

NEW: How to create a Class Series --- Bootcamp!!!

10 week classes or programs... purchasing specific class type with a specific class schedule.

For example, if you are running a special TRX boot camp for 8 weeks, Mon. Wed at 6p and Fri at 7pm... this will work for you.

SPECIFICATIONS/LIMITATIONS

- MEMBERS PURCHASE THE CLASS SERIES
- THE MEMBER IS AUTOMATICALLY ADDED INTO ALL OF THE SCHEDULED CLASSES
- THE MEMBER CANNOT BE MOVED FROM ONE CLASS SERIES TO ANOTHER (YOU MAY CANCEL AND RE-PURCHASE ANOTHER CLASS SERIES AS NECESSARY)
- YOU MAY SWAP A CLASS DAY, TIME OR TRAINER.
- MEMBERS WILL BE PROCESSED IN SPECIFIC CLASSES, OR DELETED, BUT NOT ADDED.

Please ensure that the schedule matrix, the trainer, day and time are available for the schedule that is going to be created

SUGGESTION, FOR THE NEXT 3 STEPS CONSIDER USING A PREFIX/OBJECT NAMING MODEL IN EXAMPLE FOR CLARITY

1. Create the class class ID: TRX_class (see instructions for creating a class)
2. Create the service Service ID: TRX_srv (see instructions for creating a service)
Be sure to set the restriction to allow only this class for scheduling
3. Create the class servies, Program Title: TRX_MWF8a
 - a. Functions, Classes, Programs(Class Series)
 - b. Drop down to Add Program, Click Select
 - c. Enter Program Title, and Description
 - d. Choose Class type (created in step 1 above)
 - e. Enter capacity (total number of Class Series to be sold)
 - f. Enter Service type (created in step 2 above)
 - NOTE: Class and Service created in steps 1 and 2 above may be reused in future Class Servies/Programs
 - g. Choose category if appropriate
 - h. Adjust price and Processing fee as appropriate
 - i. Member Can Purchase (allows existing members to purchase online)
 - j. Click add Class Series, receive confirmation Successful Update, click Click Here to continue
4. Set Class Schedule
 - a. From Actions, click Manage Schedule
 - b. Choose Trainer, first class date, class time, length, and Session type, and if appropriate weeks repeated
 - NOTE: First week is assumed, weeks repeated are additional week. Ex. For a 10 week series, use 9 for weeks repeated
 - c. Repeat step 4a. for other meeting times to be assigned to this series. If a Sat and Sun class, where Sat class is at 10a, and Sud is at 11a, you'll repeat step 4a twice
 - d. Click Save Program Schedule
 - e. Click Return to Previous
5. Activate Class
 - a. From Actions, click Edit
 - b. Click Edit Program
 - c. Update status to Active
 - d. Click Save
6. Purchase Class/Program(Class Series)
 - a. Functions, Classes, Program (Class Series)
 - b. to Purchase Program
 - c. Enter Member's lastname, Search
 - d. From Actions, click Purchase
 - e. Click Show All
 - f. Click the appropriate Program (Class Series)
 - g. Adjust price and fee if appropriate
 - h. Click Purchase Now
7. Apply payment as usual
8. Review Schedule Matrix

