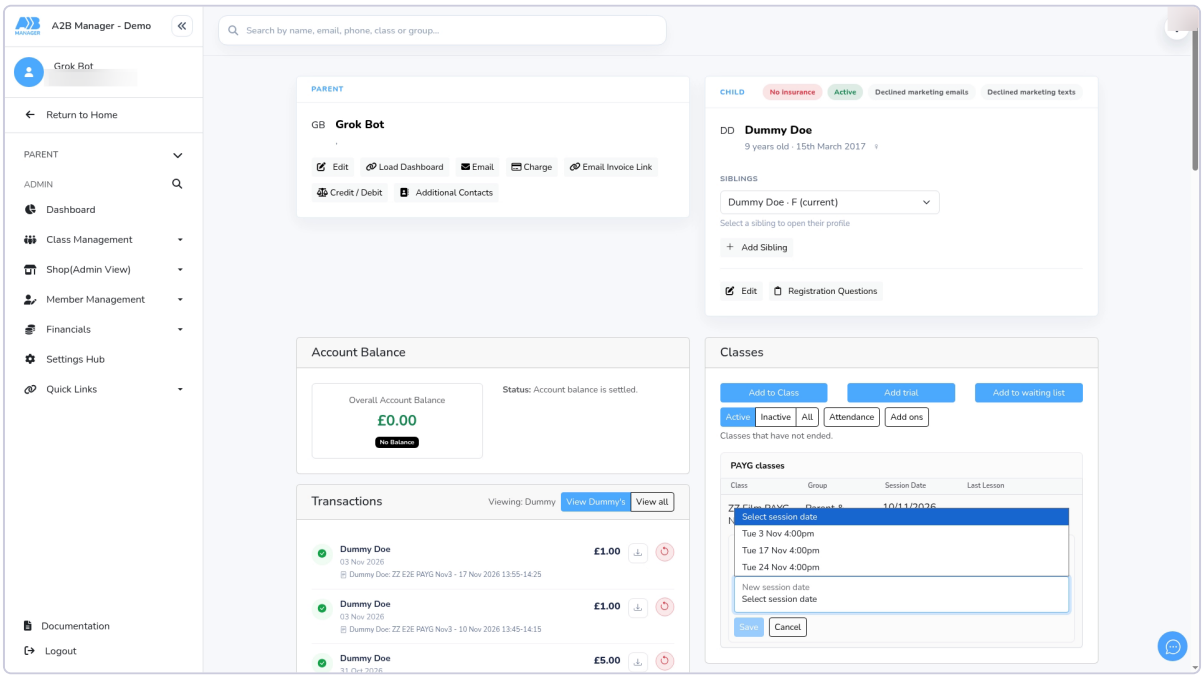
- In the **Classes** panel, find the booking under **PAYG classes**.
- Click the ⋮ (three dots) on that row and choose **Change session date**.
- The panel explains: Choose a new session date. This removes the member from the current session and adds them to the selected one.

