



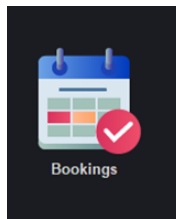
# Managing Classes/Events within the Calendar

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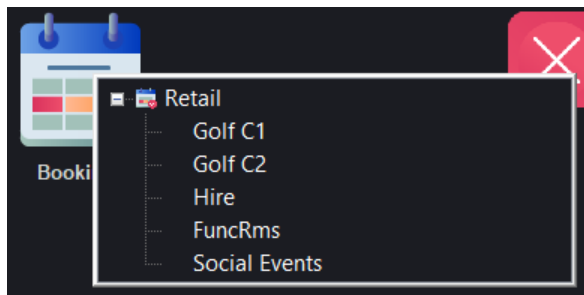
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## 1. Adding a Template to The Calendar.

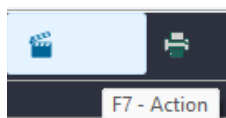
To add a template to the calendar, follow the steps below:



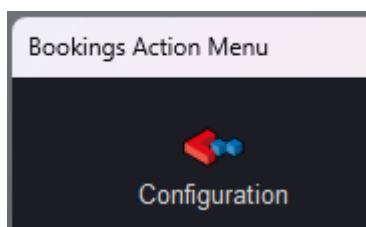
Select – **Bookings**.



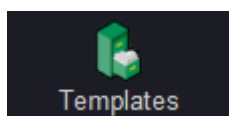
Select the appropriate Events booking page.



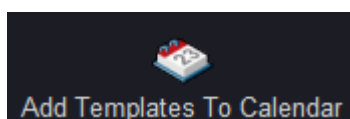
Select – **Action**.



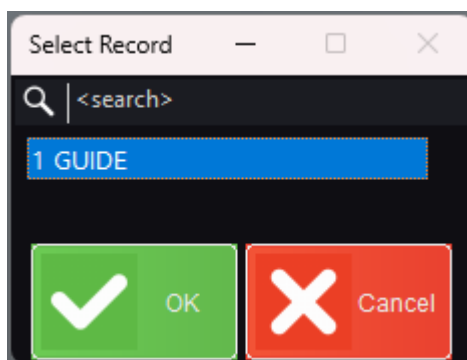
Select – **Configuration**.



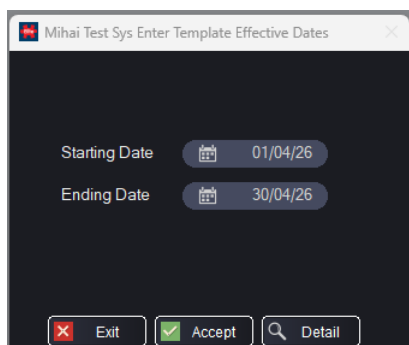
Select – **Templates**.



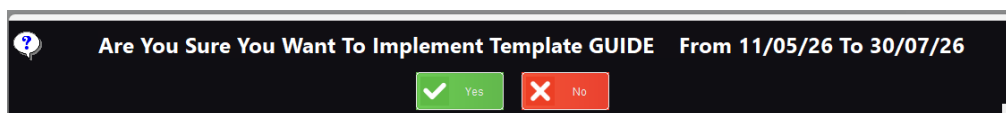
Select – **Add Templates to Calendar**.



Select the Template you wish to add.



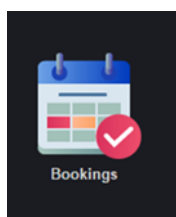
Select the date range you want to add the template to.



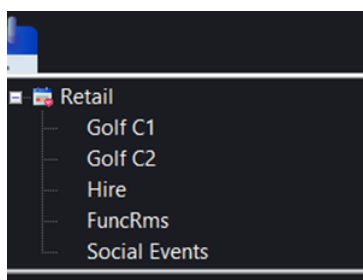
Select – Yes. The template will now be added to the calendar.

## 2. Removing Templates from The Calendar.

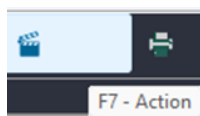
To remove a template from the calendar, follow the steps below:



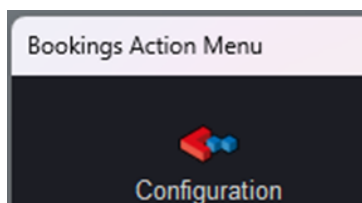
Select – **Bookings**.



