



Managing Classes/Events within the Calendar

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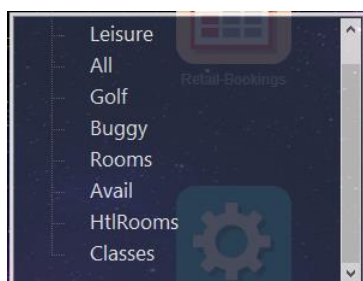
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1. Adding a Template to The Calendar.

To add a template to the calendar, follow the steps below:



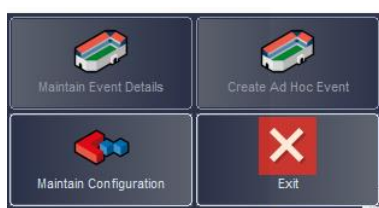
Select – **Retail Bookings**.



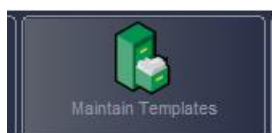
Select – **Classes**.



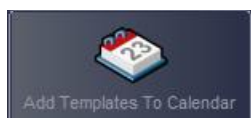
Select – **Action**.



Select – **Maintain Configuration**.

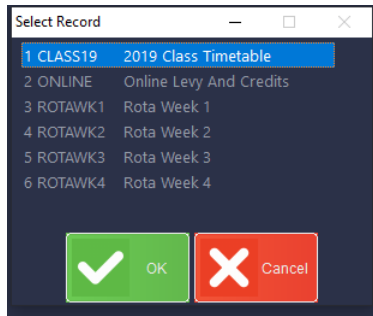


Select – **Maintain Templates**.

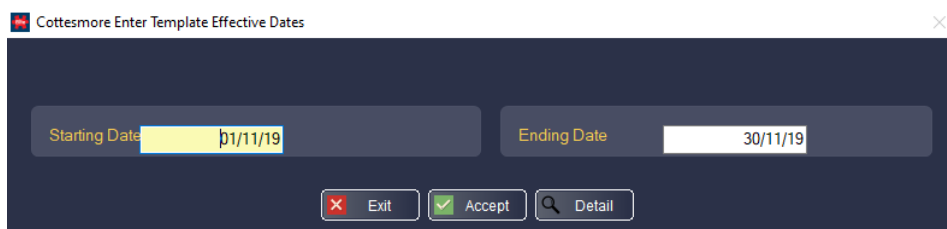




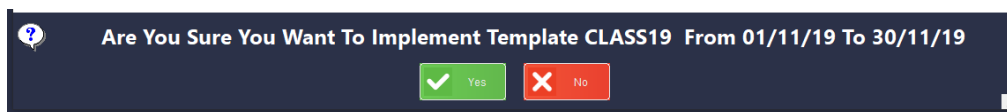
Select – **Add Templates to Calendar.**



Select – The Template you wish to add.



Select – The date range you want to add the template to. I would suggest the maximum you run a template in for is a year.



Select – **Yes.** The template will now be added to the calendar.

2. Removing Templates from The Calendar.

To remove a template from the calendar, follow the steps below:



Select – **Retail Bookings.**



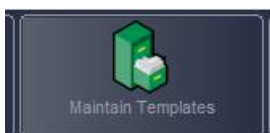
Select – **Classes**.



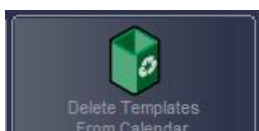
Select – **Action**.



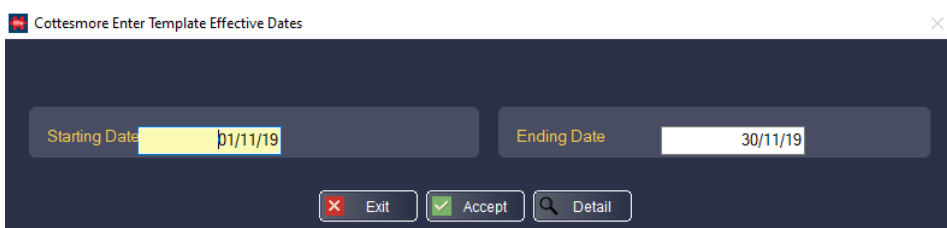
Select – **Maintain Configuration**.



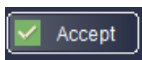
Select – **Maintain Templates**.



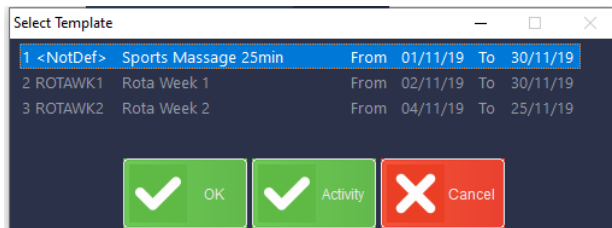
Select – **Delete Template from Calendar**.



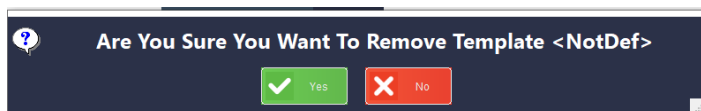
Select – The date range you want to remove the template from. If you have members booked into classes for any of the days, you wish to remove you will not be able to remove the template from these days.



Select – **Accept**.



Select – The Template you wish to remove. Select – **OK**.



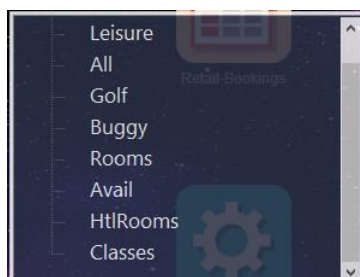
Select – **Yes**.

3. Adding Adhoc Events to the Calendar.

To add an Adhoc Event to the calendar follow the steps below:



Select – **Retail Bookings**.



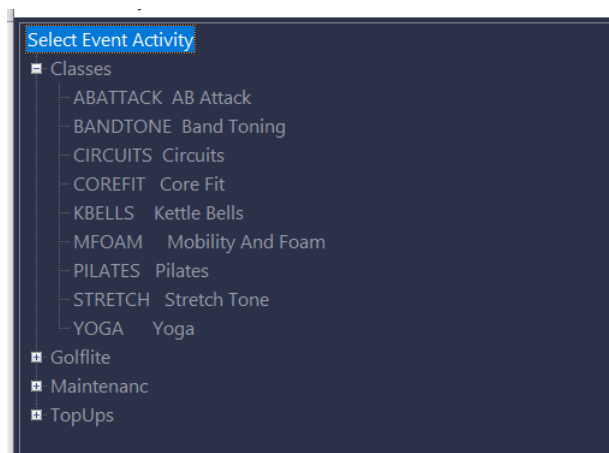
Select – **Classes**.



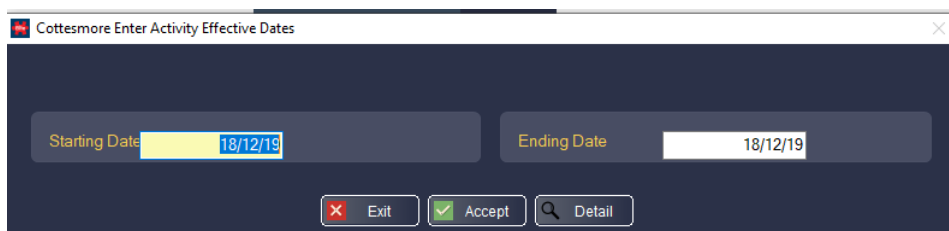
Select – **Action**.



Select – **Create Adhoc Event**.



Select – The class you wish to add. Then Select **ADD**.



Select – The date range you wish to add the class for. Select - **Accept**.



Cottesmore Activity Event Details

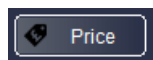
Activity: ABATTACK AB Attack

Start: [] End: [] Max No: 0 Min No: 0 Location: [] Course: []

Description: [] Wait Max: 0

Exit Accept Price

Enter – The Start Time, End Time, Max No, Location, and Wait Max (waiting list).



Select – Price.

Activity Pricing

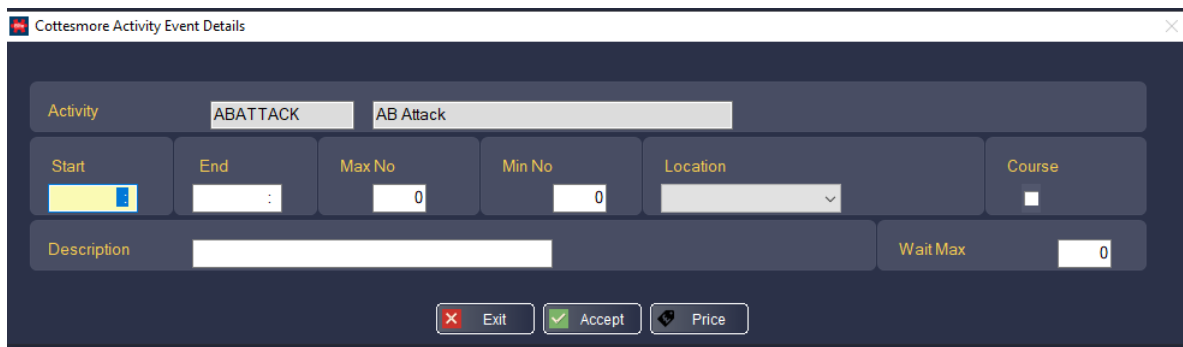
Activity Code: [] Description: []

Monday [x] Tuesday [x] Wednesday [x] Thursday [x] Friday [x] Saturday [x] Sunday [x]

Type	Band 0	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8	Band 9
Alloc	23.59	[]	[]	[]	[]	[]	[]	[]	[]	[]
	0 %	0 %	0 %	0 %	0 %	0 %	0 %	0 %	0 %	0 %
Visitor	6.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
C17P	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
C17PJhr	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
C15P	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
C27P	-1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
HCPK	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
HCOP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LMEMB	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

INSERT Cottesmore Ver 6.0e(A) On 18/... 10:47:17 6.0v

Check all the prices are correct the Select – Exit.



The screenshot shows a web form titled "Cottesmore Activity Event Details". The form contains several input fields: "Activity" with the value "ABATTACK" and a description "AB Attack"; "Start" and "End" date pickers; "Max No" and "Min No" both set to "0"; a "Location" dropdown menu; a "Course" checkbox; a "Description" text area; and a "Wait Max" field set to "0". At the bottom, there are three buttons: "Exit" (with a red X icon), "Accept" (with a green checkmark icon), and "Price" (with a price tag icon).

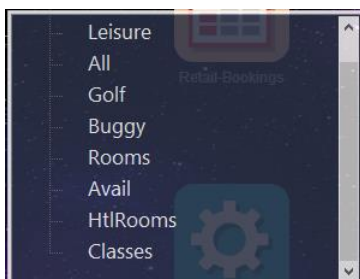
Select – **Accept** when you are happy everything is entered.

4. Cancelling Events/Classes from the Calendar.

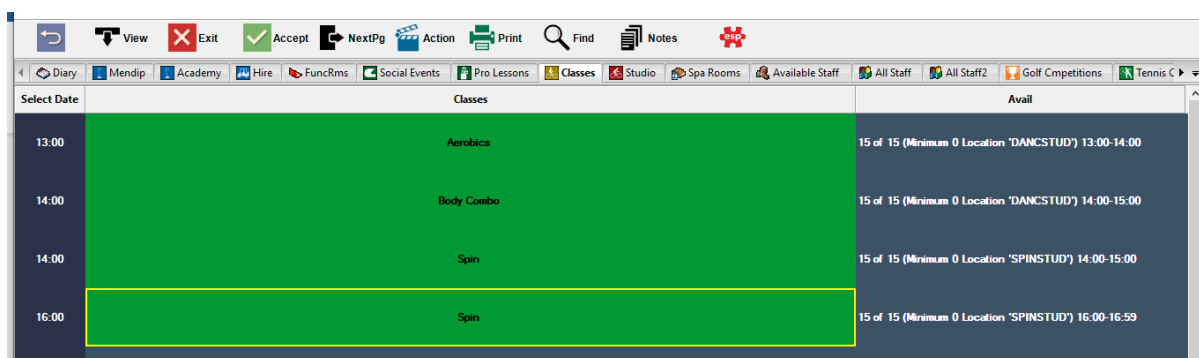
To cancel an Event/Class from the calendar follow the steps below:



Select – **Retail Bookings**.

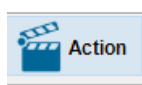


Select – **Classes/Events**.

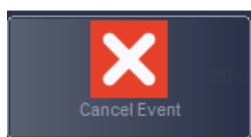


Select Date	Classes	Avail
13:00	Aerobics	15 of 15 (Minimum 0 Location 'DANCSTUD') 13:00-14:00
14:00	Body Combo	15 of 15 (Minimum 0 Location 'DANCSTUD') 14:00-15:00
14:00	Spin	15 of 15 (Minimum 0 Location 'SPINSTUD') 14:00-15:00
16:00	Spin	15 of 15 (Minimum 0 Location 'SPINSTUD') 16:00-16:59

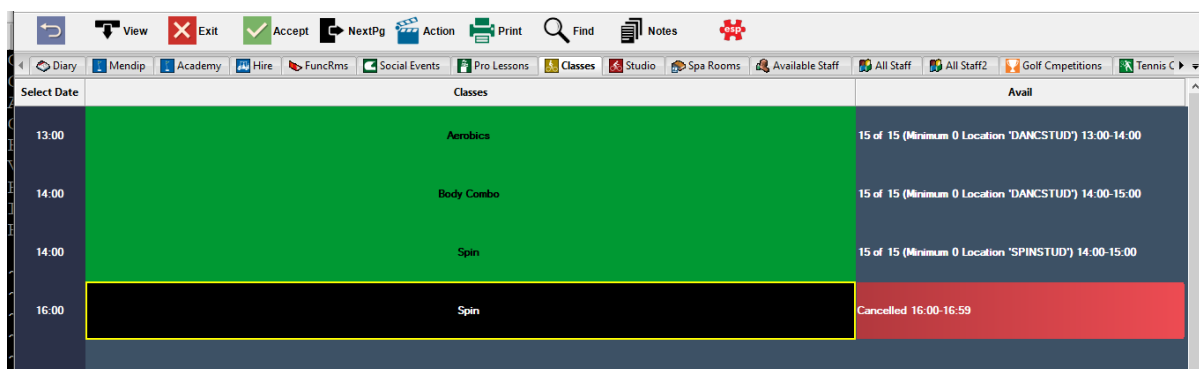
Select the **Class/Event** you wish to cancel.



Select – **Action**.



Select – **Cancel Event**.



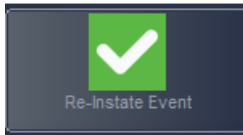
Select Date	Classes	Avail
13:00	Aerobics	15 of 15 (Minimum 0 Location 'DANCSTUD') 13:00-14:00
14:00	Body Combo	15 of 15 (Minimum 0 Location 'DANCSTUD') 14:00-15:00
14:00	Spin	15 of 15 (Minimum 0 Location 'SPINSTUD') 14:00-15:00
16:00	Spin	Cancelled 16:00-16:59

The Class/Event will turn black when cancelled.

To reinstate the **Class/Event**:



Select – **Action**.



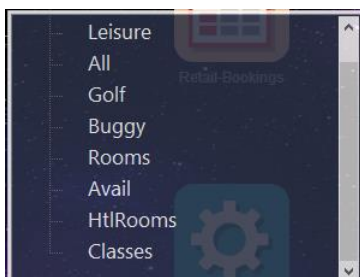
Select – **Re-Instate Event.**

5. Deleting Events/Classes from the Calendar.

To delete an Event/Class from the calendar:



Select – **Retail Bookings.**



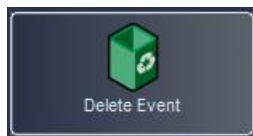
Select – **Classes/Events.**

Select Date	Classes	Avail
13:00	Aerobics	15 of 15 (Minimum 0 Location 'DANCSTUD') 13:00-14:00
14:00	Body Combo	15 of 15 (Minimum 0 Location 'DANCSTUD') 14:00-15:00
14:00	Spin	15 of 15 (Minimum 0 Location 'SPINSTUD') 14:00-15:00
16:00	Spin	15 of 15 (Minimum 0 Location 'SPINSTUD') 16:00-16:59

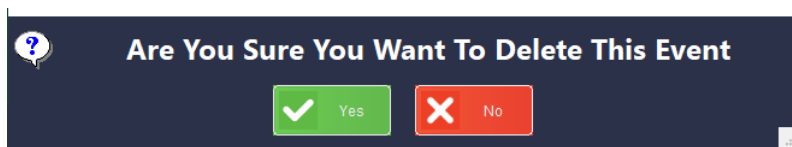
Select the **Class/Event** you wish to cancel.



Select – **Action**.



Select – **Delete Event**.



Select – **Yes**.

The Class/Event will be removed from the Calendar.