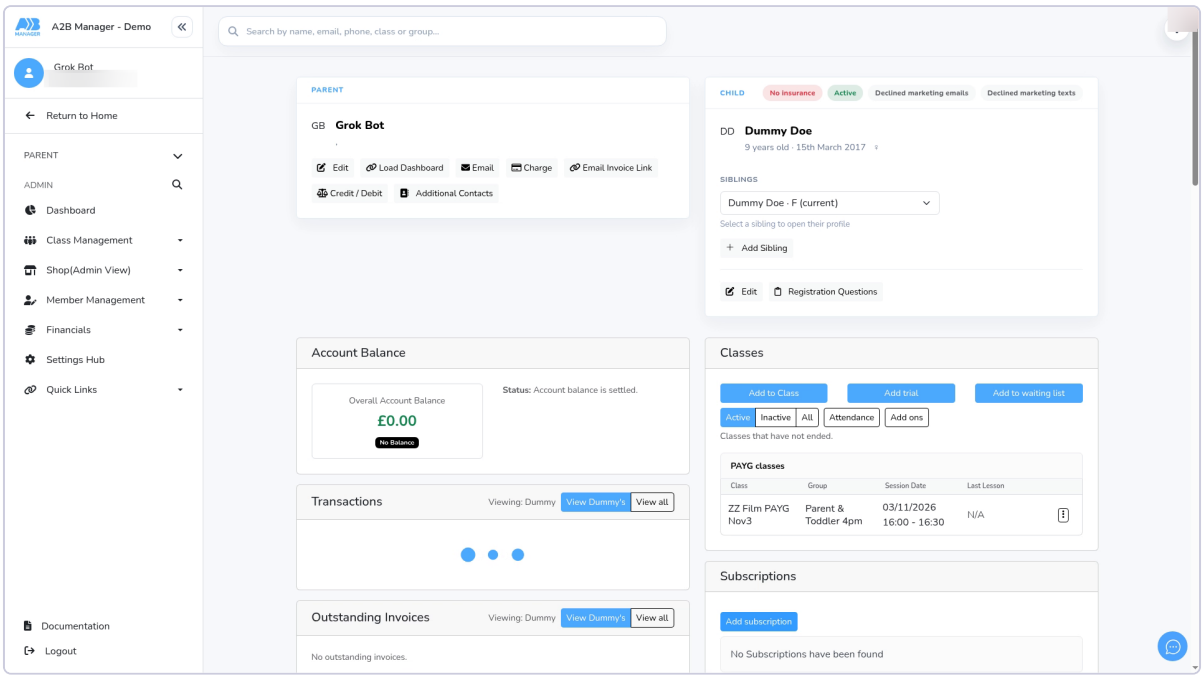





## 4. Pick today’s session and save (1:07)

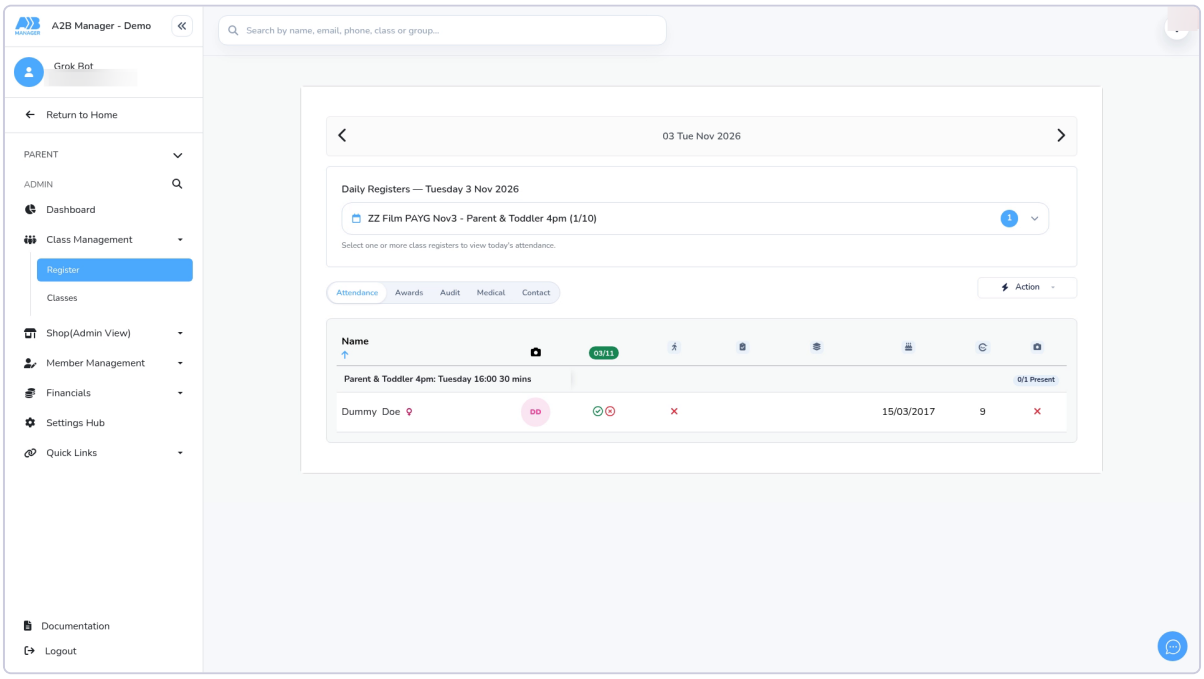
- Click **New session date** and choose today’s session, for example **Tue 3 Nov 4:00pm**.
- Today’s session is offered right up until it starts, even after the parents’ 5-minute cut-off has passed.
- Click **Save**. The booking now shows today’s date and time.
- Nothing is charged or refunded, and you aren’t asked for a payment.






## 5. Check today's register (1:20)

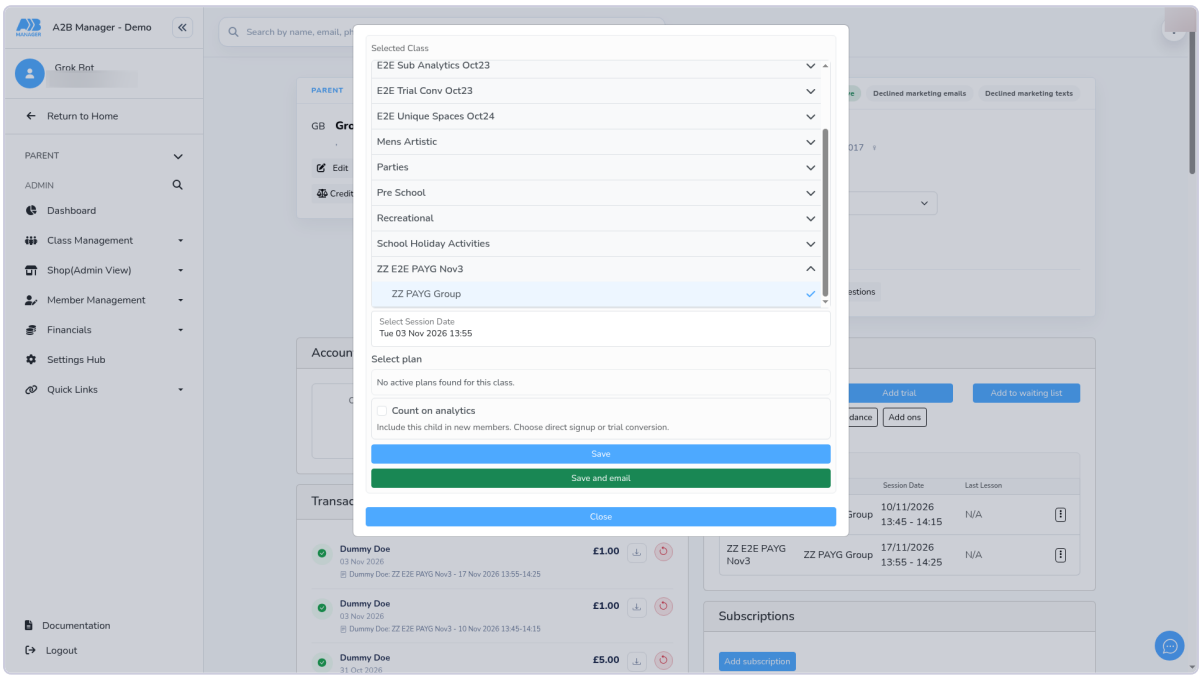
- Go to **Class Management** > **Register**.
- Click **Select registers**, tick today's session and click **Apply**.
- The child is now on today's register.

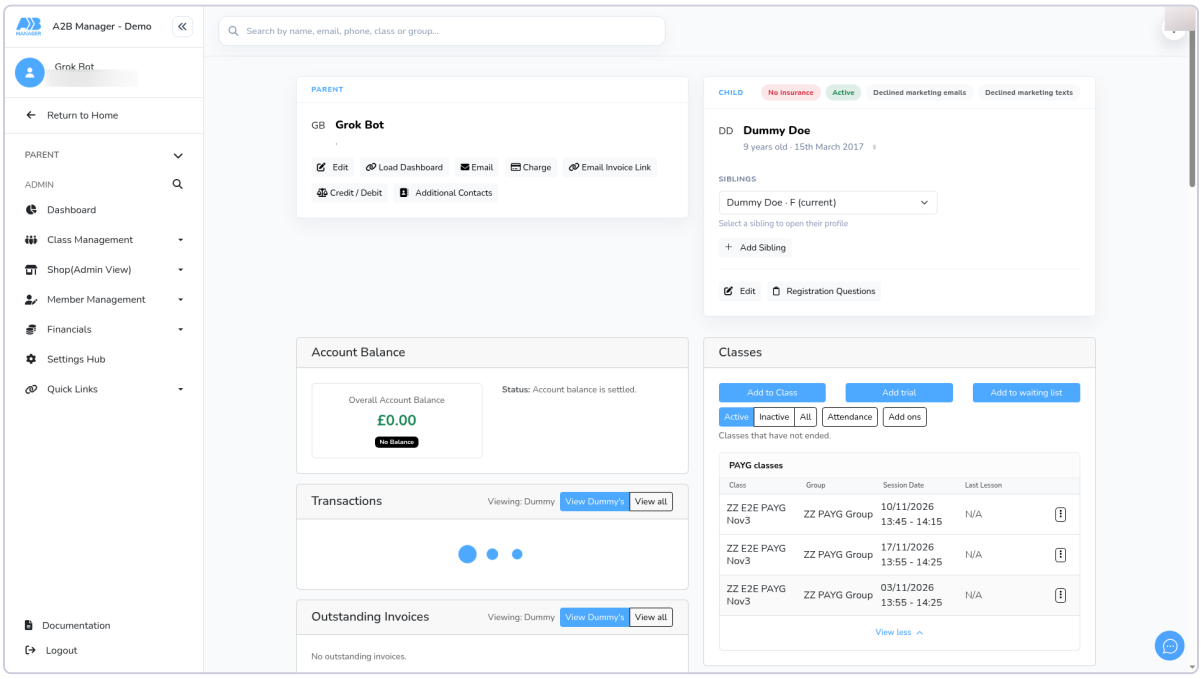



## 6. Add them with Add to Class

- Use this when the child doesn't have a booking you can move.
- On the child's profile, click **Add to Class** in the **Classes** panel.
- Open the class, choose the group, then pick today's session under **Select Session Date**. Today is offered even after the parents' 5-minute cut-off.
- Click **Save**, or **Save and email**.

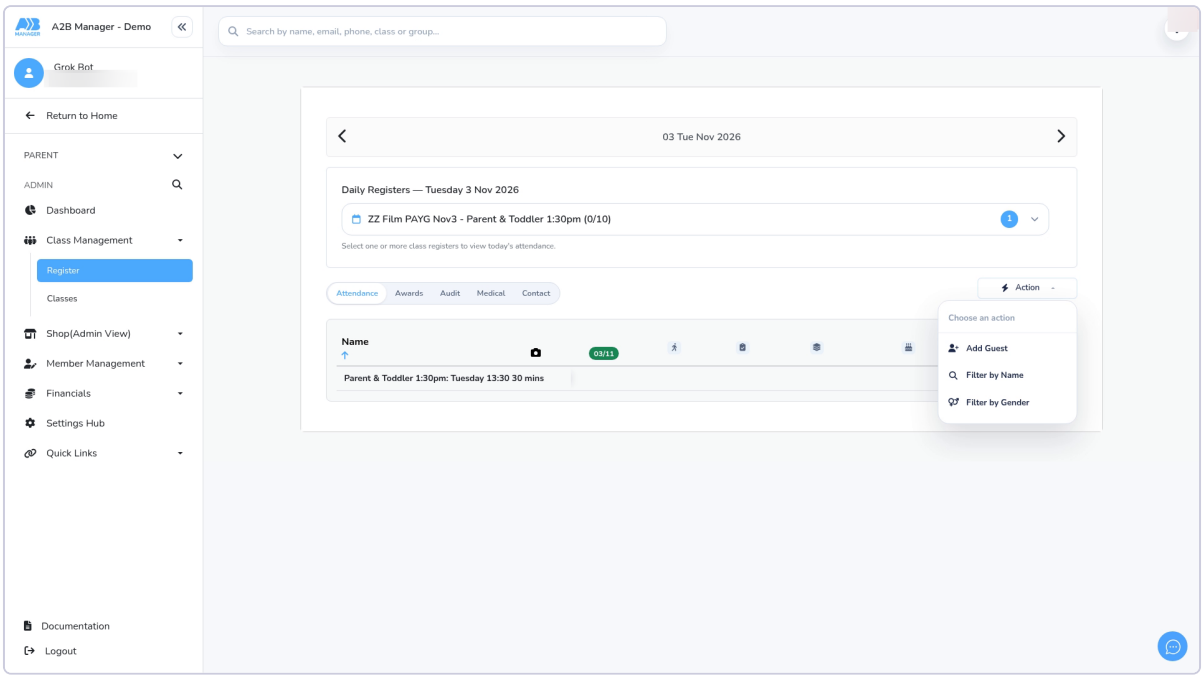
- Nothing is charged when you add a child this way, so take payment separately if you need to.



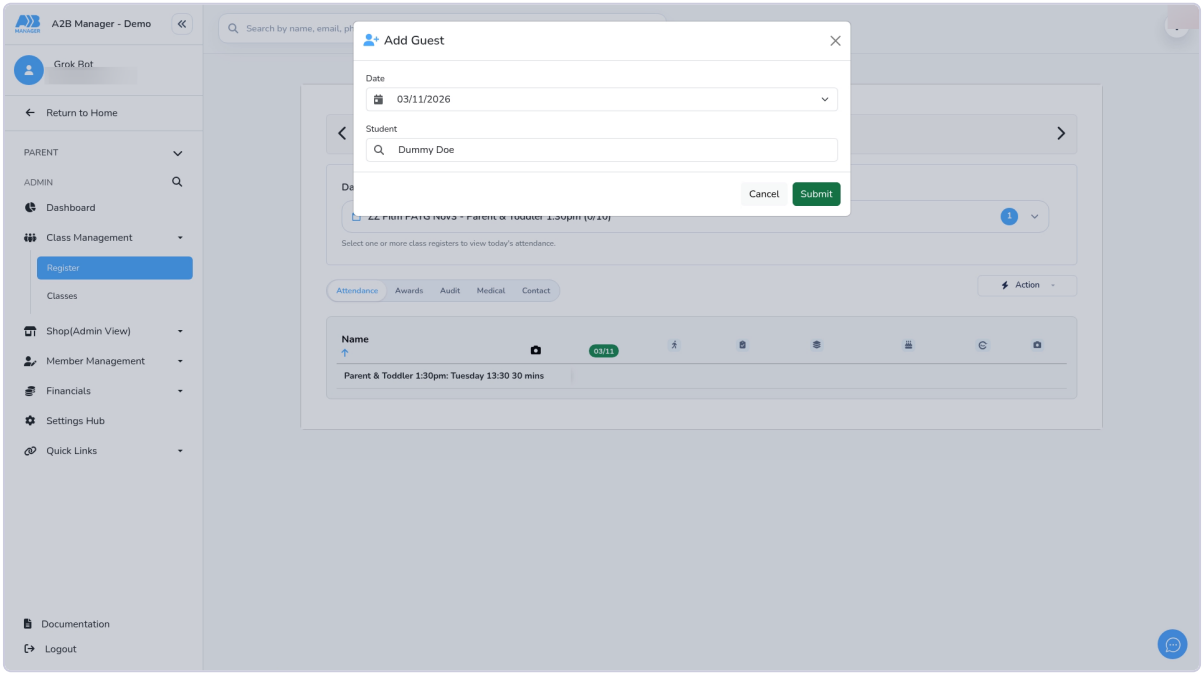

## 7. Open the register for a session that has started (1:42)

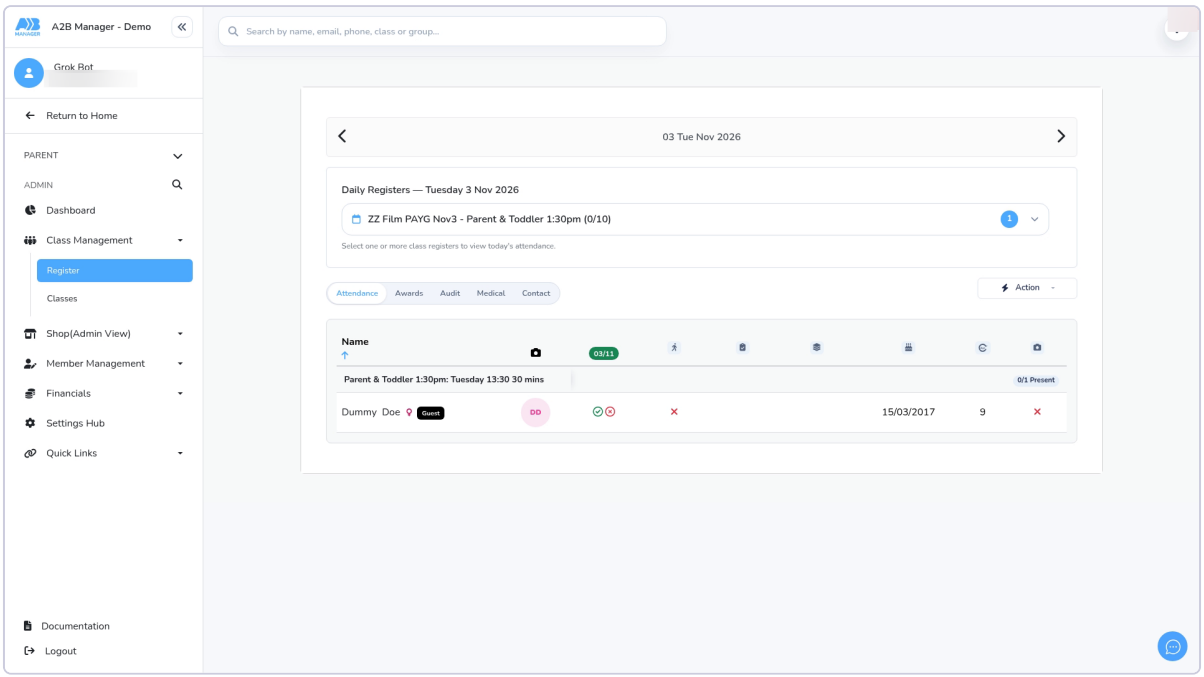
- Once a session has started, **Change session date** no longer offers it. Add the child to the register instead.
- Go to **Class Management** > **Register**.
- Click **Select registers**, tick the session that has started and click **Apply**.
- Click **Action** and choose **Add Guest**.




## 8. Add the child as a guest (2:00)

- Check the **Date** is today.
- Under **Student**, search for the child and click **Select** next to their name.
- Click **Submit**. The child is added to that day's register as a guest.
- Add Guest only adds them to today's register. It doesn't change or cancel their other bookings, so remove a later booking yourself if they no longer need it.






## Good to know

- To remove a booking the child no longer needs, click the ⋮ next to it on their profile and choose **Delete class**. You're asked Count as a cancellation on analytics? No refund is offered, so deal with any refund separately.
- Changing a group's session time doesn't move bookings that already exist. They stay at the old time.

> **Tip:** Let parents know that online booking closes 5 minutes before a pay-as-you-go session starts. If they're running late, they can contact you and you can add their child yourself.

## Related guides

- How Parents Book Pay-As-You-Go Classes
- Understanding the Structure of PAYG Classes
- Setting Up Your First Recurring PAYG Class