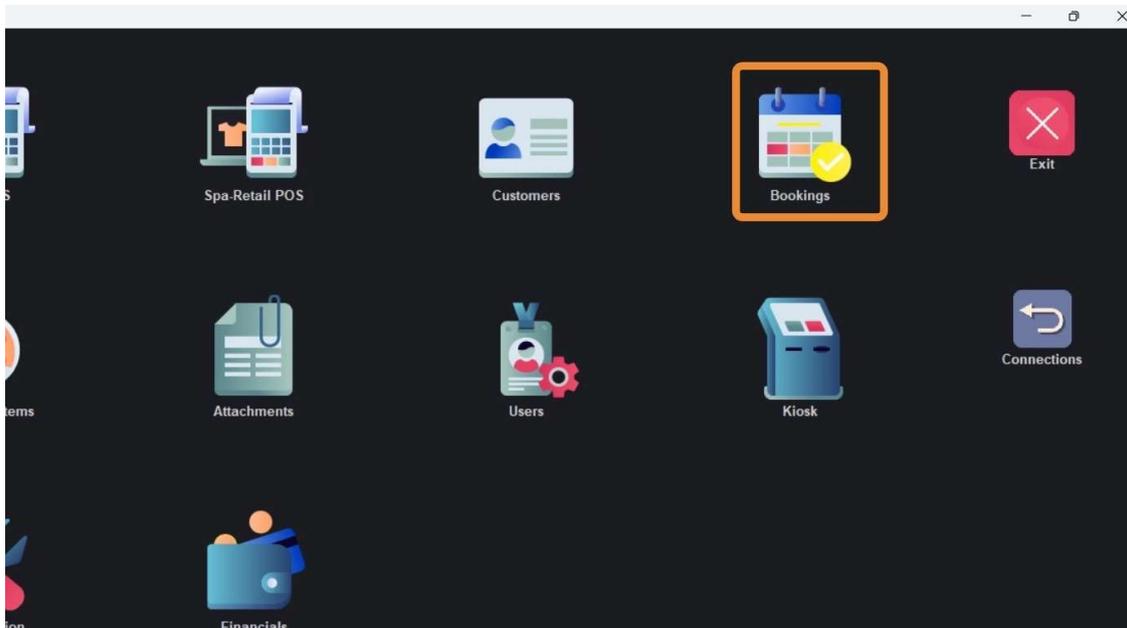
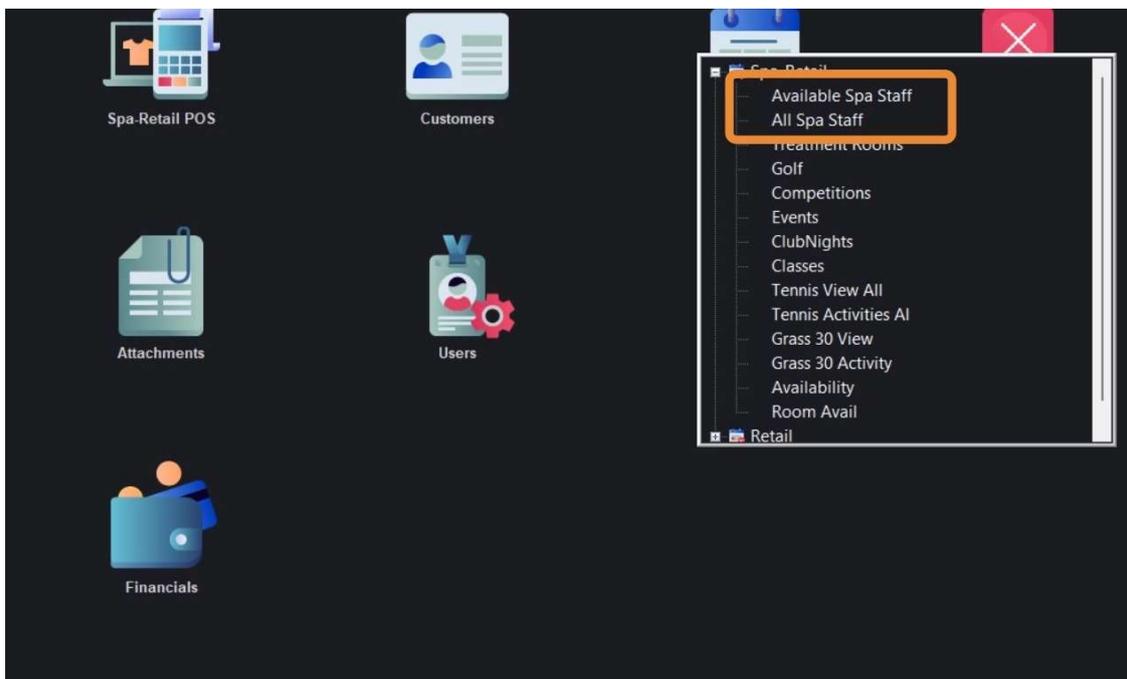


