



2 Courses – Configuration

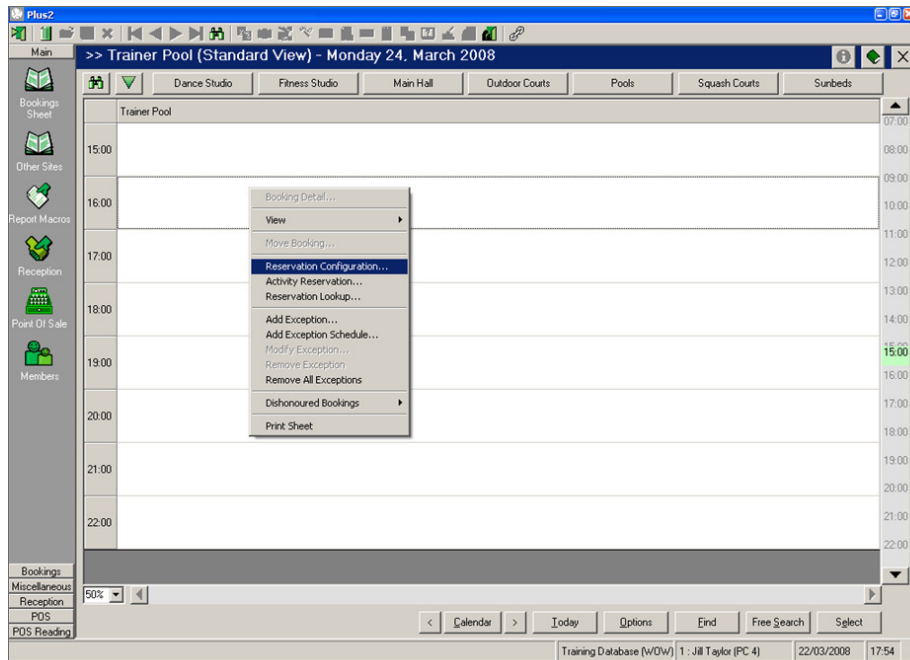
www.gladstonemrm.com



NOTES:

Configuration of Courses

Your Site Configuration



Configuration of a Course

- Step 1 Select the relevant Booking Sheet, Date and Time
- Step 2 Left click once on the appropriate slot on the Booking sheet, an outline box will appear
- Step 3 Right mouse click to show the drop down menu
- Step 4 Left click to choose Reservation Configuration, this will bring up the configuration screen

NOTES:

Configuration of Courses

Your Site Configuration

The screenshot shows a 'Reservation' configuration window with the following fields and values:

- ID: W1SLBEG16000308
- Description: Swim Beginner Mon 4pm
- 2nd Language Description: (empty)
- Activity Group: WSLBEG
- Calendar: (empty)
- Duration: 30 (Minutes)
- Start Frequency: (empty) (Minutes)
- Max. Bookees: 10
- Min. Bookees: 4
- Site: W/DW
- Free Search Period: 120 (Minutes)
- Swipe Check Period: 1 (Hours)
- Ticket: COURS
- Wristband: (empty)
- Party Bookings:
- Waiting List:

The screenshot shows a 'Reservation' configuration window with the following fields and values:

- ID: (empty)
- Description: (empty)
- 2nd Language Description: (empty)
- Activity Group: (empty)
- Calendar: (empty)
- Duration: 60 (Minutes)
- Start Frequency: (empty) (Minutes)
- Max. Bookees: 0
- Min. Bookees: 0
- Site: W/DW
- Free Search Period: 120 (Minutes)
- Swipe Check Period: 1 (Hours)
- Ticket: (empty)
- Wristband: (empty)
- Party Bookings:
- Waiting List:

General Details

- Step 1 The **ID** field will hold a unique ID coding. There exists a suggested ID coding format which can be used
- Step 2 The **Description** field holds the Course Description, Day and Time of the Course
- Step 3 An **Activity Group** is used to report on a group of courses and can be used as a Till Button
- Step 4 **Duration** holds the Duration of the Course in minutes
- Step 5 **Maximum Bookees** is the maximum number of customers that can be booked into the course
- Step 6 **Minimum Bookees** is the number of customers that would be needed in the course to make it viable to run. This only affects the Course/Class Viability Report
- Step 7 **Swipe Check Period** determines how far in advance a booking is marked as attended when a swipe is recorded for the member
- Step 8 **Tickets** can be printed with details of the booking.
- Step 9 **The Waiting List** allows people to be added to a waiting list if the reservation becomes full.

NOTES:

Configuration of Courses

Your Site Configuration

Dates

- Step 1 **Start Date** is the start date of the course
- Step 2 **End Date** is the end date of the course
- Step 3 **Frequency** is defaulted to Weekly
- Step 4 **Start Time** will be the start time of the course and can be changed if needed
- Step 5 **Additional Dates** are added if any dates need to be included additional to the regular dates
- Step 6 **Excluded dates** are added if there are any dates the course is not taking place. i.e. Bank Holidays
- Step 7 **Regular days** - If no days are selected, then weekly reservations will be applied regularly on the start day only. This tends to be left blank

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Configuration of Courses

Your Site Configuration

ID	Description	Quantity	Type
WZMP8	Trainer Pool	1	Resource Product
W0401	Beginner Jun Lessons	1	Product

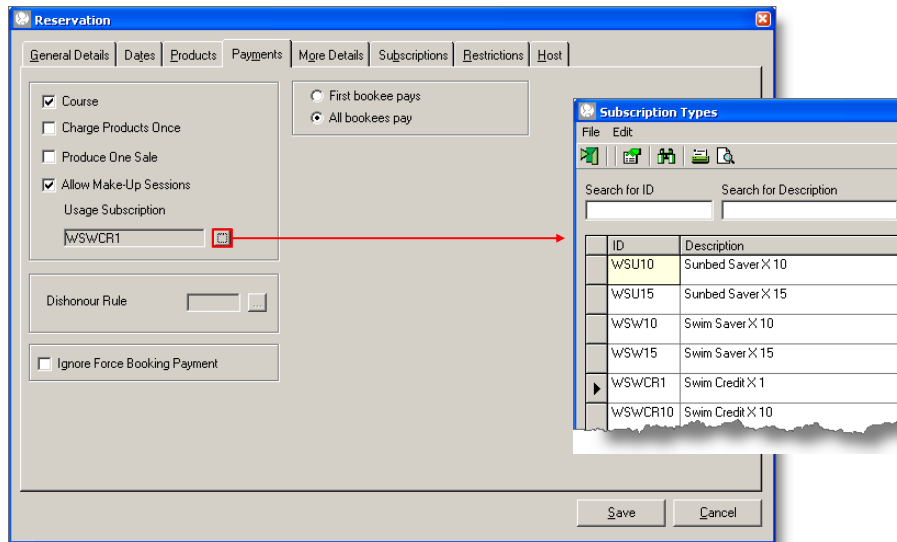
ID	Description	Quantity	Type
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Products

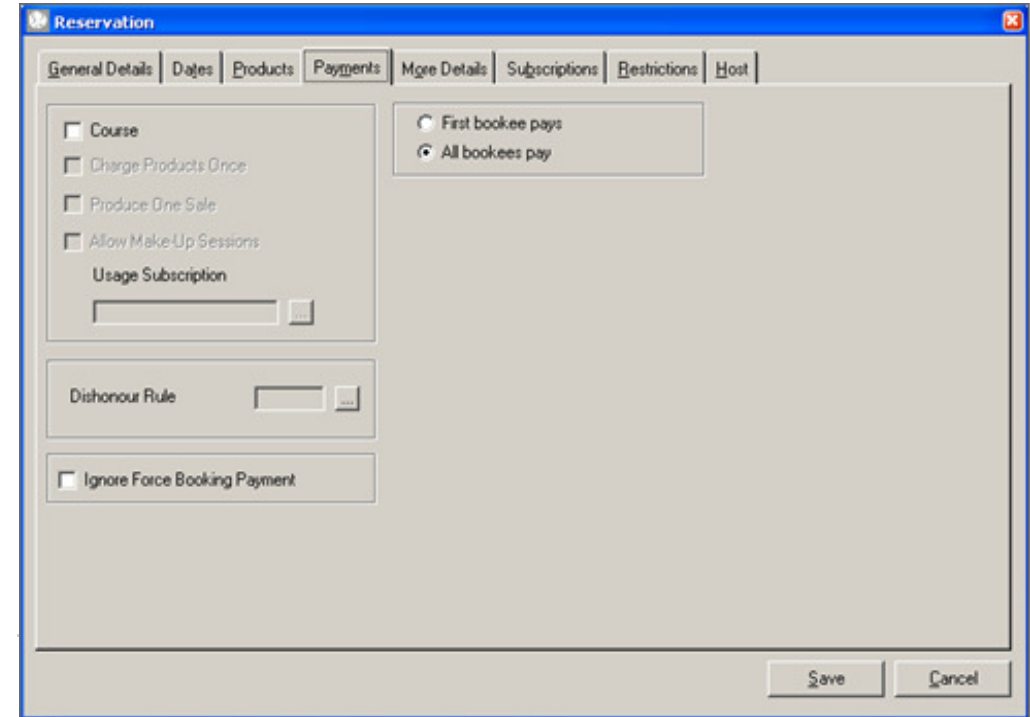
The products determine where the Course will take place and how much it will cost. Choose the Pricing Product and the Resource Product by clicking on 'Add Product' and double clicking on the relevant Product.

NOTES:

Configuration of Courses



Your Site Configuration



Payments

Course - means when a customer books into a reservation configured as a course, they will automatically be booked into all dates within the reservation.

Charge Products Once - Select this option if the products are to be charged only once. The price of the products should be set at the whole course price. This option, if **ticked**, cannot be used in conjunction with Allow Make Up Session. If the session price is used in the product a pro rata price is automatically calculated.

Produce One Sale - If the user wants to charge each session separately, but as one sale, due at the beginning of the course, they can select this check box. The product price will be set for a single session, and the price will be multiplied by the number of sessions booked.

Allow Make Up Session - This allows the customer to gain a 'Credit' Usage for a cancelled session on the Course. A **Usage Subscription** will need to be selected.

A **Dishonour Rule** can be applied, for reporting purposes, or to collect money for late cancellations and/or No Shows

A tick can be placed in **Ignore Force Booking Payment** if there is a requirement on this course to override the 'Force Payment When Booking' option on Price Levels.

All bookees pay normally stays as the default.

NOTES:

Configuration of Courses

Reservation

General Details | Dates | Products | Payments | **More Details** | Subscriptions | Restrictions | Host

Comments
 INSTRUCTOR: Kathy
 All equipment is provided.
 Children must be 5 years of age.
 Parents/Guardians are not allowed on the Poolside.

Colour
 Background Colour [...]
 Foreground Colour [...]

Ignore Bookings/Free Slots that start before the Free Search start time

Save Cancel

Your Site Configuration

Reservation

General Details | Dates | Products | Payments | **More Details** | Subscriptions | Restrictions | Host

Comments

Colour
 Background Colour [...]
 Foreground Colour [...]

Ignore Bookings/Free Slots that start before the Free Search start time

Save Cancel

More Details

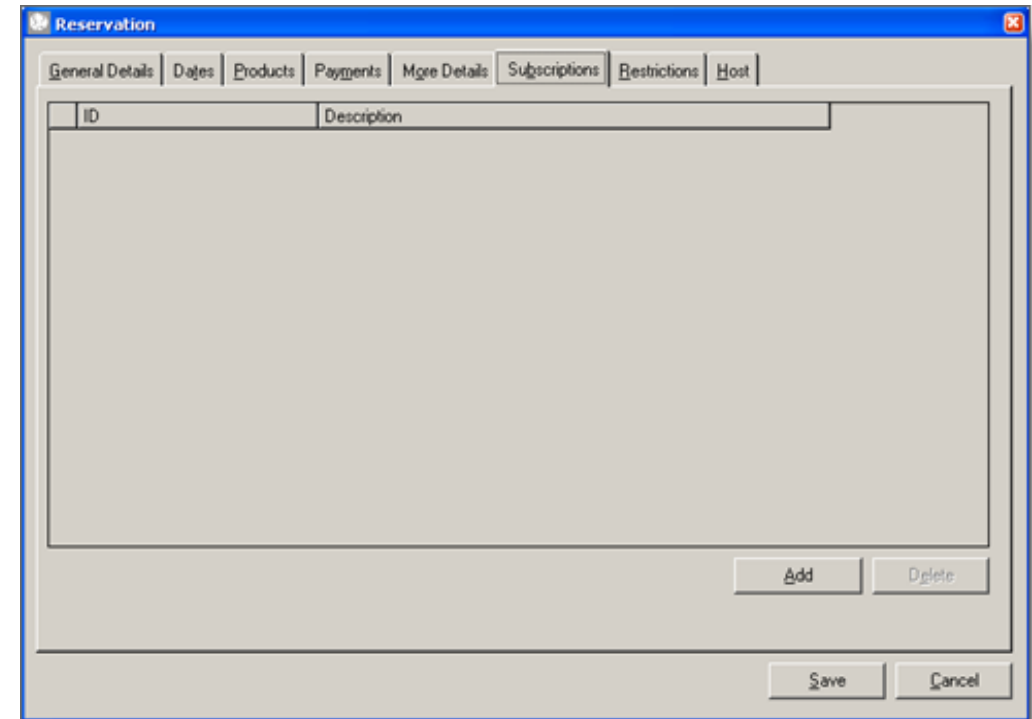
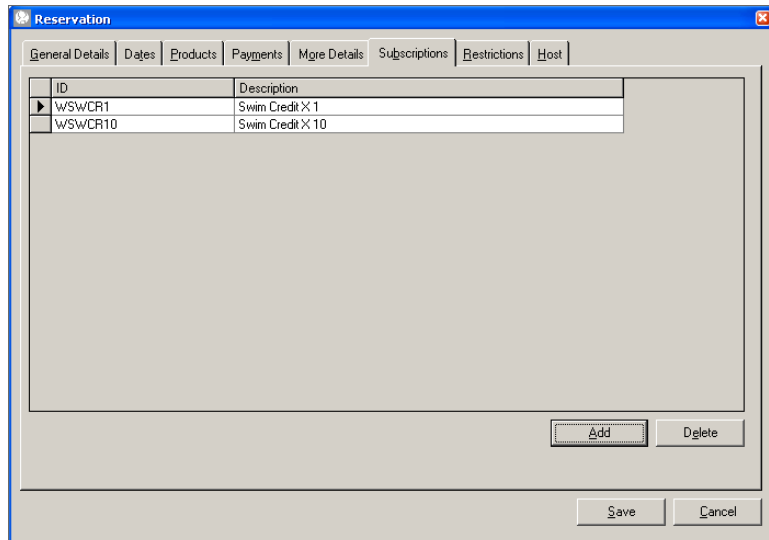
Comments can be added in the Comments box i.e. Instructors name and description and level of the course

A colour can be added which will show on the Booking Sheet

NOTES:

Configuration of Courses

Your Site Configuration



Subscriptions

Usage Subscriptions configured to be used in conjunction with Course can be added by clicking on the 'Add' button.

If using the Course Make Up Session in the Payments Tab the **same** subscription will need to be added in this screen. This allows the customer to use the 'Credit' Usage up when booking into the Course. The Event Log records when the usage is deducted.

NOTES:

Configuration of Courses

Your Site Configuration

Price Level	Advance Booking Period (Days)
Casual Adult	0
Casual Concession	0
Casual Junior	0
Clubs/ Organisations	0
Member Adult	0
Member Concession	0
Member Junior	0
Non Member Adult	0
Non Member Concession	0
Non Member Junior	0
Off Peak	0
Pre Paid	0
Schools	0
Staff	0
Standard Rate	0

Price Level	Advance Booking Period (Days)
Casual Adult	0
Casual Concession	0
Casual Junior	0
Clubs/ Organisations	0
Member Adult	0
Member Concession	0
Member Junior	0
Non Member Adult	0
Non Member Concession	0
Non Member Junior	0
Off Peak	0
Pre Paid	0
Schools	0
Staff	0
Standard Rate	0

Restrictions

Prevents customers making bookings too far in advance, based on their price level. Zero means there is no restriction, 1 means the customer can only book today. If the customer can book 7 days in advance the number input in Advance Booking Period would be 8. As a Course this tends to be left at 0.

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Configuration of Courses

Your Site Configuration

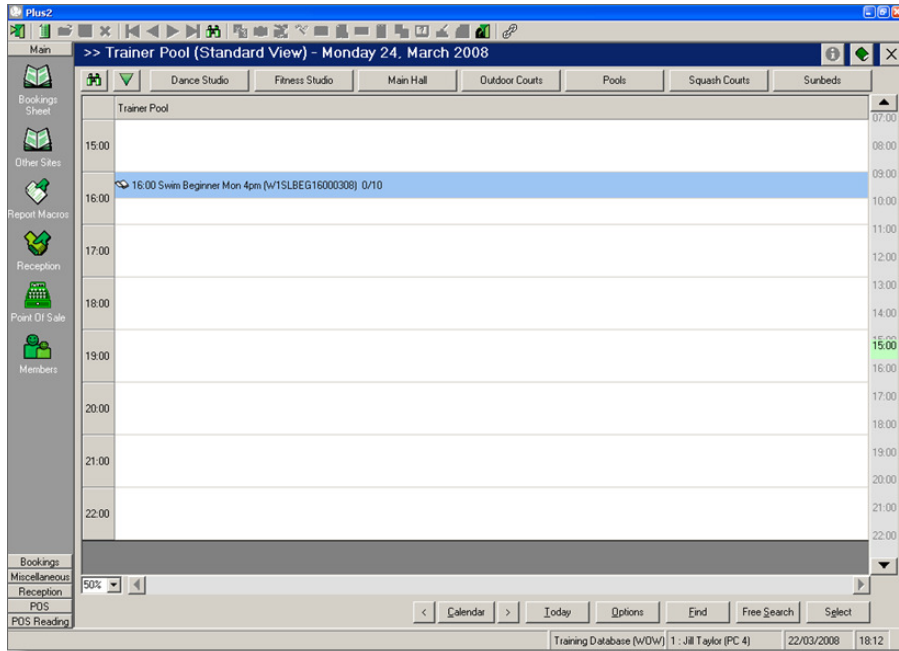
Host

This screen is not relevant to Courses.

Click 'Save'

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Configuration of Courses



Your Site Configuration

Once saved the Course will be created each week until the end date.

NOTE: Open book which signifies that there are spaces available.

NOTES:
