



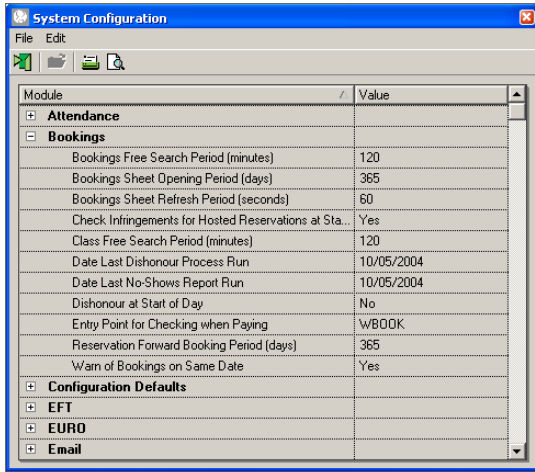
1 Classes – Pre Configuration

www.gladstonemrm.com



NOTES:

Pre Configuration for Classes



Your Site Configuration

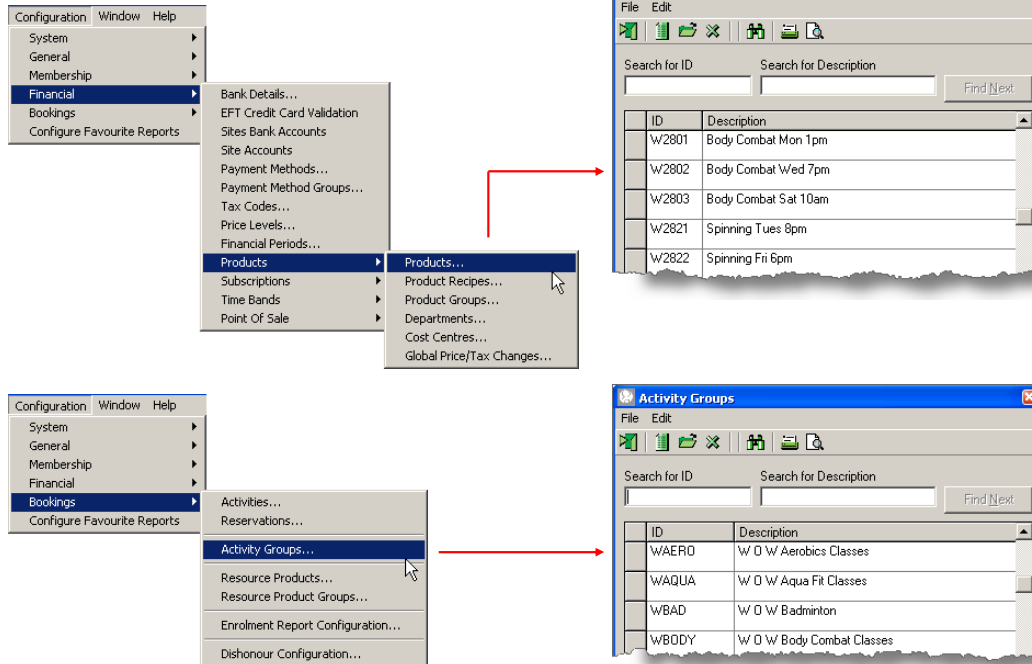
Booking Sheet Opening Period - This indicates how far in advance the booking sheets will be open in order to create the classes

Reservation Forward Booking Period - This changes at the same time as the above is changed

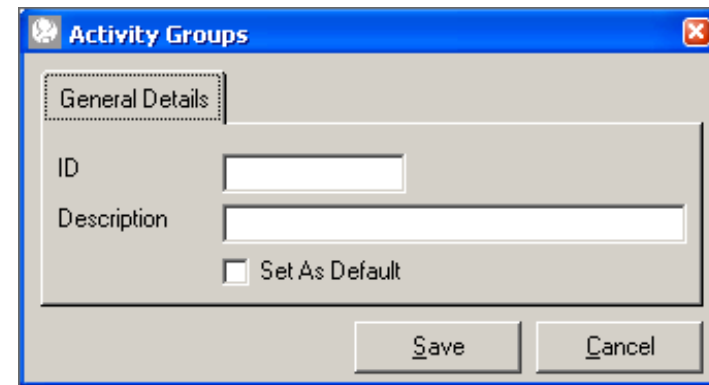
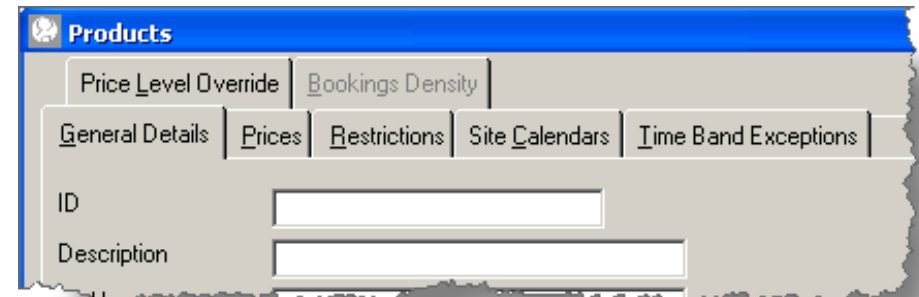
Class Free Search Period - This defines the default free search period when creating classes. It is also used by the Class Book & Pay option within POS. It takes precedence over the Free Search period of the individual class.

NOTES:

Pre Configuration for Classes



Your Site Configuration



Products - The pricing Product needs to be configured for the class with the relevant prices behind it

Activity Groups - The Activity Group will need to be configured. This will be used for reporting on the Course/Class Viability Report and Booking Reports, and can be used as a button on the till

NOTES:

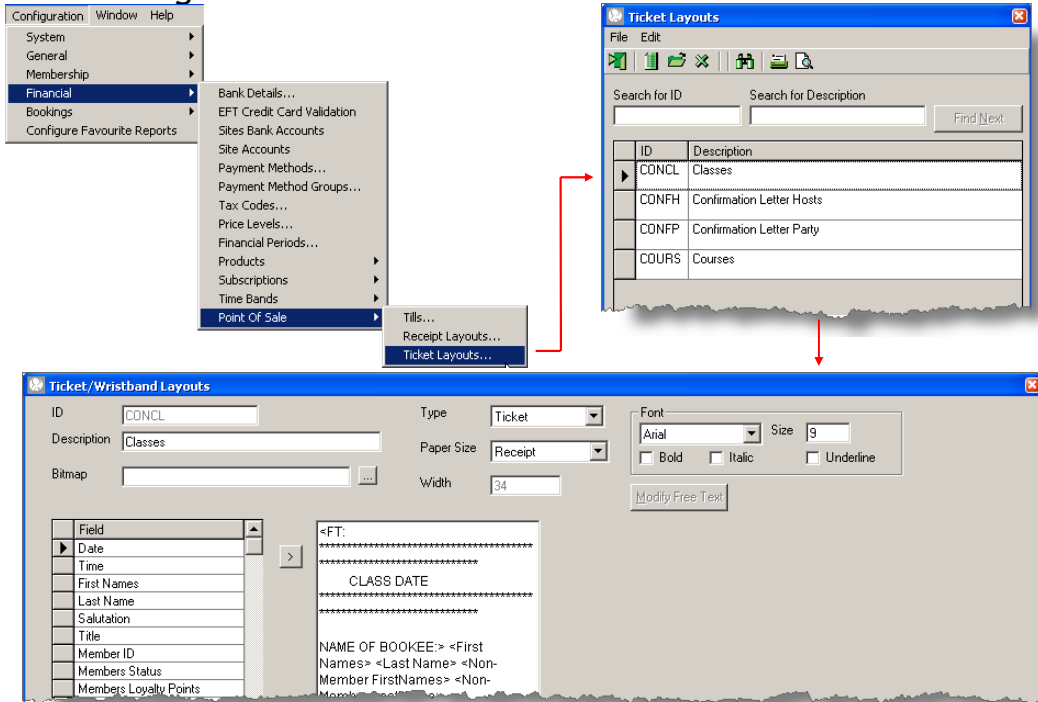
Pre Configuration for Classes

Your Site Configuration

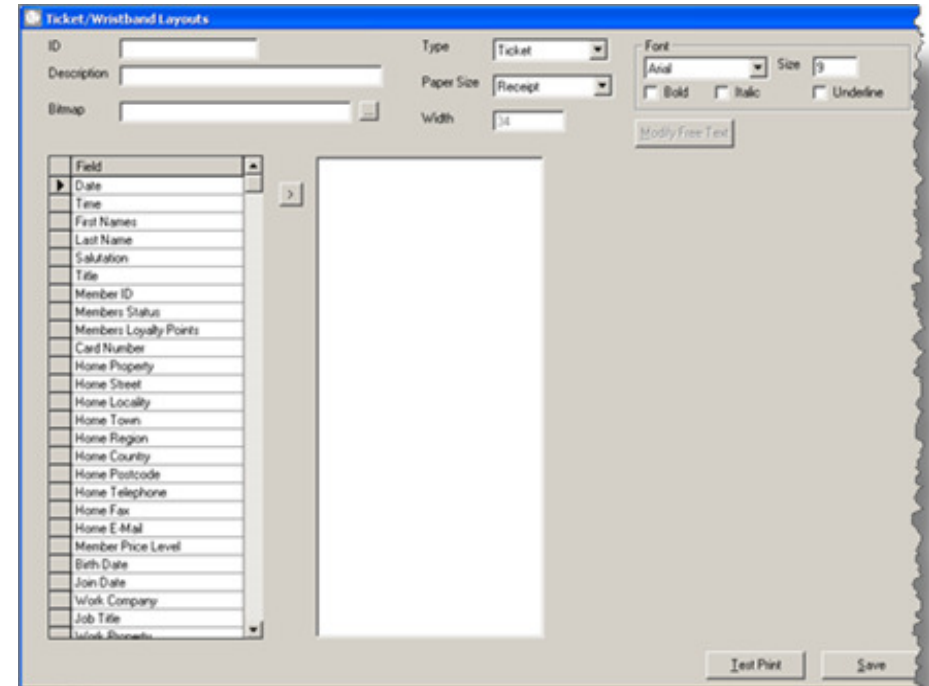
Dishonour Configuration - If there is a requirement to run Dishonour on classes Dishonour Rules will need to be configured. This will allow the site to report or report and charge for late cancellations and/or no shows for the Classes

NOTES:

Pre Configuration for Classes



Your Site Configuration



Ticket Layout -If there is a requirement to print tickets for classes tickets will need to be configured. They can be printed with details of the booking.

Tickets can be used as proof of payment when entering the Class

NOTES:
