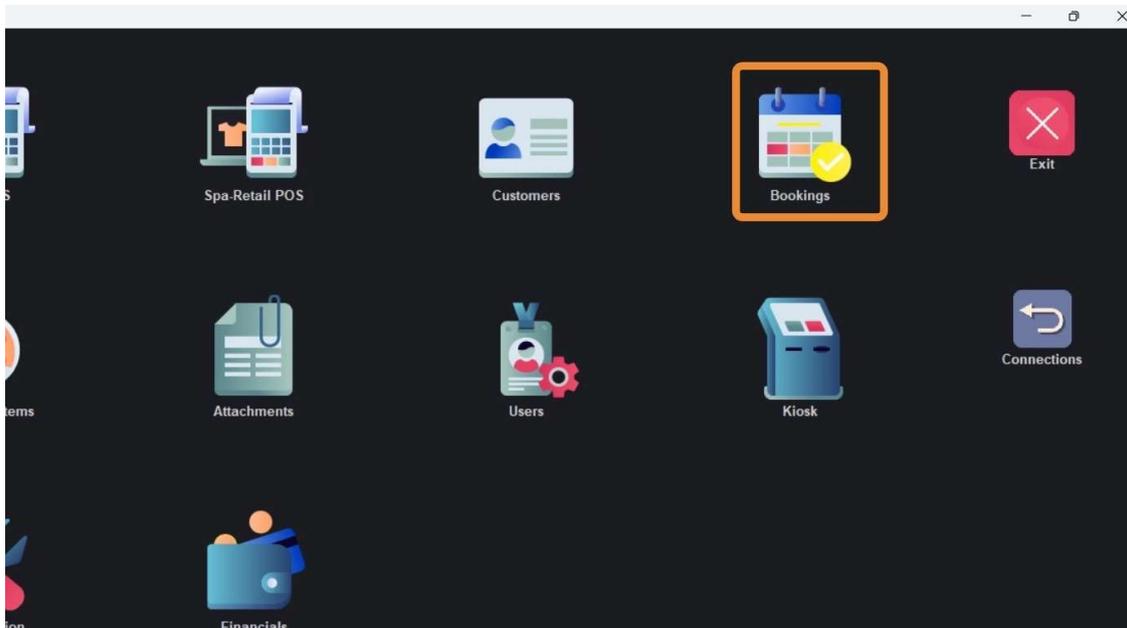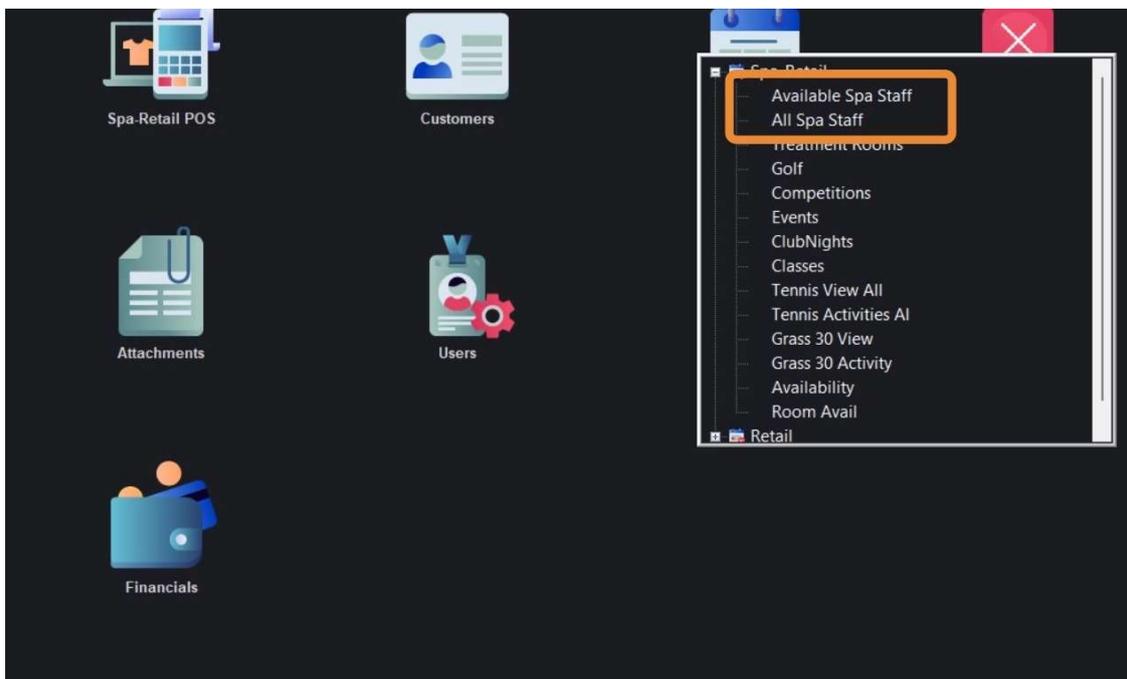## Adding Dry Events to a Therapist