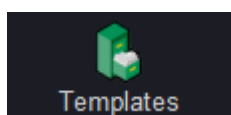
Select the appropriate Events booking page.



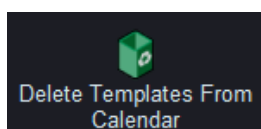
Select – **Action**.



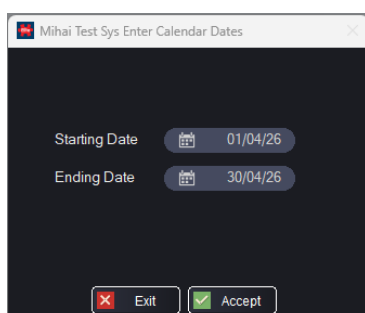
Select – **Configuration**.



Select – **Templates**.



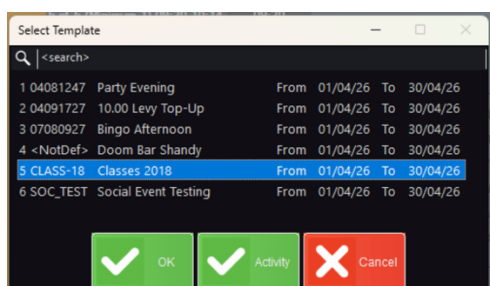
Select – **Delete Templates from Calendar**.



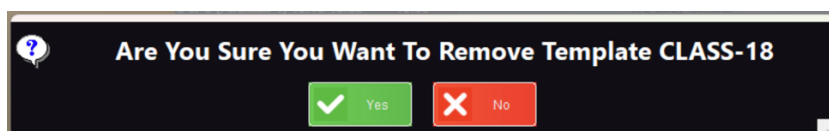
Select the date range you want to remove the template from. If you have customers booked into classes for any of the days, you wish to remove you will not be able to remove the template from these days.



Select – **Accept**.



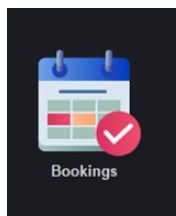
Select the Template you wish to remove. Select – **OK**.



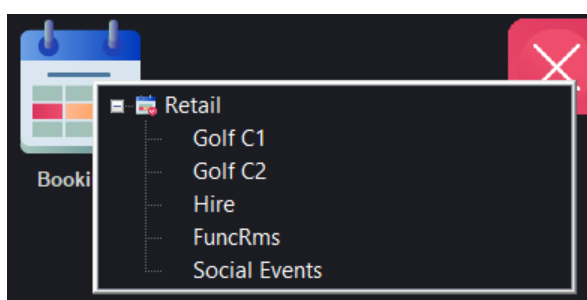
Select – **Yes**.

### 3. Adding Ad hoc Events to the Calendar.

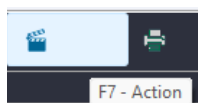
To add an Ad hoc Event to the calendar, follow the steps below:



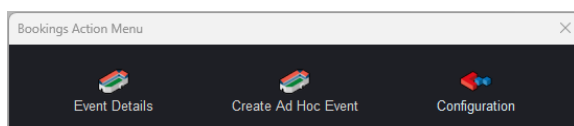
Select – **Bookings**.



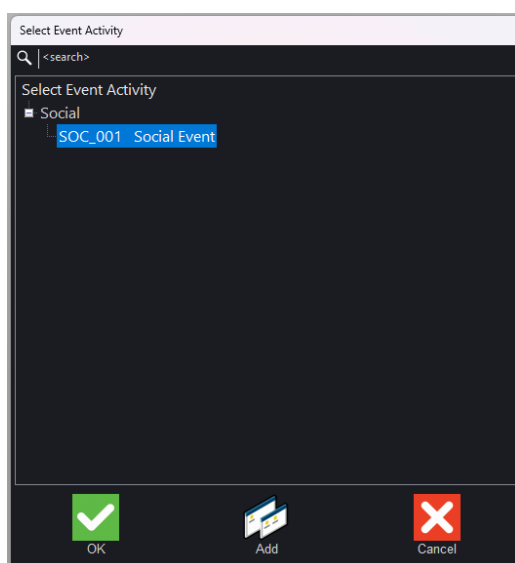
Select the appropriate Events booking page.



Select – **Action**.



Select – **Create Ad hoc Event**



Select – The activity you wish to add. Then Select **OK**.



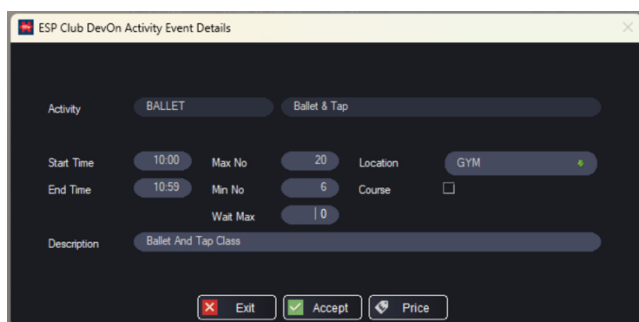
Select – The date range you wish to add the class for. Select - **Accept**.

Enter – The Start Time, End Time, Max No, Location, and if enabled a Wait Max number for the waiting list.

Select – **Price**.

Set the pricing as required:

- Select the days the event is required by enabling the toggles on the right
- Highlight the time box above Band 0 and enter the time which the first band of pricing will apply up to. If a different band of pricing applies after this time, this should be entered in Band1 and then Band2 etc. The final price band should always run up to 23:59.  
If there is one price for the entire day Band0 can be entered as '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.



ESP Club DevOn Activity Event Details

Activity: **BALLET** Ballet & Tap

Start Time: 10:00 Max No: 20 Location: GYM

End Time: 10:59 Min No: 6 Course:

Wait Max: 0

Description: Ballet And Tap Class

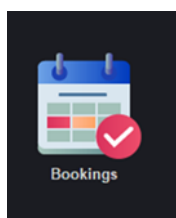
Buttons: Exit, Accept, Price

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

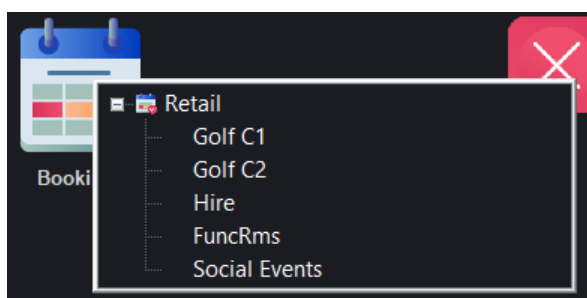
## 4. Cancelling Events/Classes from the Calendar.

An event can be cancelled whilst it has bookings present; these bookings can be viewed but no new ones can be created.

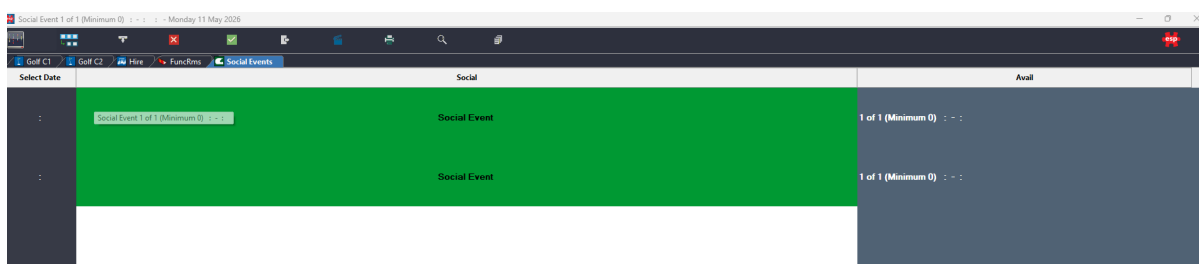
To cancel an Event/Class form the calendar follow the steps below:



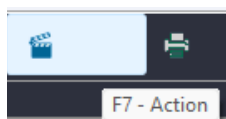
Select – **Bookings**.



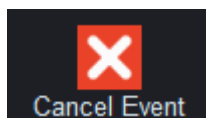
Select the appropriate Events booking page.



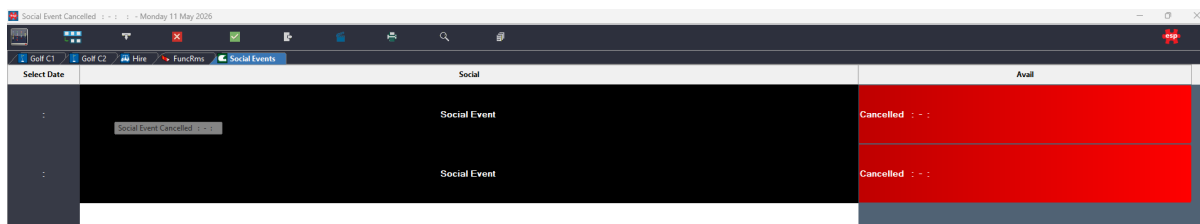
Select the **Class/Event** you wish to cancel.



Select – **Action**.

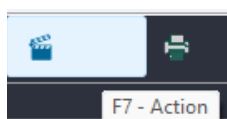


Select – **Cancel Event**.

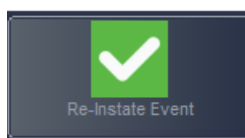


The Class/Event will turn black when cancelled.

To reinstate the **Class/Event**:



Select – **Action**.

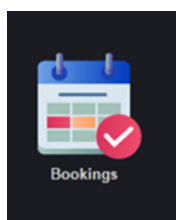


Select – **Re-Instate Event**.

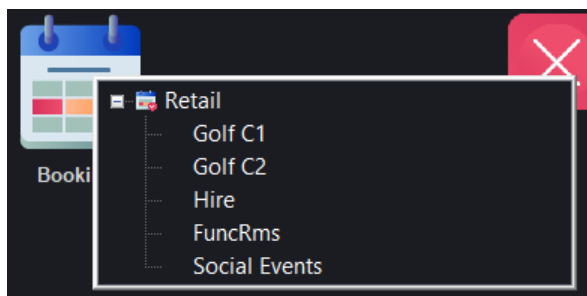
## 5. Deleting Events/Classes from the Calendar.

An event may be deleted which will completely remove it from the calendar; this is only possible when no bookings have been created for the event.

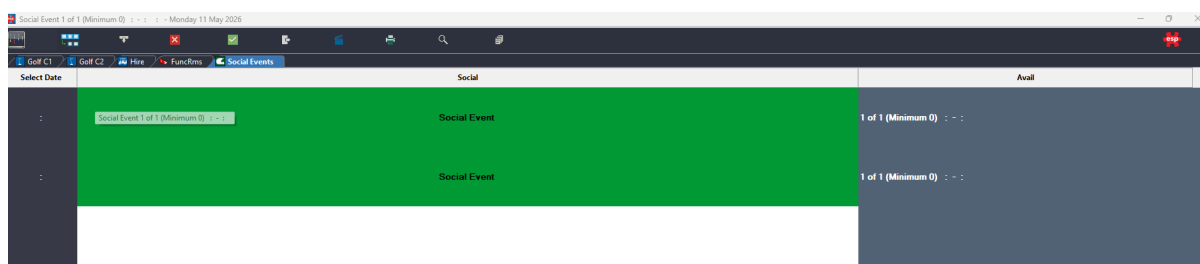
To delete an Event/Class from the calendar:



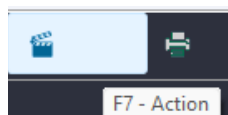
Select – **Bookings**.



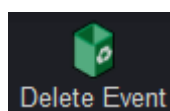
Select the appropriate Events booking page.



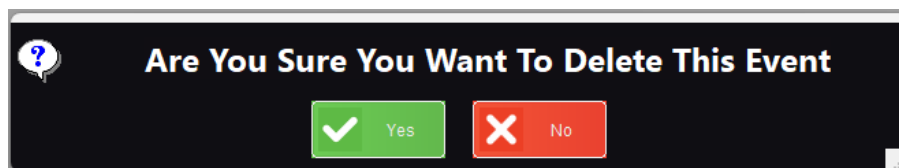
Select the **Class/Event** you wish to delete.



Select – **Action**.



Select – **Delete Event**.



Select – **Yes**.

The Class/Event will be removed from the Calendar.