## Adding Dry Events to a Therapist

1. To add a staff event or dry event to a spa therapist, Select the booking diary icon on the desktop.



2. Select from the menu. One of the Spa Staff options, depending on what you wish to change.



3. If a date change is required select Sel date

The screenshot shows a staff schedule grid with columns for staff members and rows for time slots. The 'Sel Date' column is highlighted with an orange arrow. The staff members listed are Karen Williams, Mark Ramsden, Peter, and Betty Boothroyd. The time slots range from 14:45 to 17:00.

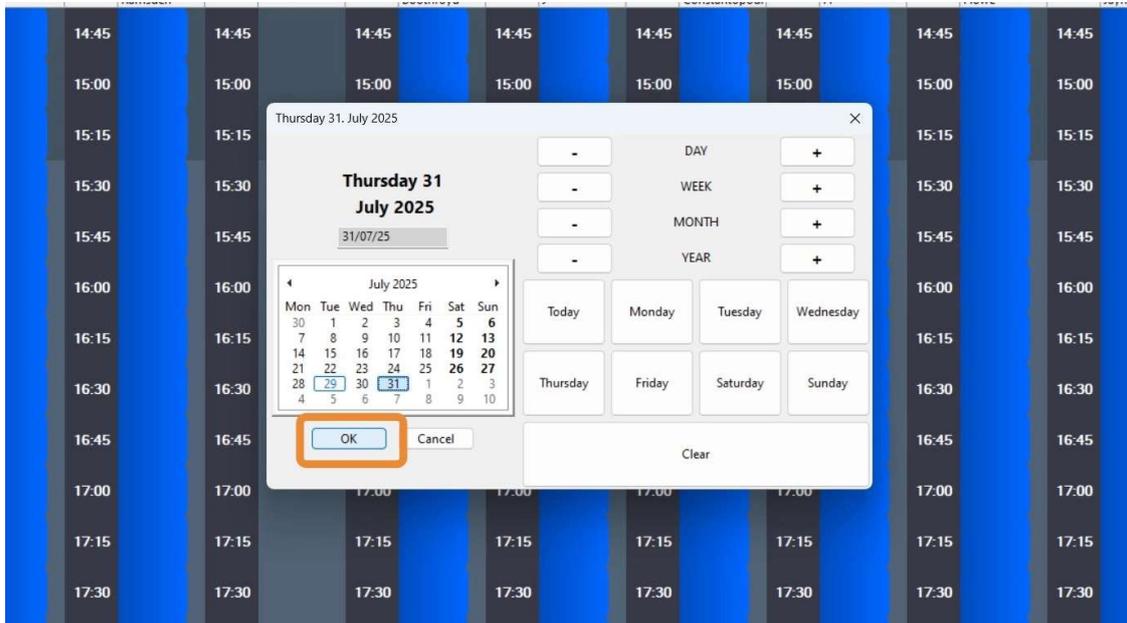
Sel Date	Karen Williams	Mark Ramsden	Peter	Betty Boothroyd
14:45				
15:00				
15:15				
15:30				
15:45				
16:00				
16:15				
16:30				
16:45				
17:00				

4. Navigate to the date that you wish to change.

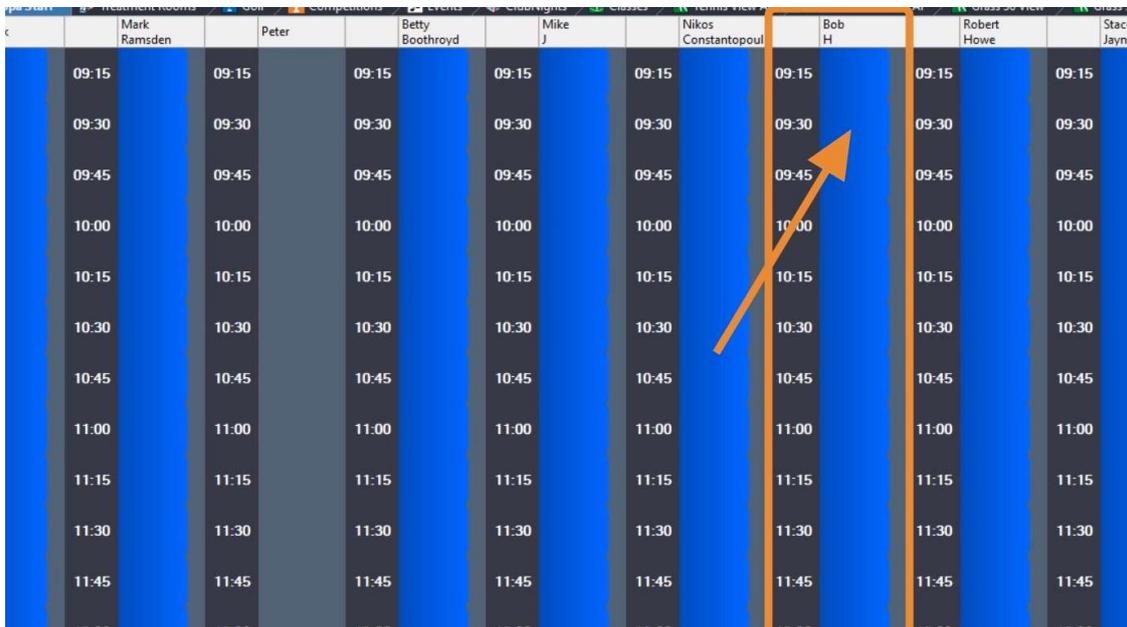
The screenshot shows the same staff schedule grid as in step 3, but with a date selection dialog box overlaid. The dialog box is titled 'Tuesday 29, July 2025' and contains a calendar for July 2025. The date '29' is selected in the calendar. The dialog box also has buttons for 'DAY', 'WEEK', 'MONTH', 'YEAR', 'Today', 'Monday', 'Tuesday', 'Wednesday', 'Thursday', 'Friday', 'Saturday', 'Sunday', 'Clear', 'OK', and 'Cancel'.

Mark Ramsden	Peter	Betty Boothroyd	Mike J	Nikos Constantopoul	Bob H	Robert Howe	Stacey Jayne
14:45							
15:00							
15:15							
15:30							
15:45							
16:00							
16:15							
16:30							
16:45							
17:00							
17:15							
17:30							

5. Select "OK"

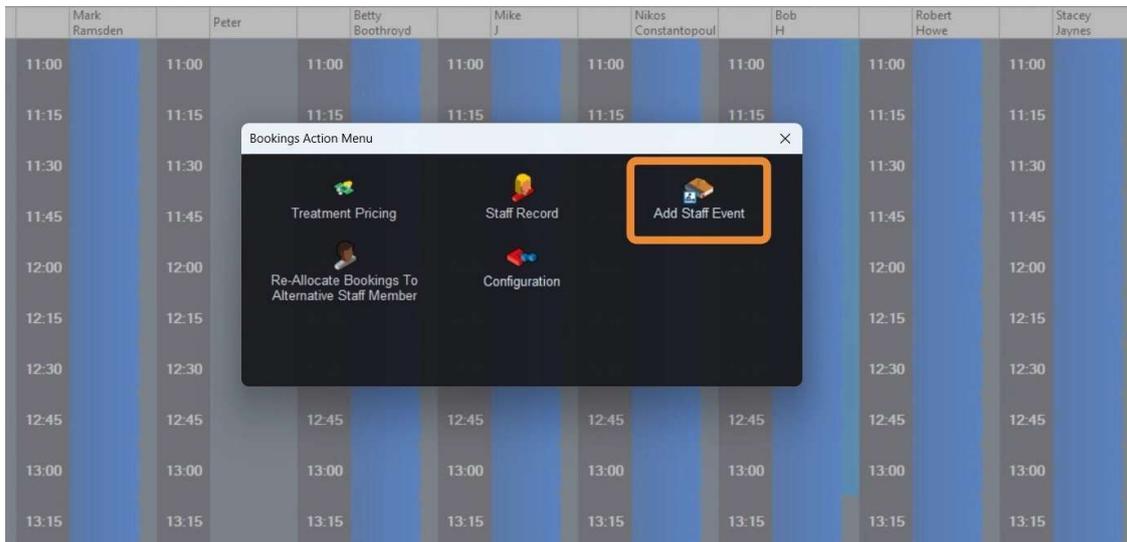


6. Find the Therapist that you wish to add the Dry event to and click on the start time of the dry event that you wish to add.

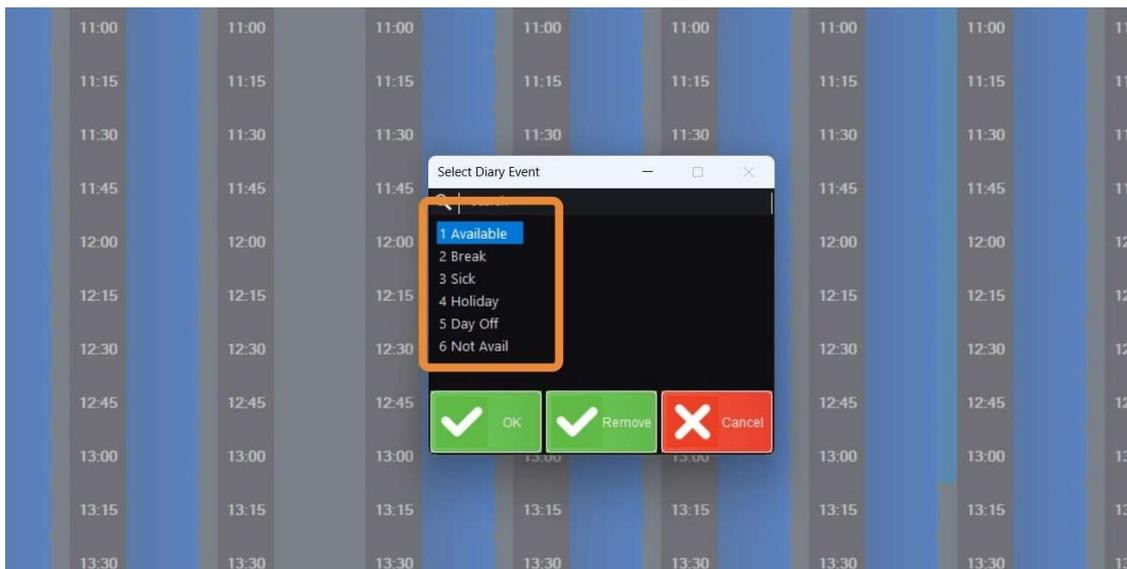




9. Select. Add staff event.



10. From the list on screen. Select the dry event or staff event you wish to use.



11. This has now added the event for the member staff.

	Betty Boothroyd	Mike J	Nikos Constantopoul	Bob H	Robert Howe	Stacey Jaynes	Steve Jaynes
09:00							
09:15							
09:30							
09:45							
10:00							
10:15							
10:30							
10:45							
11:00							
11:15							
11:30							
11:45							
12:00							

12. Once you've finished adding your staff events, you can exit from the booking diary back to your main desktop.

Peter ( Peter ) - Thursday 31 July 2025 at 00:20

Sel Date	Peter
08:45	
09:00	
09:15	
09:30	
09:45	
10:00	
10:15	
10:30	
10:45	
11:00	