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

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

5. Select "OK"

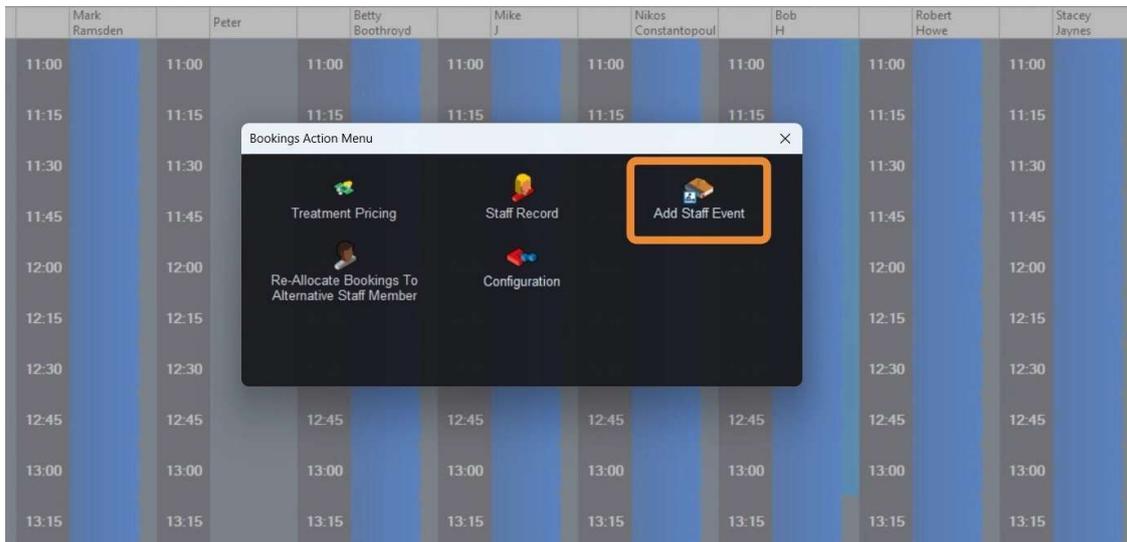6. Find the Therapist that you wish to add the Dry event to and click on the start time of the dry event that you wish to add.

7. Whilst holding down the left hand button on the mouse, drag and select all of the time slots that you wish to apply the dry event to.

8. Once you have selected the final time slot. then select the F7 Action Clapperboard.
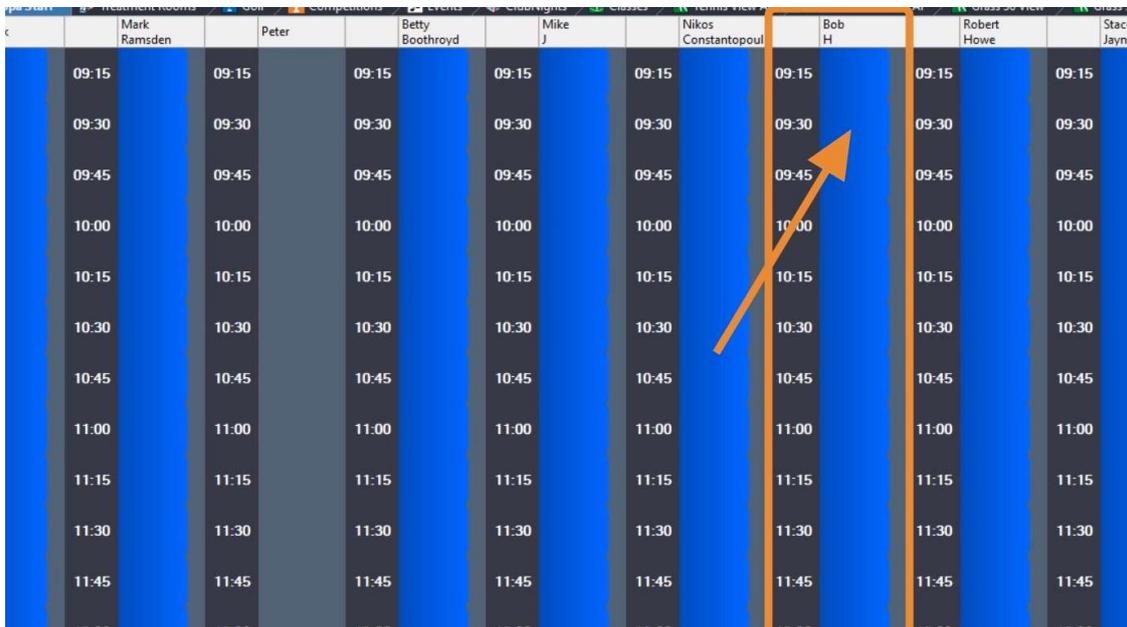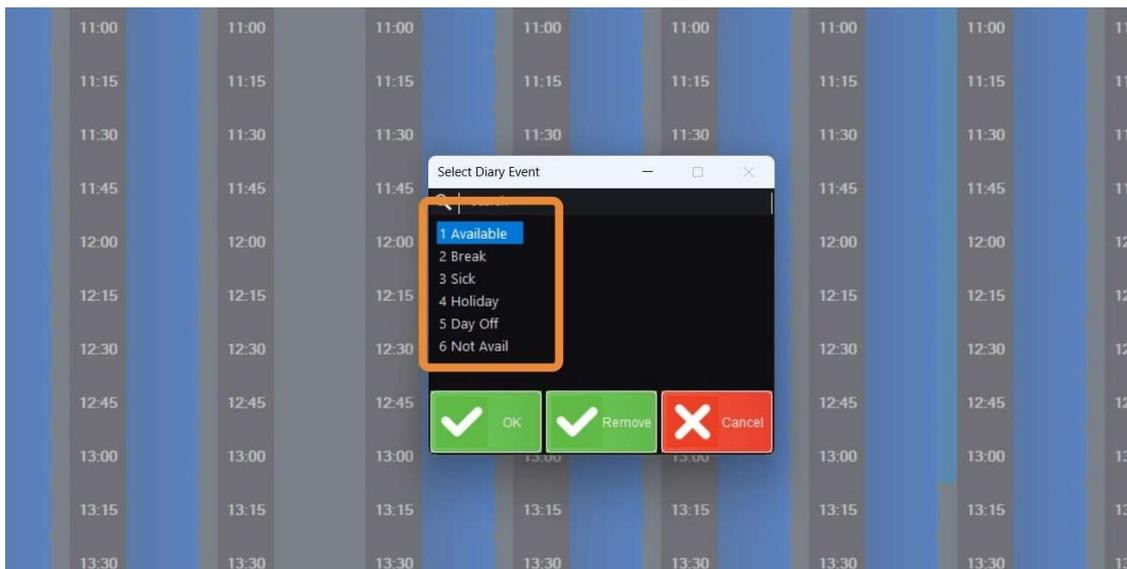
9. Select. Add staff event.

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.

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