

Creating Templates

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1. Creating Templates.

Templates are a way of adding Bookable Activities/Events to the bookings screen in multiples rather than one at a time.

To create a template:



Select - Bookings.



Select – Action.



Select - Maintain Configuration.



Select – Maintain Templates.



Select – Create/Amend Templates.



ESP ResortMaster - Activity Template	s - Template Code	×
		ALL* ~
Code	Group	Description
CLASSES CLASSES2 FGFDHFD GOLF SPAROTA \EGSDUFG	Current Current System Current Current System	
	🔍 Search 🛛 🔀 Exit 🗍 🗹 Accept 🗍	🕊 LstUsd 🔍 🗨 Nearst 📔 🚺 Action

A new unique code must be entered (maximum of 8 characters). Press Enter or F3 Accept

The Template File will now be shown as below.

🕤 🐨 Expan	nd 🗙 Exit 👖 Delete 🚰 Action 🚦	Print Copy	🔍 Detail 🛛 🙀				
🕒 Activity List							Ŧ
Code	NEWTEMP Group	Curre	nt v	Entered	23/12/		
Description				Amended	23/12/	19 Amended By	ESP
Activity Code	Description	Start Int Time Tim		Min Wait No No	Location	M T W T i o u e h i	FSS rau
							U I

Enter a **Description** and press Return.

The cursor will now be in the Activity Code field, from here the Code may be entered directly, however, if the code is not known the F1 Help function may be used. This will show the following menu.



Select Add/Delete Event Activities



ot Added					Added					
L C_3BALL C_4BALL AEROBICS NEWEVENT				11	11					
	Body Combo Event Move Maintenance Pilates Social Event									
SPIN										
		Move To Not Added				Move To Added				

The items in the left-hand section are not selected and the ones in the right are selected. By highlighting the required Event and choosing F2, the Event will move to the Added section. Select OK to add the items and return to the template.

Code	NEW TEMP Group		Current	· · · · · · · ·		Entered		23/12/1	e e			
Description						Amende	d	23/12/1	Am	ended B		ESP
Activity Code	Description	Start Time	Int Tim	End Time	Max No	Min No	Wait No	Location	M	T W u e		S S a u
EROBICS	Aerobics	13:00		14:00	15	0		DANCSTUD	•	• •		
DDYCOMB	Body Combo	14:00		15:00	15	0		DANCSTUD	•	• •	• • •	•
LATES	Pilates		1	1	0	0	0		•	• •		•

The Start and End times may now be entered along with the Minimum and Maximum participants in the Template File. A location must also be specified from the drop-down list in the Location column.



The Prices must now be set. Select **F10 Detail** and the menu below will appear.



Select Activity -	_	0 X	
1 Aerobics	13:00	14:00	
2 Body Combo			
3 Pilates			
			h
🗸 ок		Cancel	

Select OK or click the Event title and the Activity Pricing page will be shown.

Activity Pricing										
Activity Code		BODYCOMB	Desc	ription B	ody Combo					
Monday 🔽	Tuesday	We	ednesday	Thur	rsday 🔽	Friday		Saturday 🗸	Sunday	
	Band 0	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8	Band 9
Туре	23:59	:	:	10 ÷	:	:	2	:	2	:
	0 %	0 %	0 %	0 %	0 %	0 %	0 %	6 0 %	0 %	0 %
				1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 -			1 3 A.			
îsitor	10.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
cademy	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
lember	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Guest	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Select the days the event is required by using the check boxes at the top

Highlight the box underneath Band 0, enter '23:59'

Double click in the left-hand column and select the relevant Pricing Groups.

Enter the price for the activity, dependent upon whether the activity has been configured as per person or per booking.

The template is now complete.