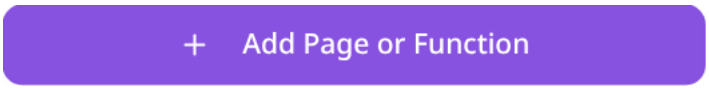
Set up and manage Class Bookings

1. Open Pages

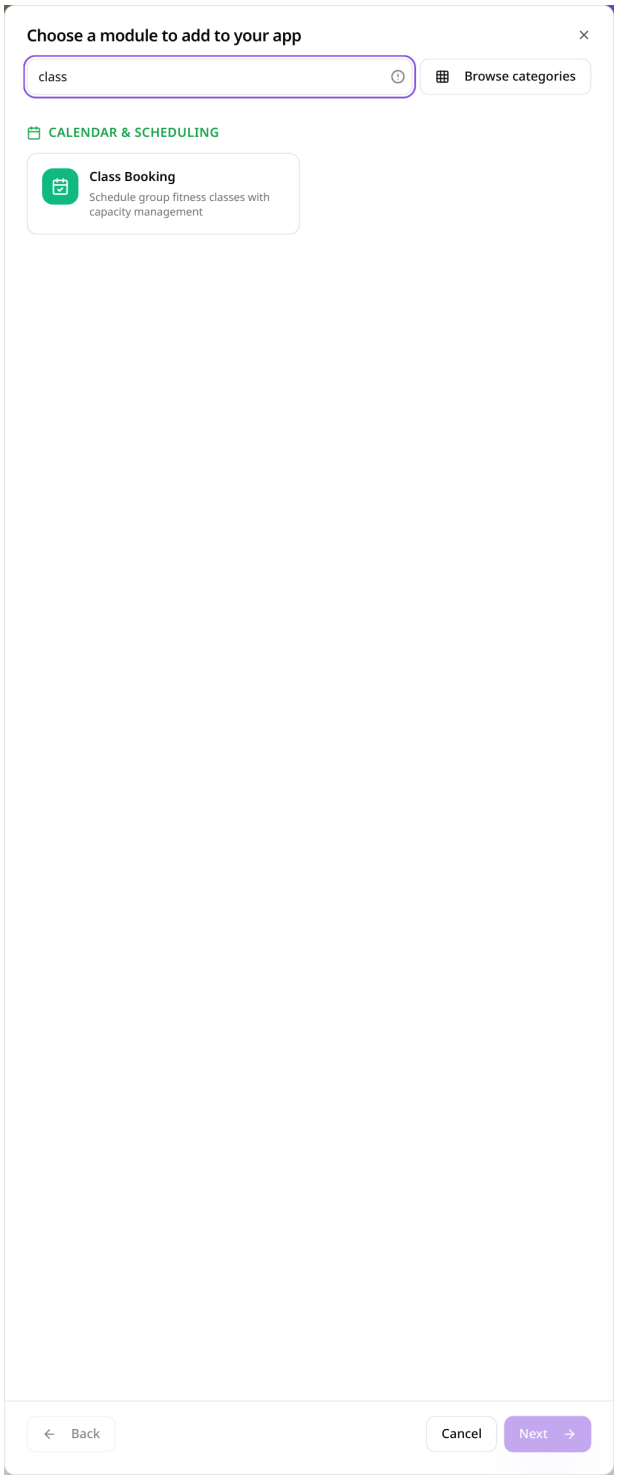
Open Pages in your app editor and select Add Page or Function.



Set up and manage Class Bookings

2. Choose Class Booking

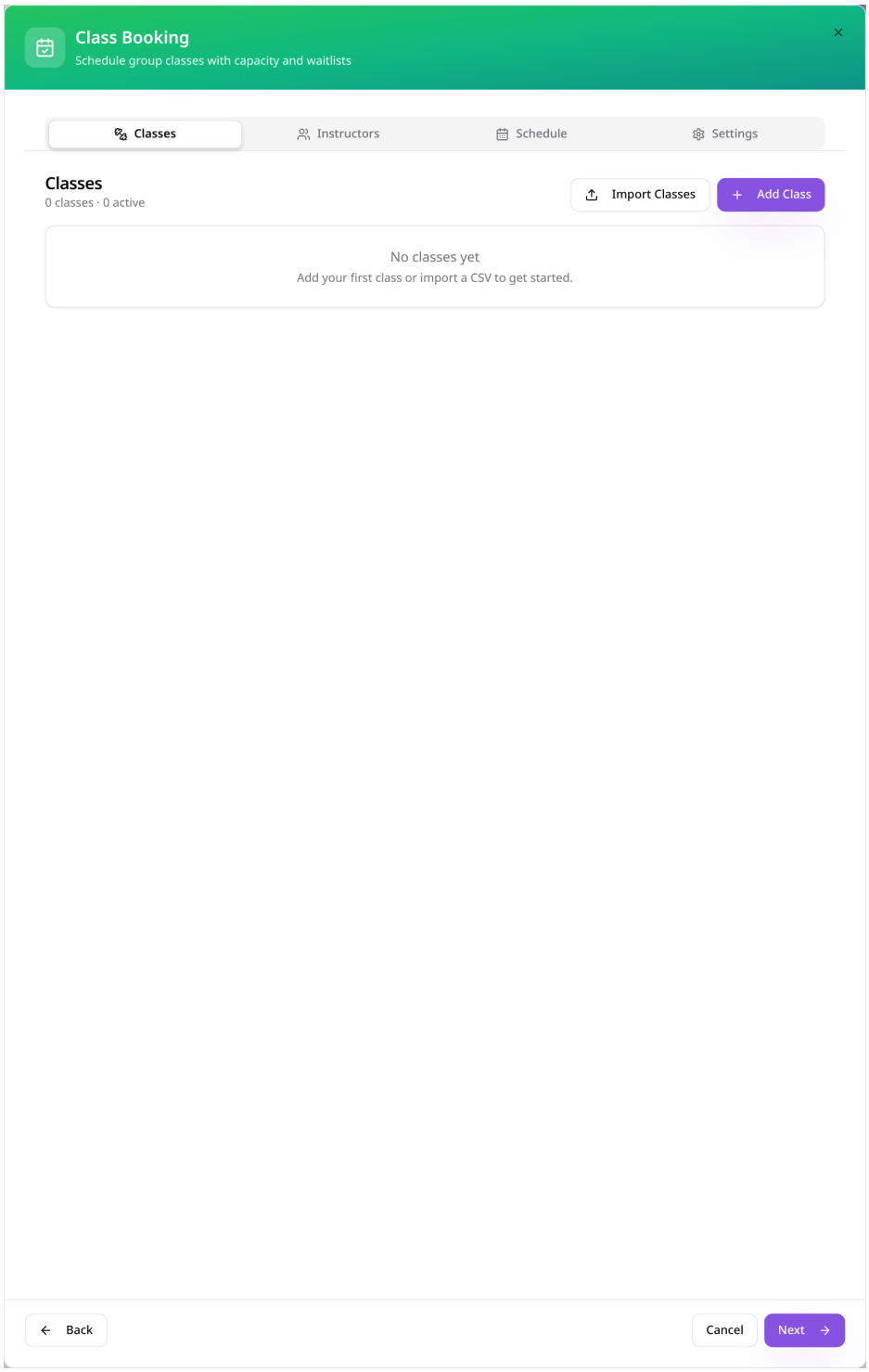
Search for class and select Class Booking.



Set up and manage Class Bookings

3. Choose import or manual entry

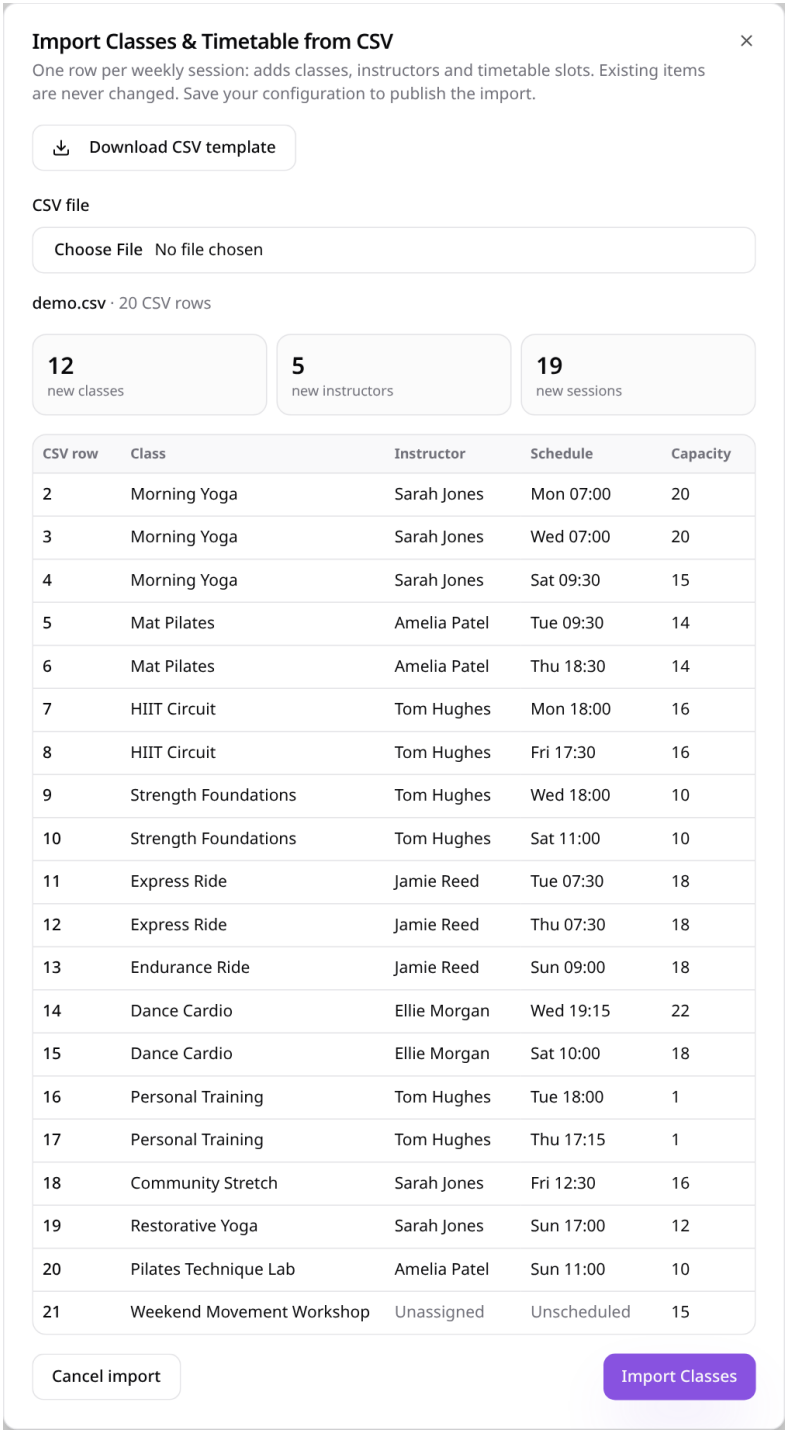
Start with Import Classes for a CSV, or Add Class for manual entry.



Set up and manage Class Bookings

4. Review the CSV

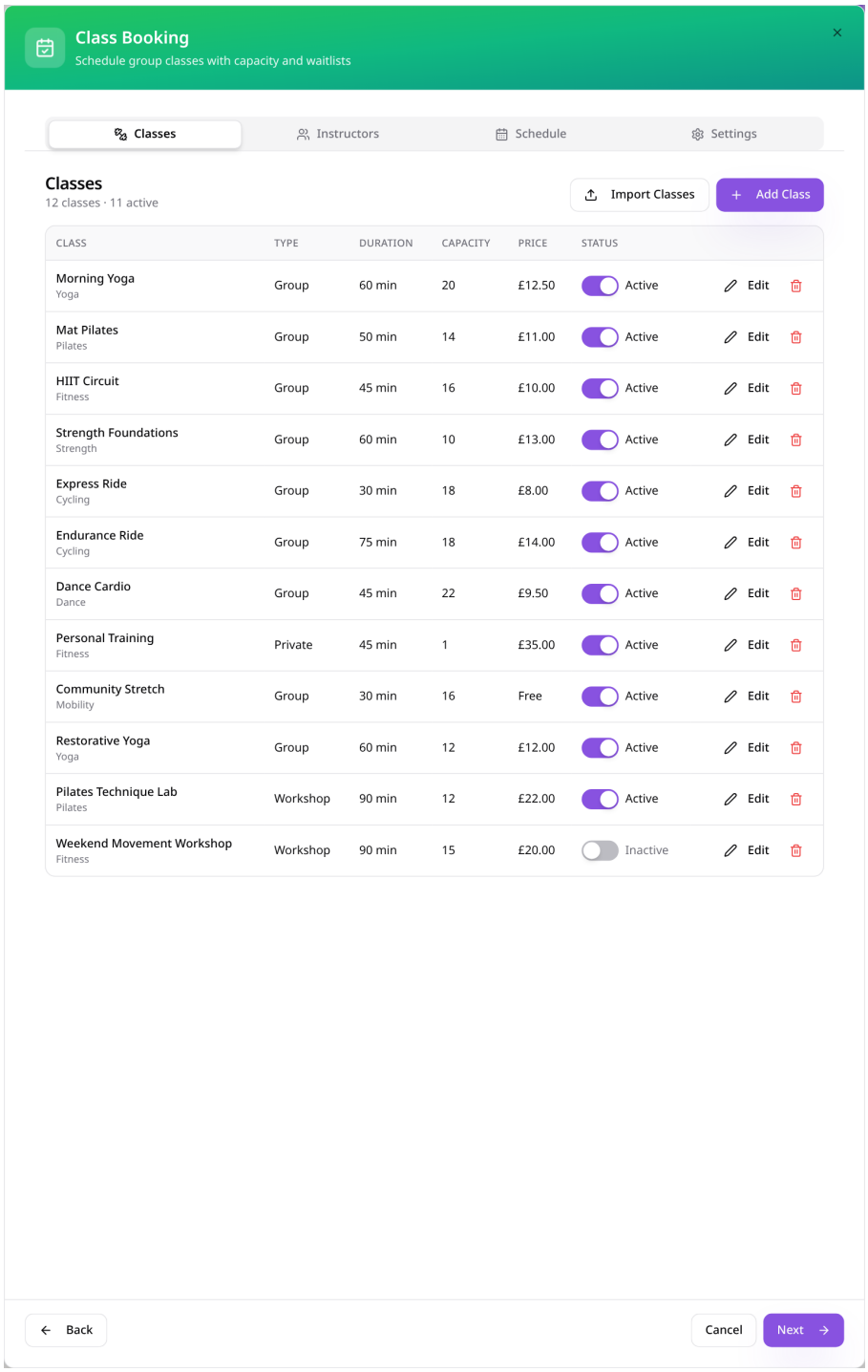
The supplied CSV adds 12 classes, 5 instructors and 19 weekly sessions; review each row before importing.



Set up and manage Class Bookings

5. Check the imported list

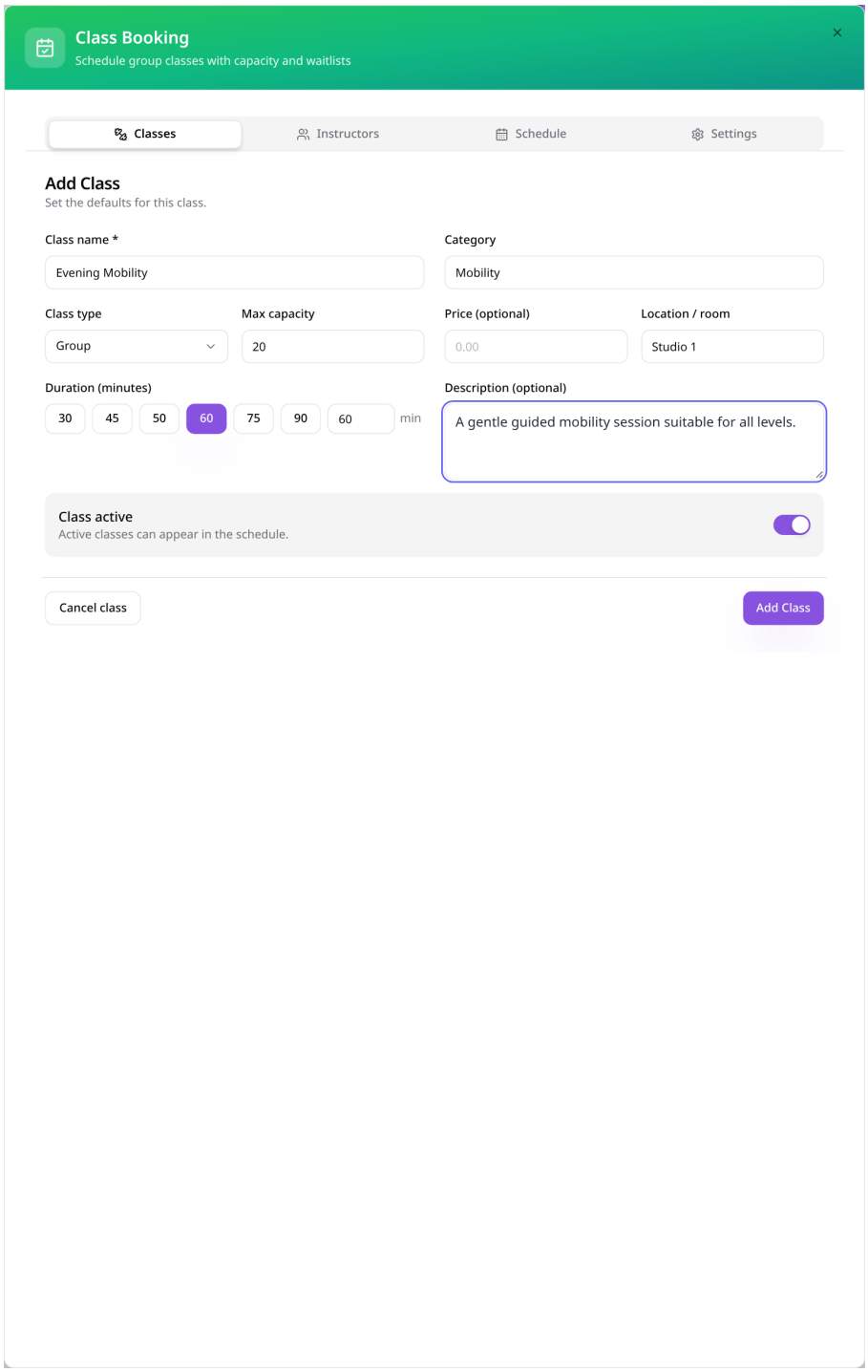
Imported classes remain a draft until the configuration is saved; the future workshop stays inactive.



Set up and manage Class Bookings

6. Add a class manually

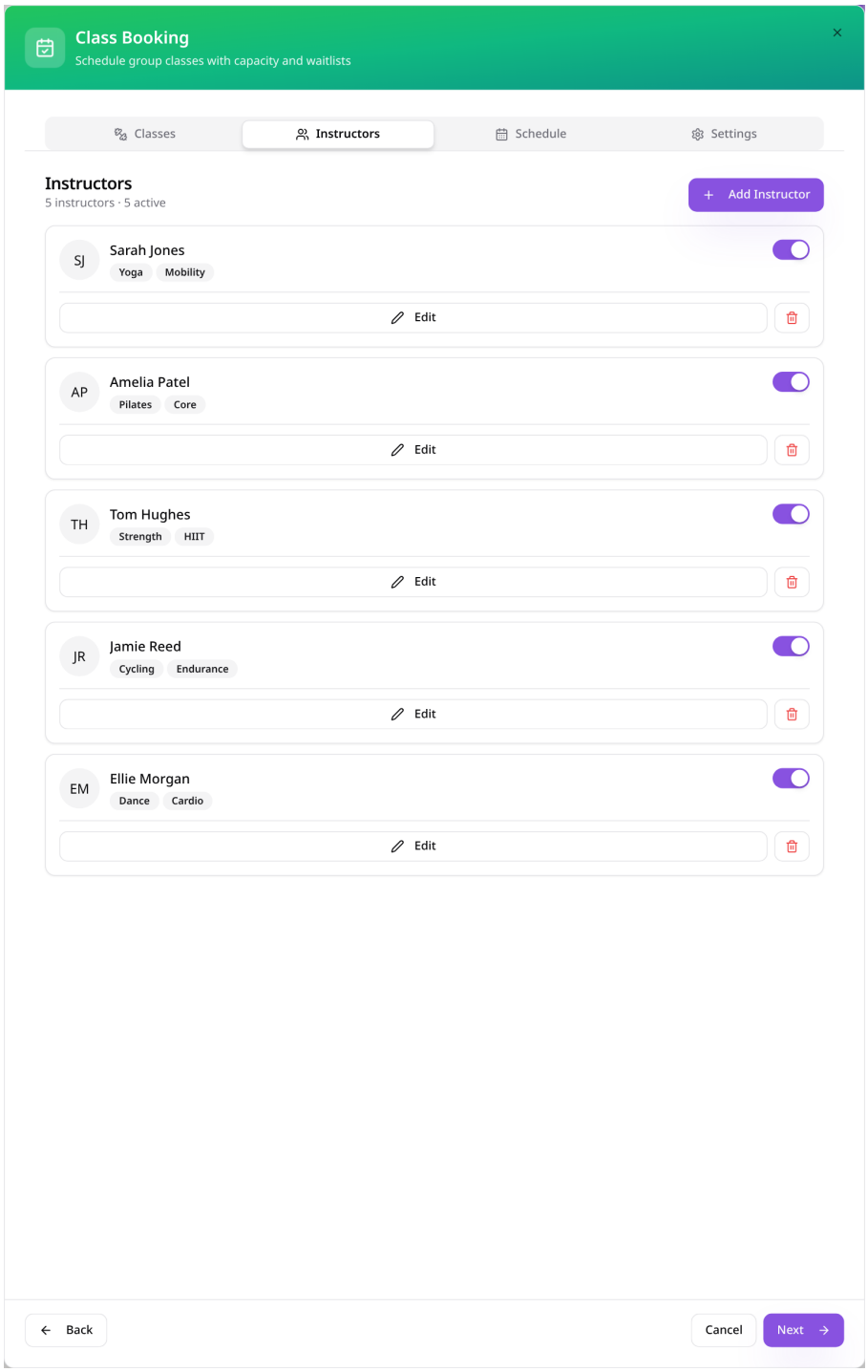
Enter the class name, category, duration, capacity, location and description, then select Add Class.



Set up and manage Class Bookings

7. Check instructors

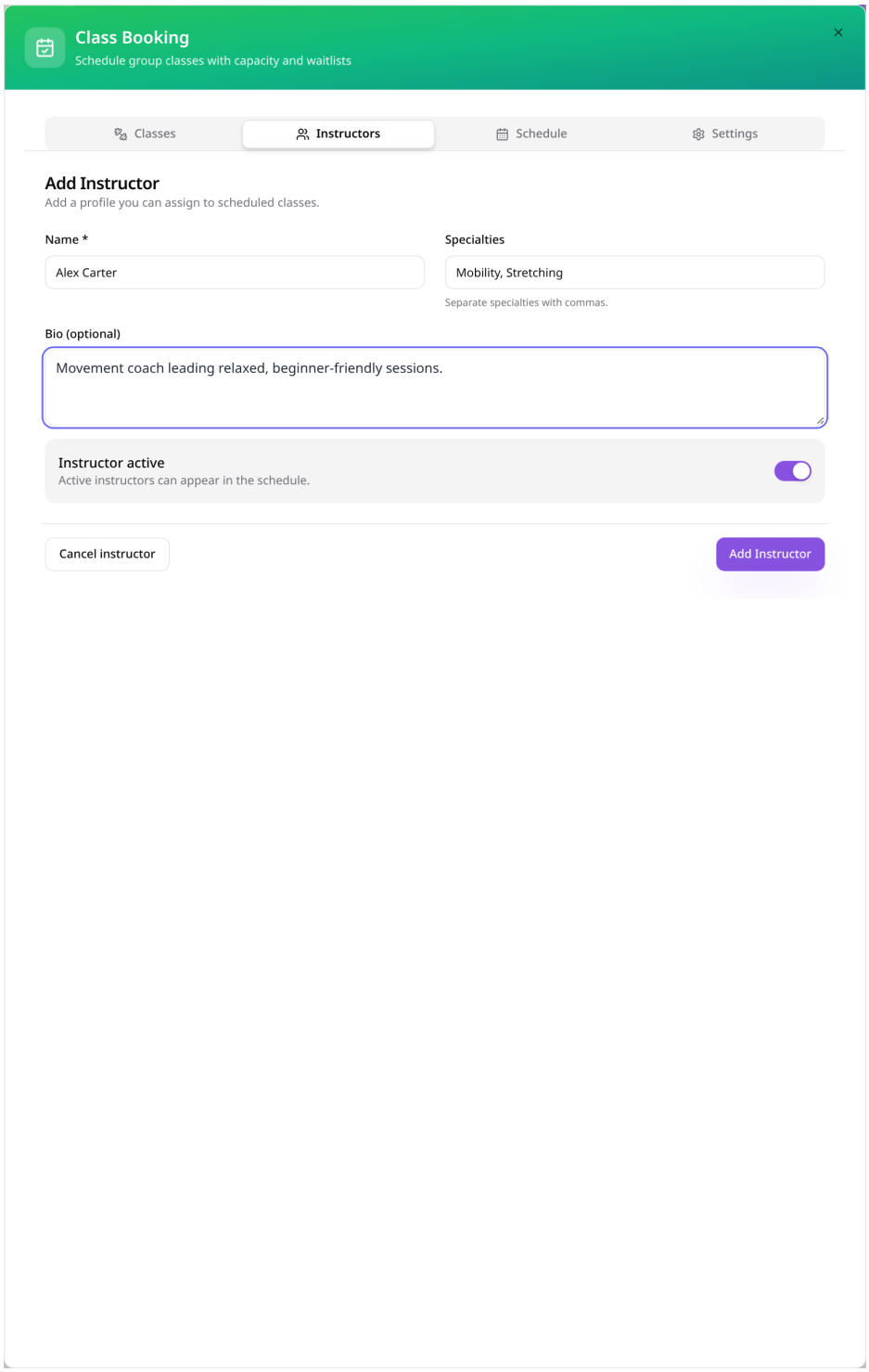
The CSV creates instructor profiles and reuses matching names for multiple weekly sessions.



Set up and manage Class Bookings

8. Add an instructor manually

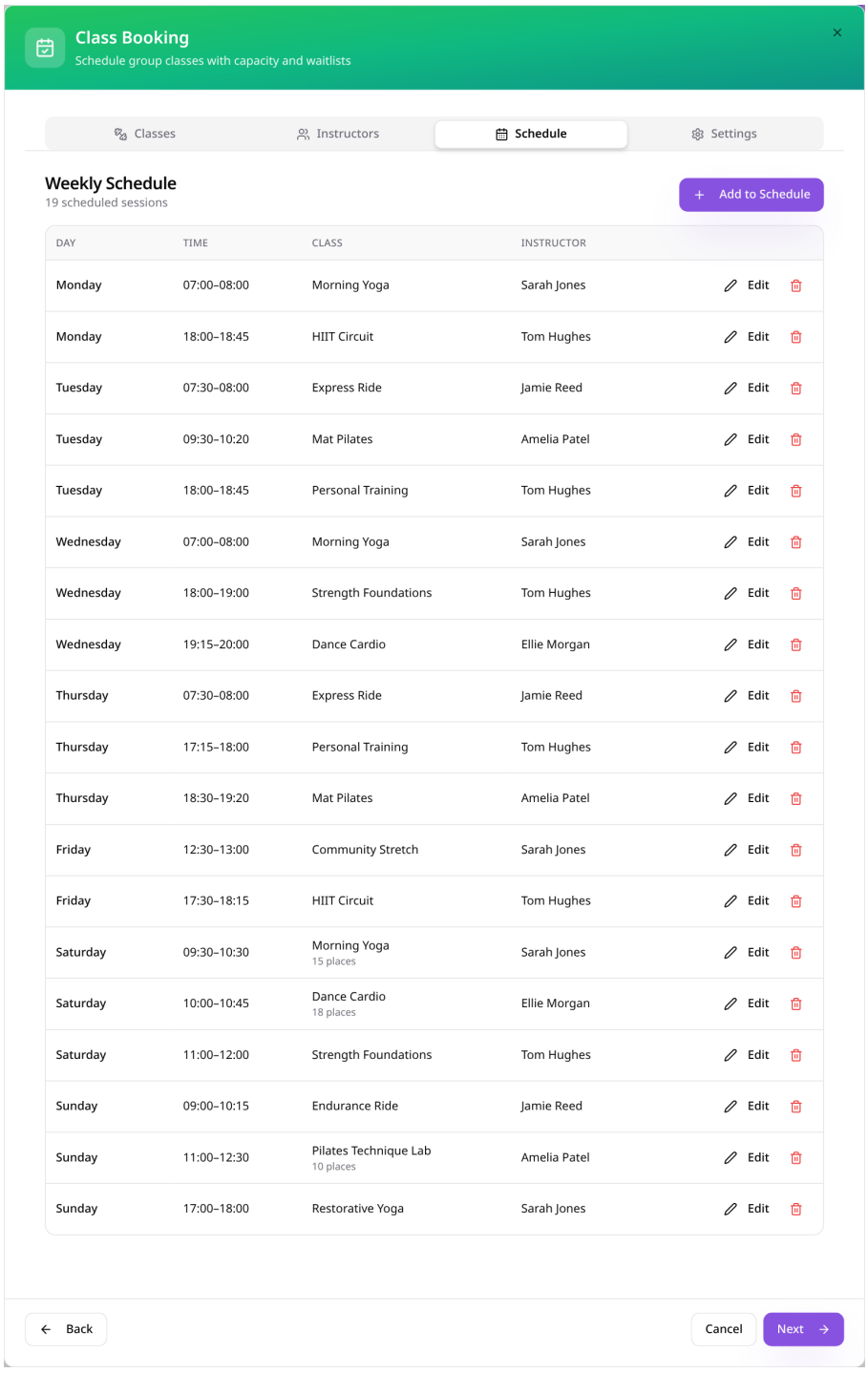
Enter a name, specialties and biography, then select Add Instructor.



Set up and manage Class Bookings

9. Review the weekly timetable

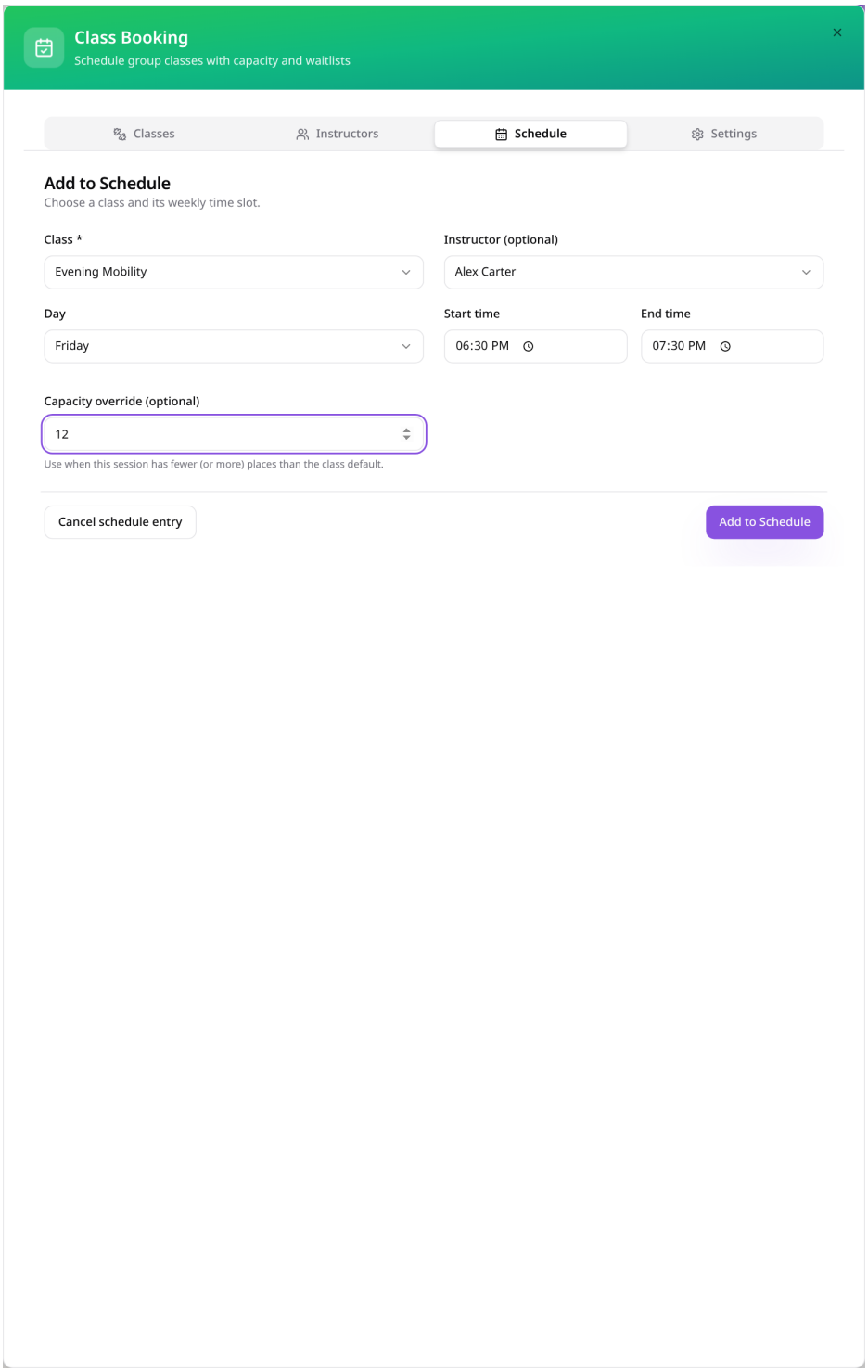
Check each class, day, time and assigned instructor; an override changes capacity for that weekly slot.



Set up and manage Class Bookings

10. Add a weekly session

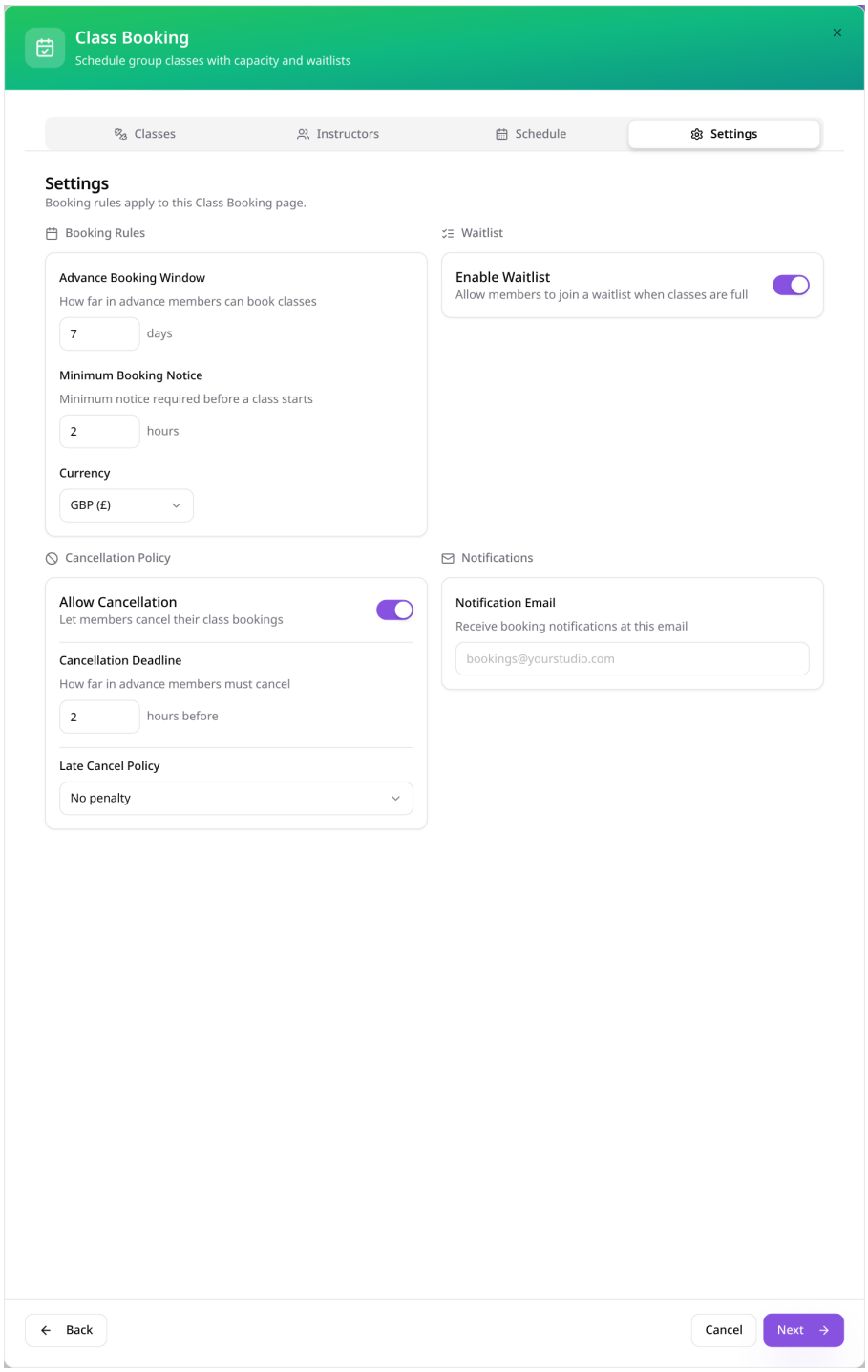
Choose the class, instructor, day and times; optionally override the default class capacity.



Set up and manage Class Bookings

11. Review booking rules

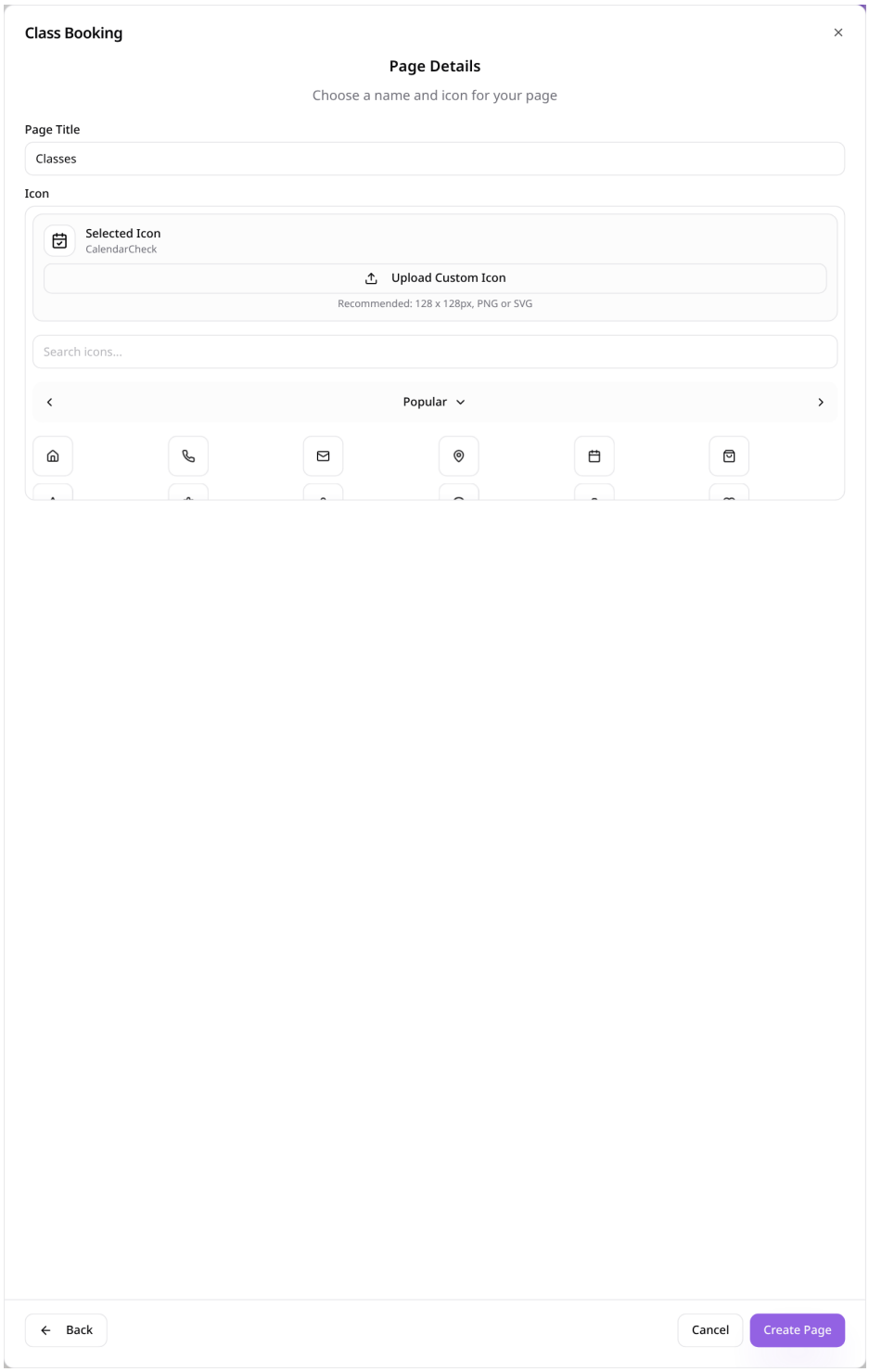
Set the advance window, minimum notice, waitlist and cancellation policy; save all four tabs together when finishing setup.



Set up and manage Class Bookings

12. Name the page

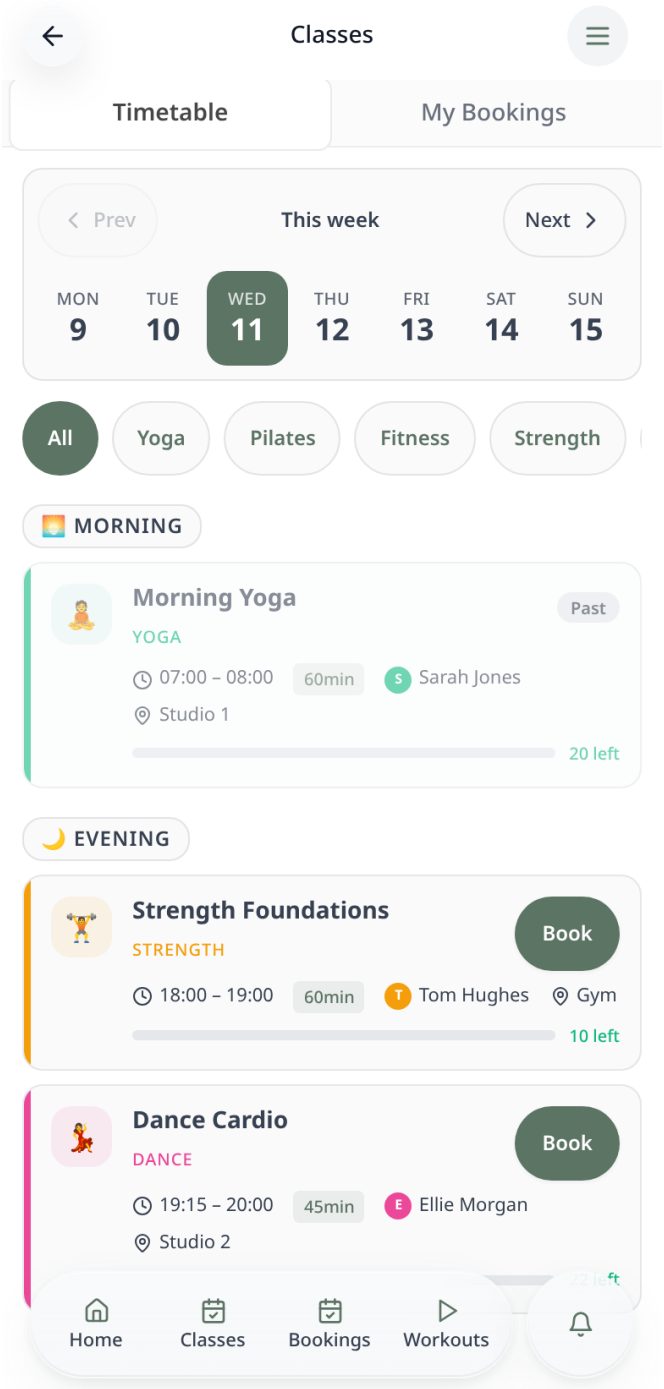
Choose a short page name and icon before creating the page.



Set up and manage Class Bookings

13. Browse the saved timetable

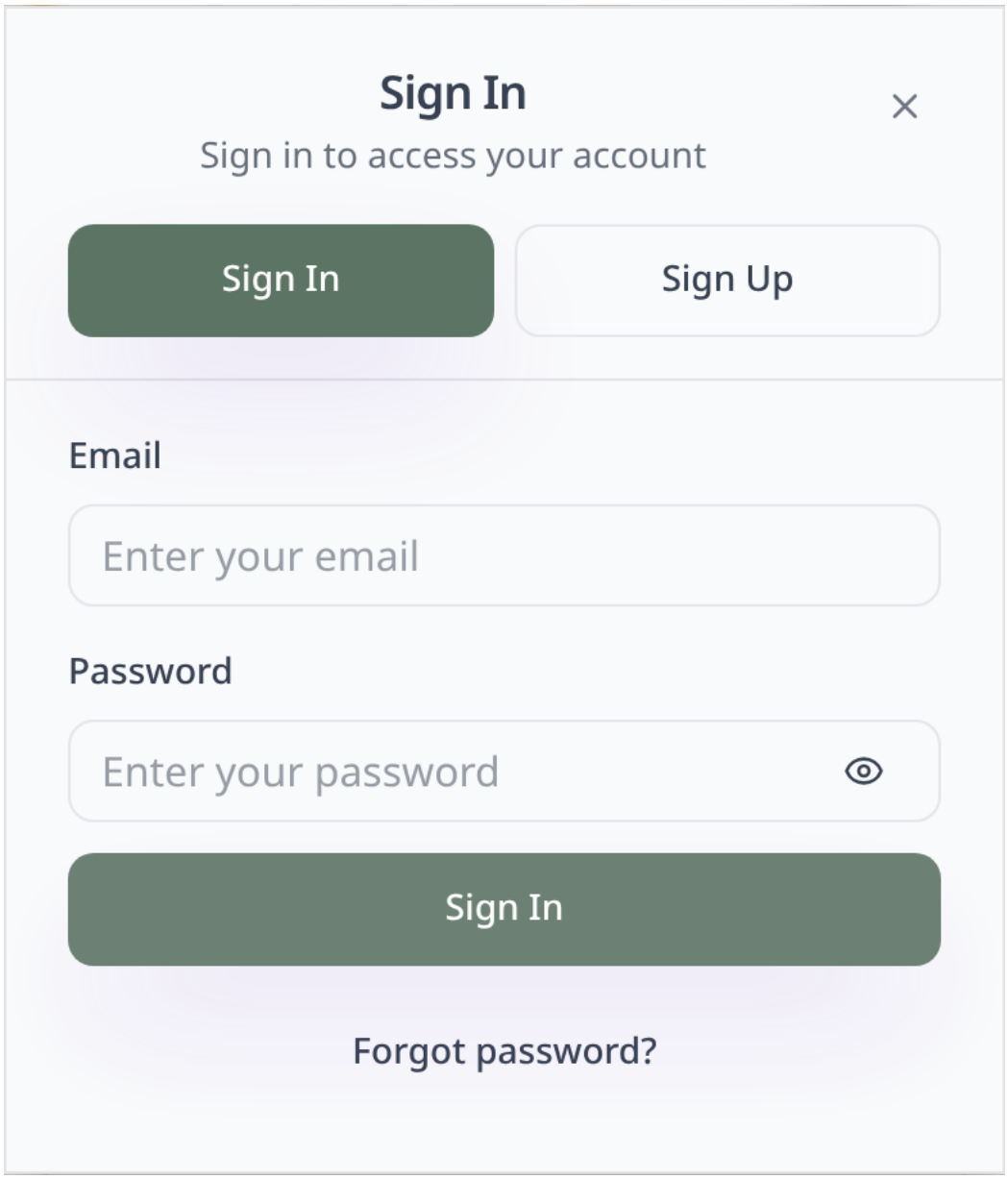
Members choose a day and category to see available places; past classes cannot be booked.



Set up and manage Class Bookings

14. Sign in before booking

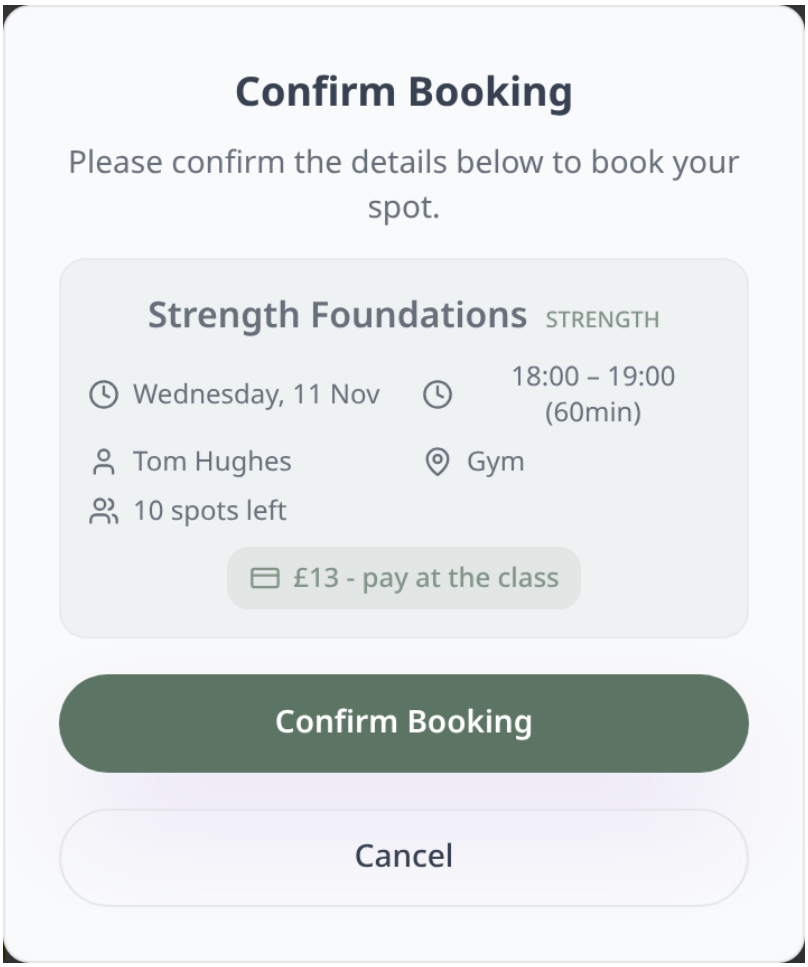
Members must sign in or create an account before confirming a place.



Set up and manage Class Bookings

15. Confirm a member booking

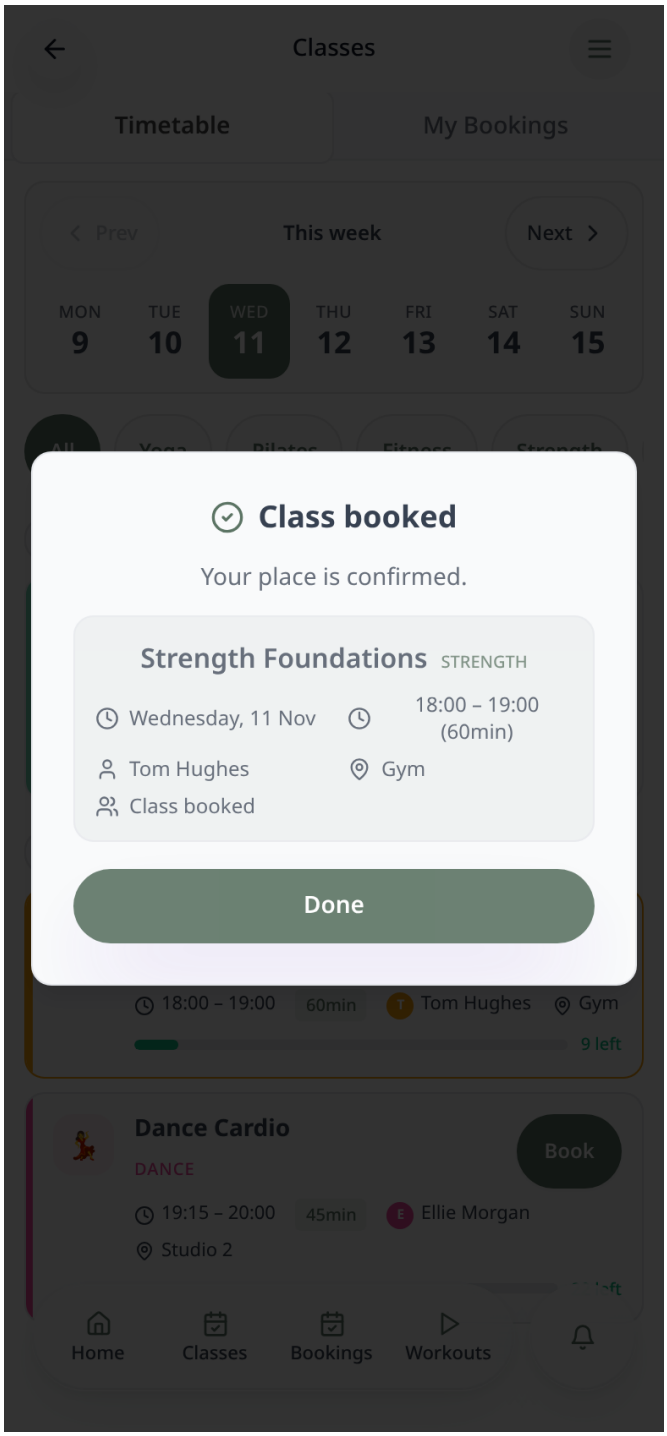
Choose Book, check the date, time, instructor and payment shown, then select Confirm Booking.



Set up and manage Class Bookings

16. Read the booking confirmation

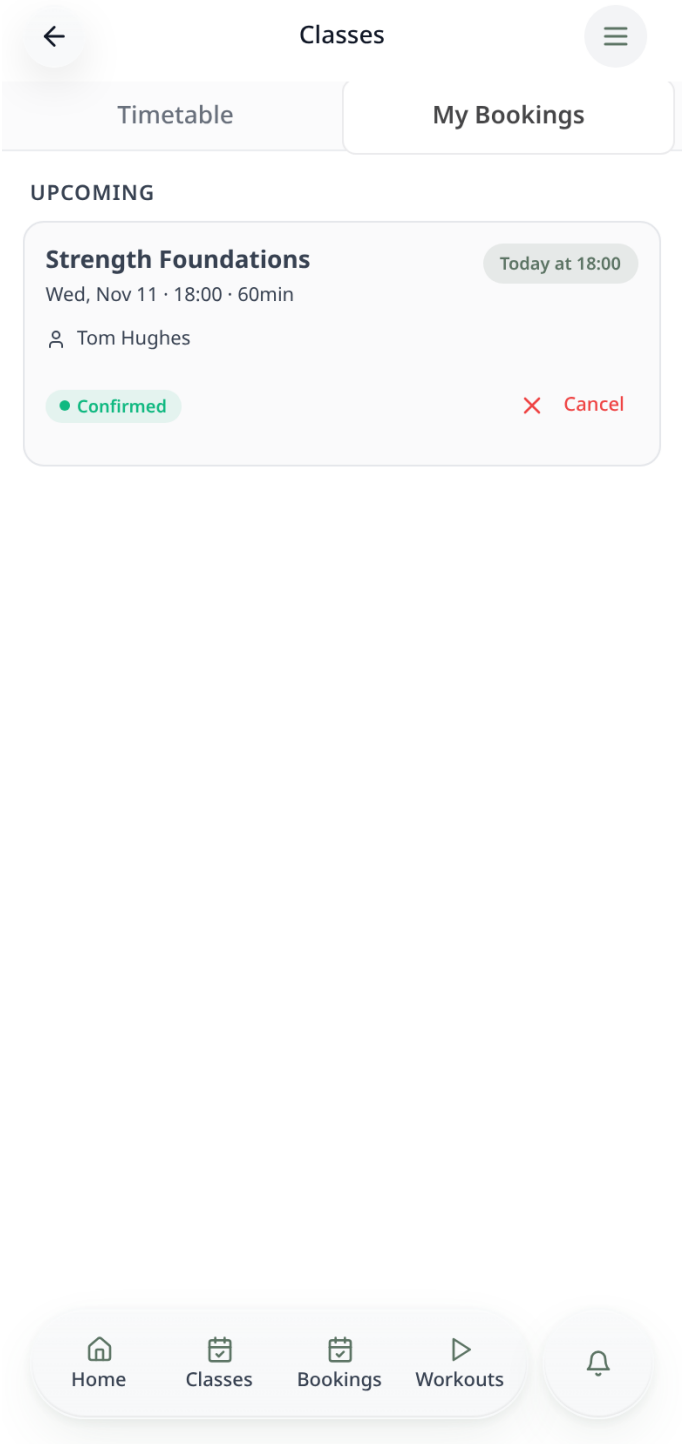
The success stays inside the confirmation pop-up until Done; a successful booking is also saved in My Bookings.



Set up and manage Class Bookings

17. Find your booked classes

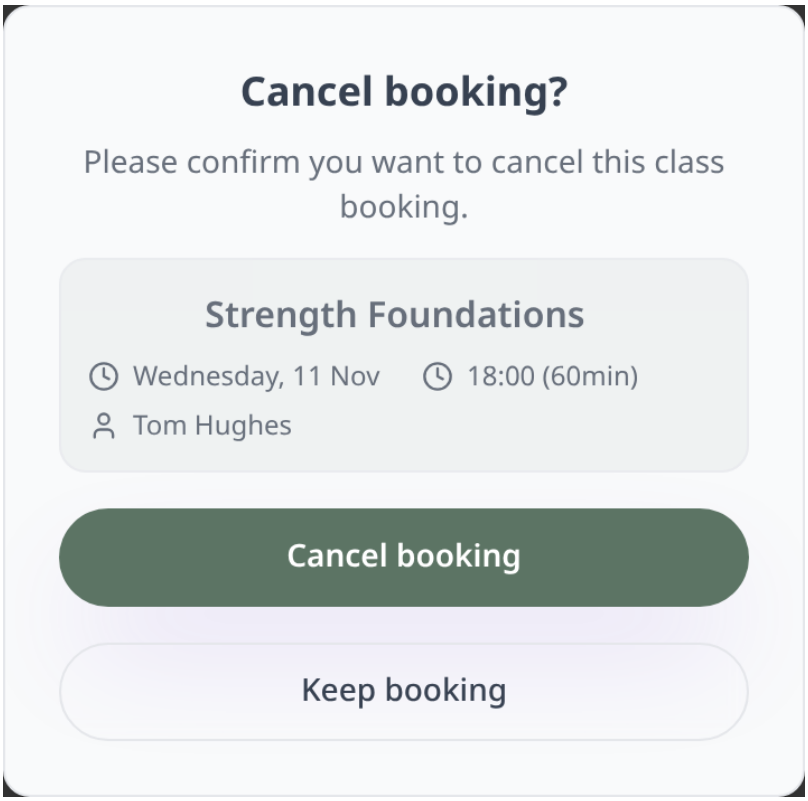
Open My Bookings to view upcoming classes, times, instructors and booking status.



Set up and manage Class Bookings

18. Cancel your own booking

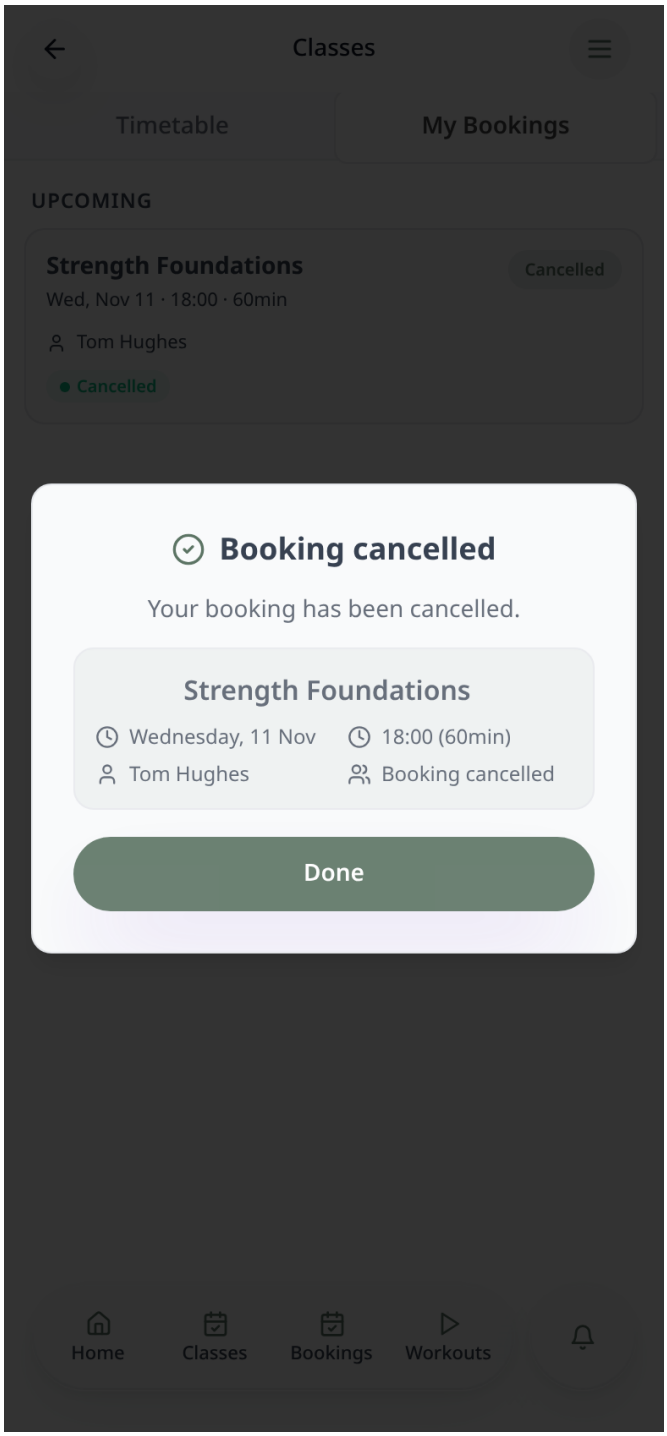
Select Cancel beside the booking, read any cancellation notice and confirm Cancel booking; Keep booking leaves it unchanged.



Set up and manage Class Bookings

19. Check cancellation succeeded

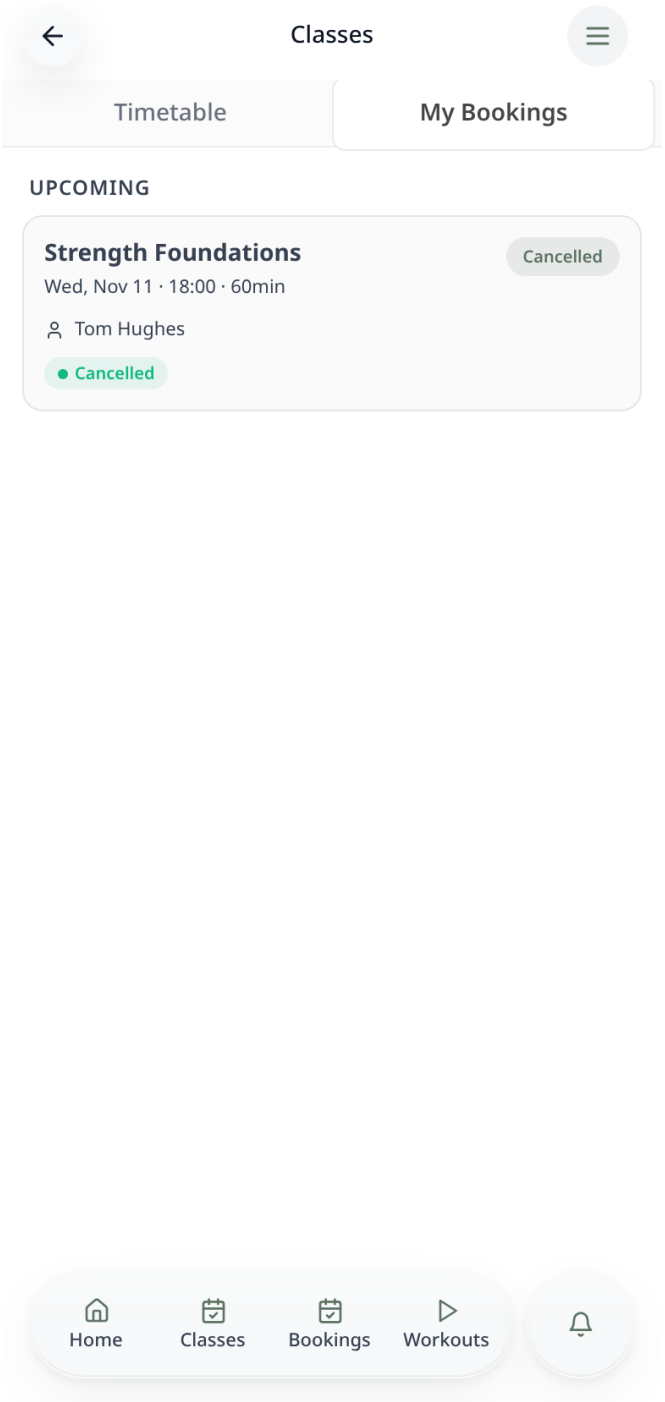
The pop-up confirms cancellation and shows any credit or fee outcome; select Done to return to your bookings.



Set up and manage Class Bookings

20. Review the cancelled status

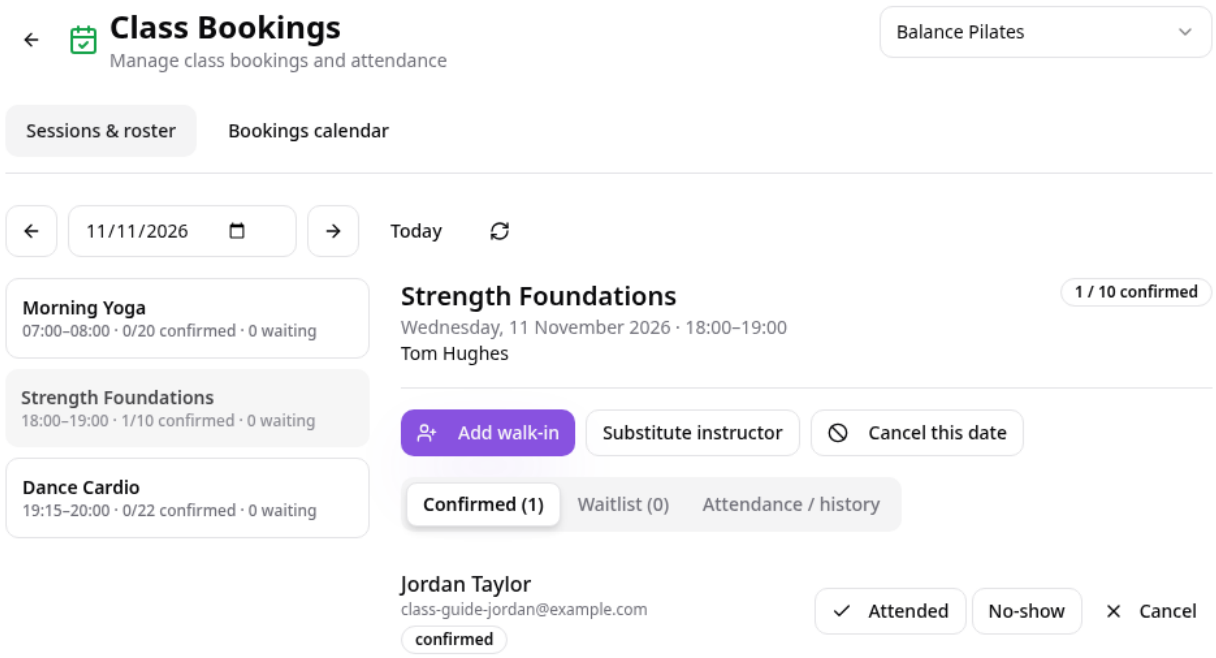
The cancelled booking remains visible with its status; routine booking and individual-cancellation emails are not currently sent.



Set up and manage Class Bookings

21. Open the staff session roster

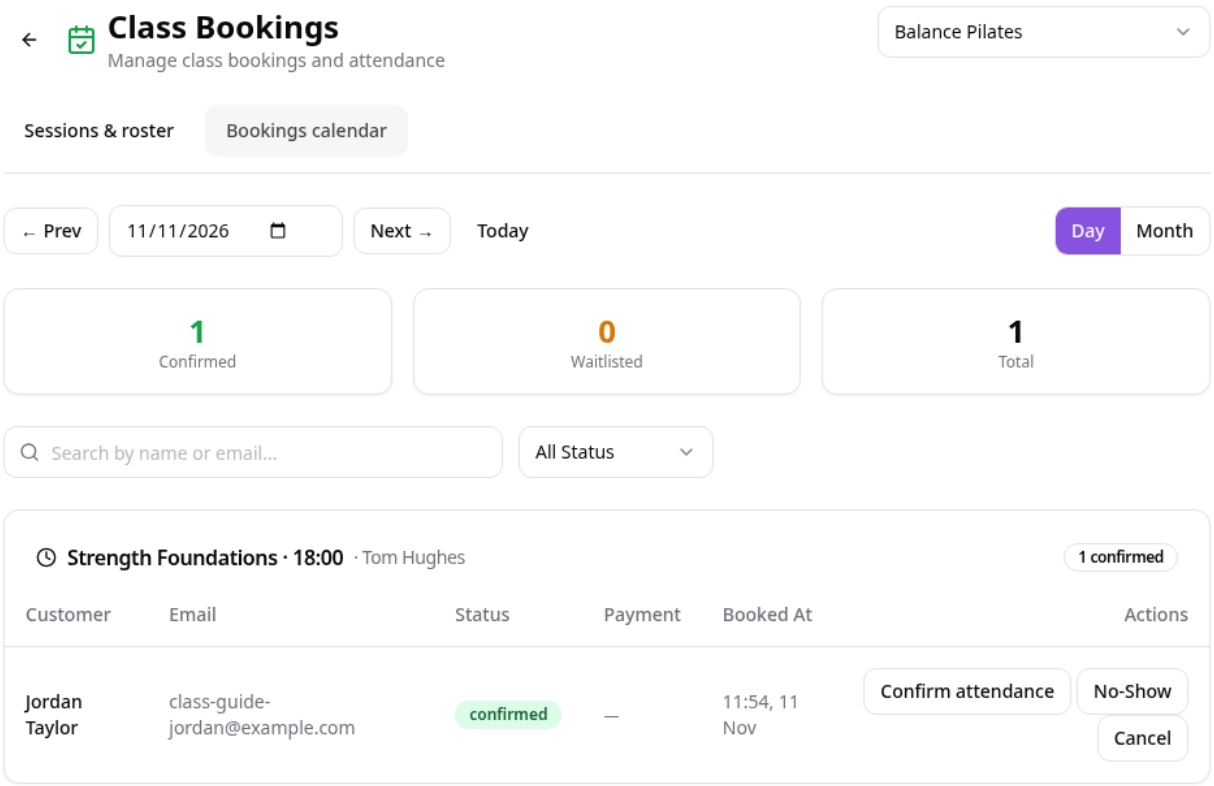
In Data Manager choose Class Bookings, select your app, then select the session date and class to view confirmed members.



Set up and manage Class Bookings

22. View all bookings for a day

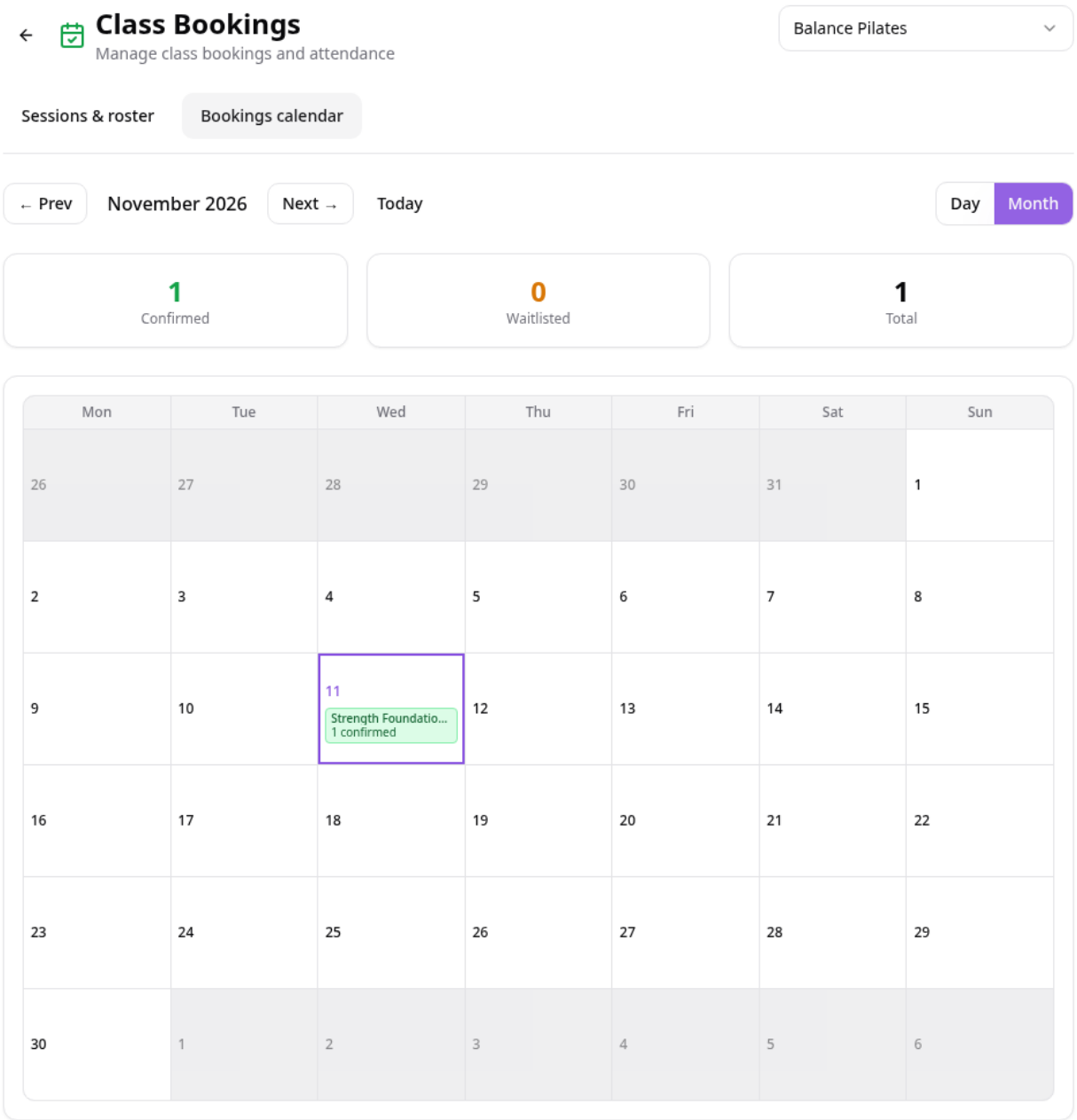
Choose Bookings calendar and Day; use the date, search and status controls to find bookings and review payment status.



Set up and manage Class Bookings

23. Browse the month calendar

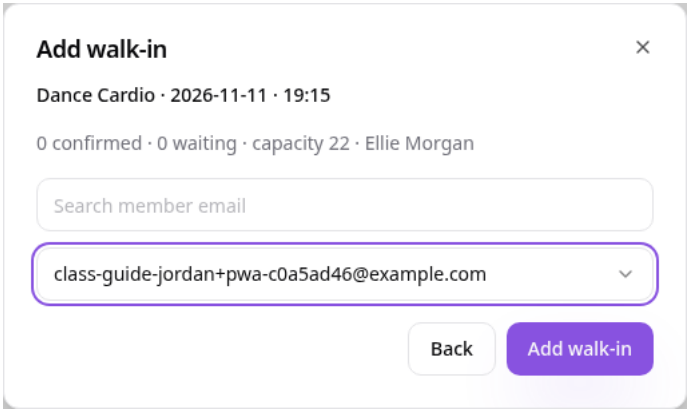
Choose Month to see booked classes across the calendar and switch back to Day for individual booking details.



Set up and manage Class Bookings

24. Add a walk-in member

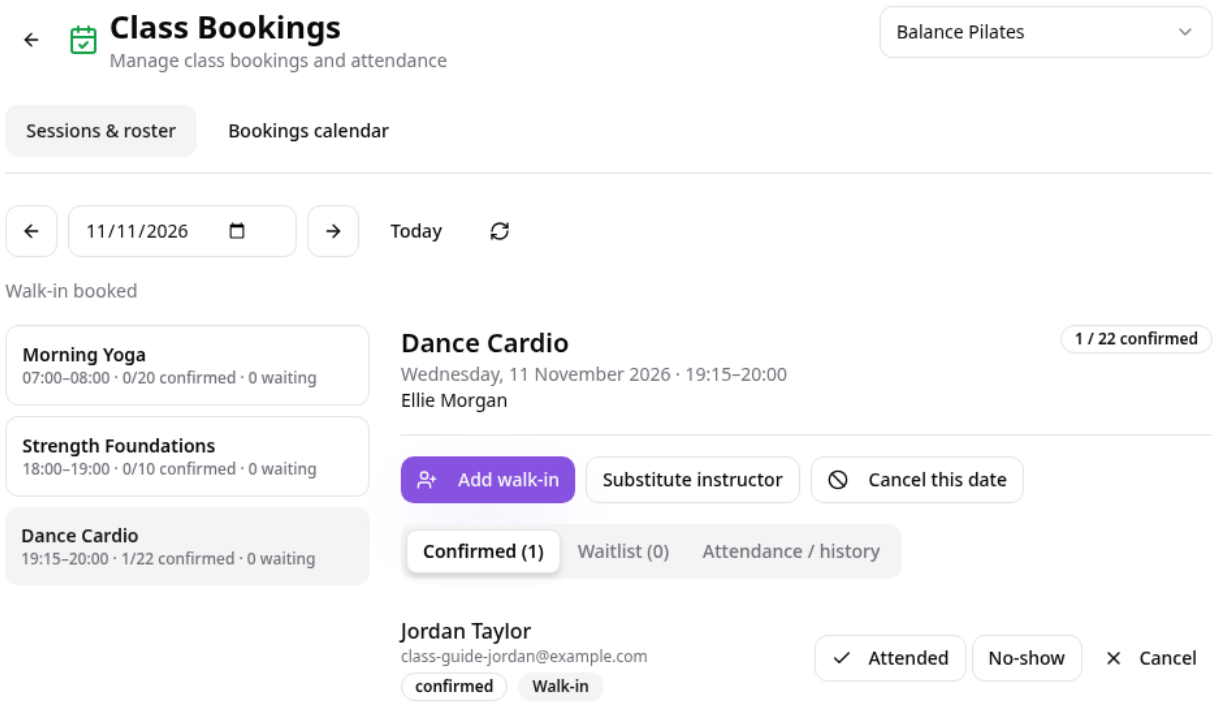
In Sessions & roster select Add walk-in, choose an existing member and confirm; the saved session capacity still applies.



Set up and manage Class Bookings

25. Check the walk-in was saved

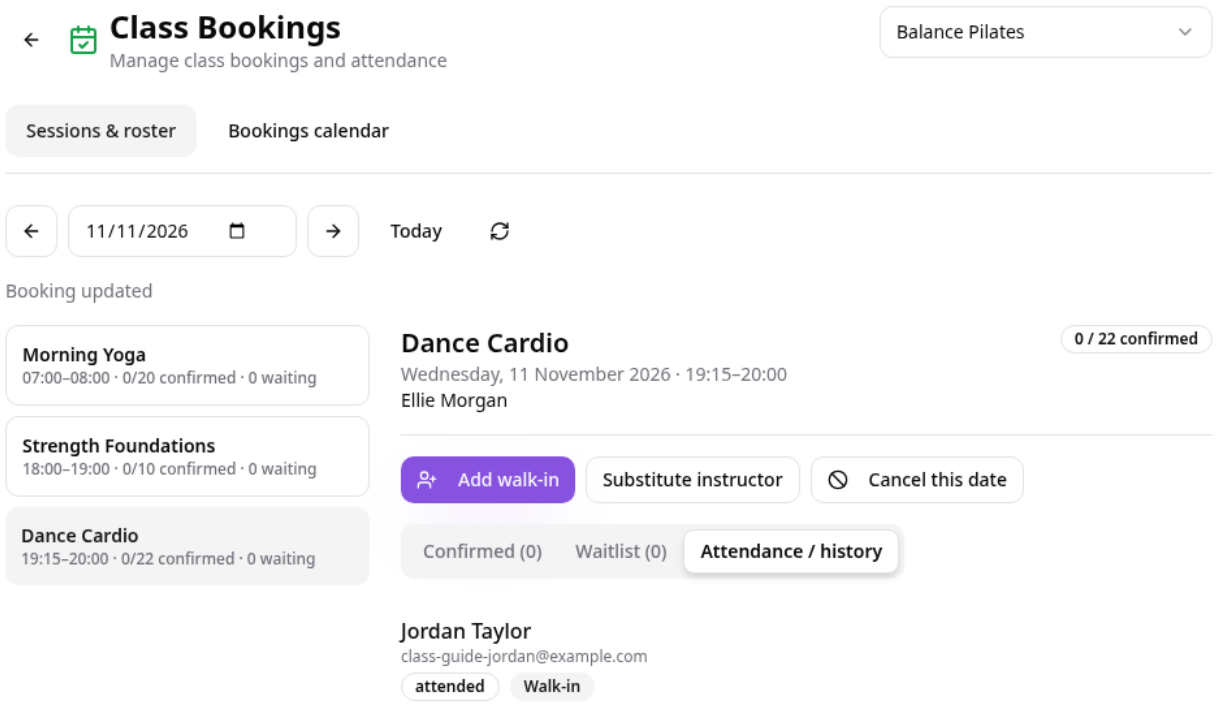
The member appears in the confirmed roster with a Walk-in label and the session count increases.



Set up and manage Class Bookings

26. Mark attendance or a no-show

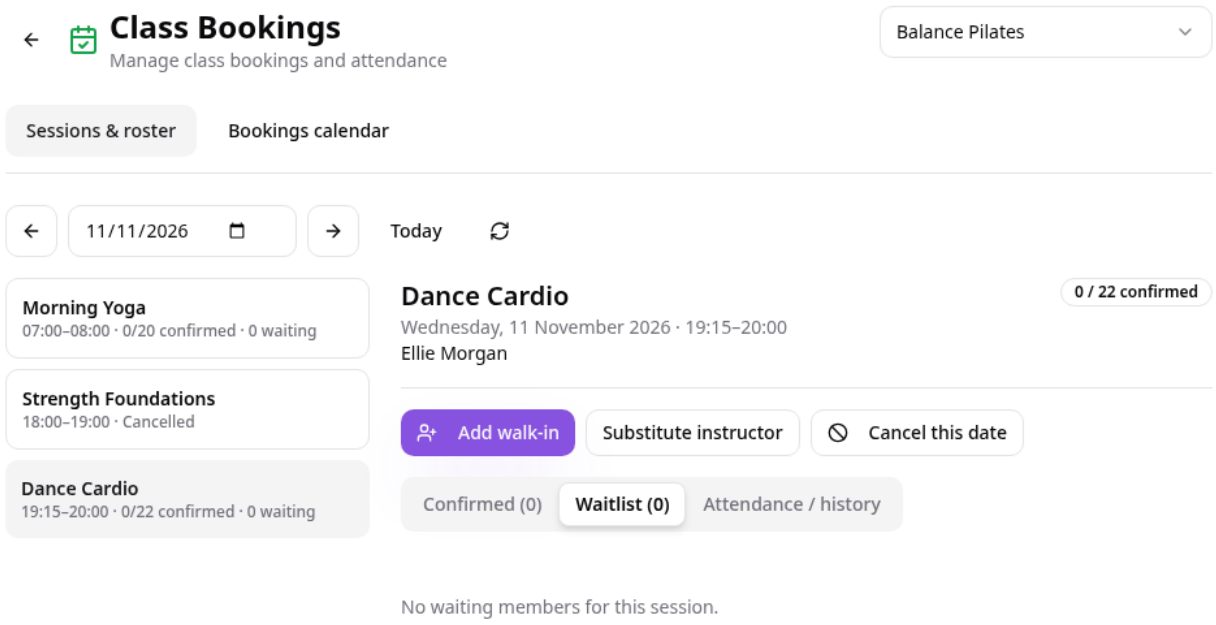
Use Attended or No-show on a confirmed member, then open Attendance / history to review the saved outcome.



Set up and manage Class Bookings

27. Review waiting members

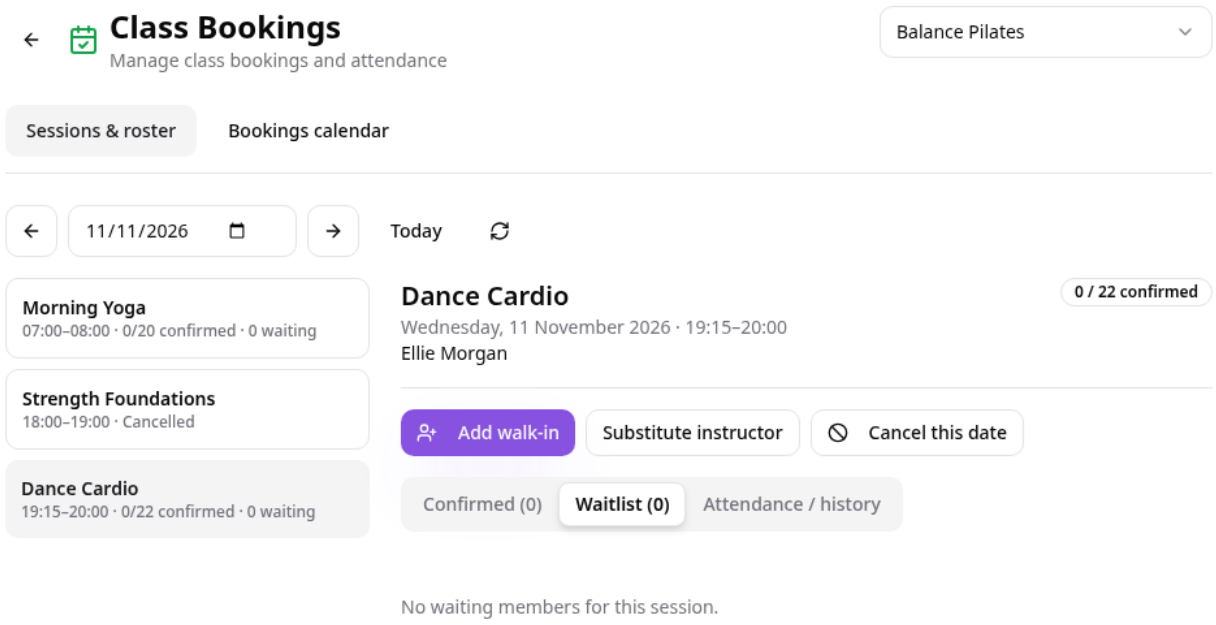
The Waitlist tab shows waiting members in queue order; this demo session has no waiting members and does not demonstrate a promotion.



Set up and manage Class Bookings

28. Understand an opening on the waitlist

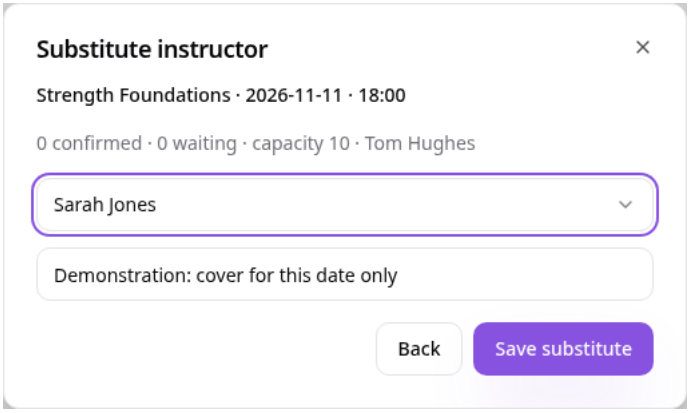
When a confirmed place opens, the next eligible waiting member is promoted without exceeding capacity; successful promotion queues a member email.



Set up and manage Class Bookings

29. Assign cover for one date

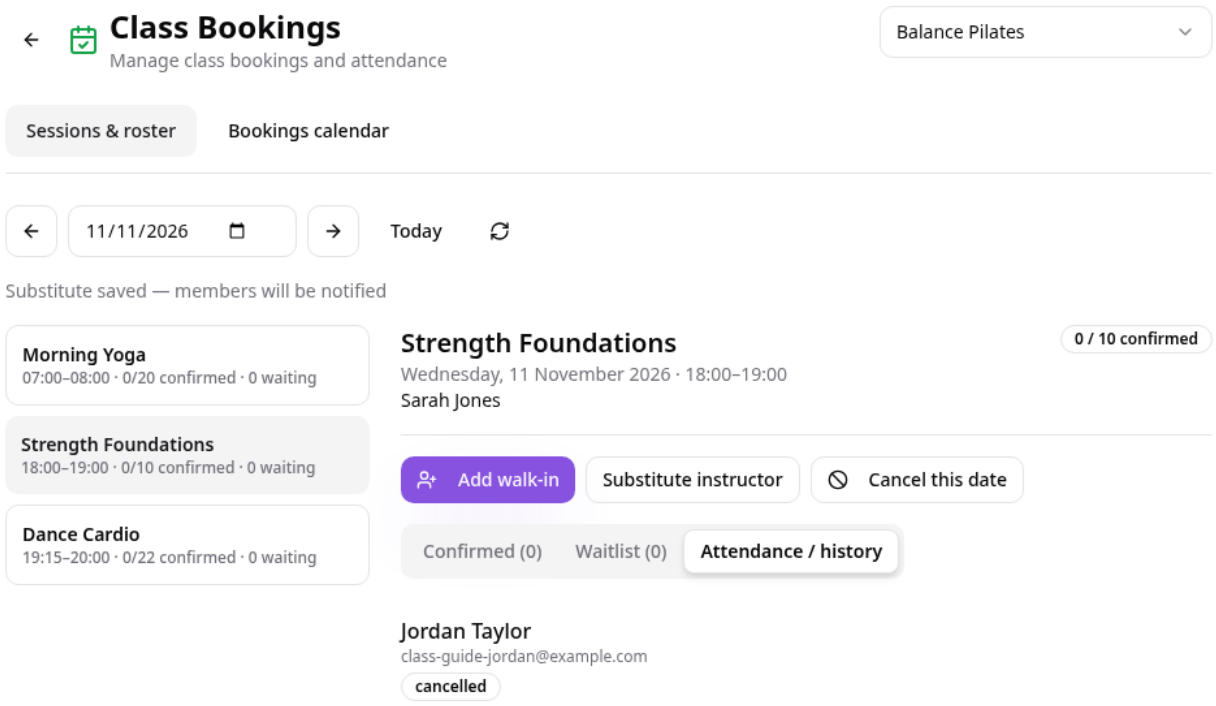
Select Substitute instructor, choose another instructor and optionally enter a reason before selecting Save substitute.



Set up and manage Class Bookings

30. Check the dated instructor change

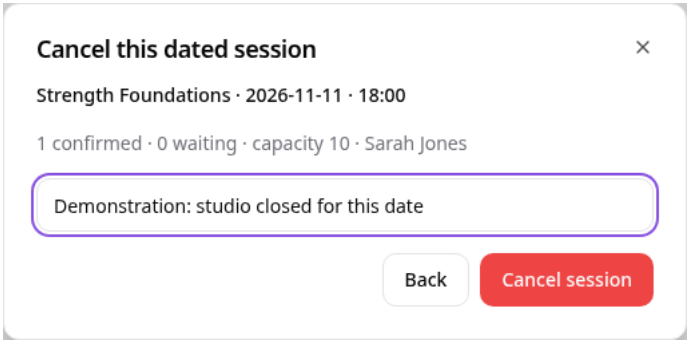
The selected date shows the substitute; alerts are queued only for members currently confirmed or waitlisted for that dated session.



Set up and manage Class Bookings

31. Cancel a session rather than one booking

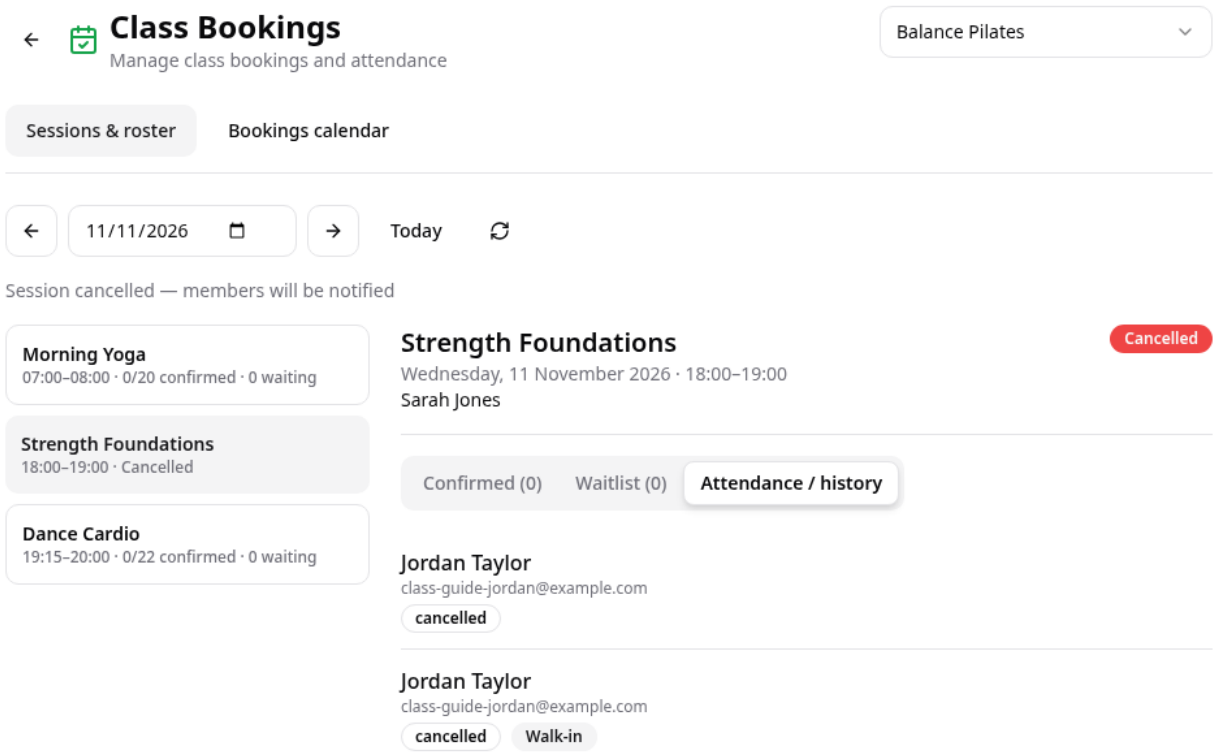
Select Cancel this date, check the displayed member counts, optionally add a reason and select Cancel session.



Set up and manage Class Bookings

32. Review the cancelled session

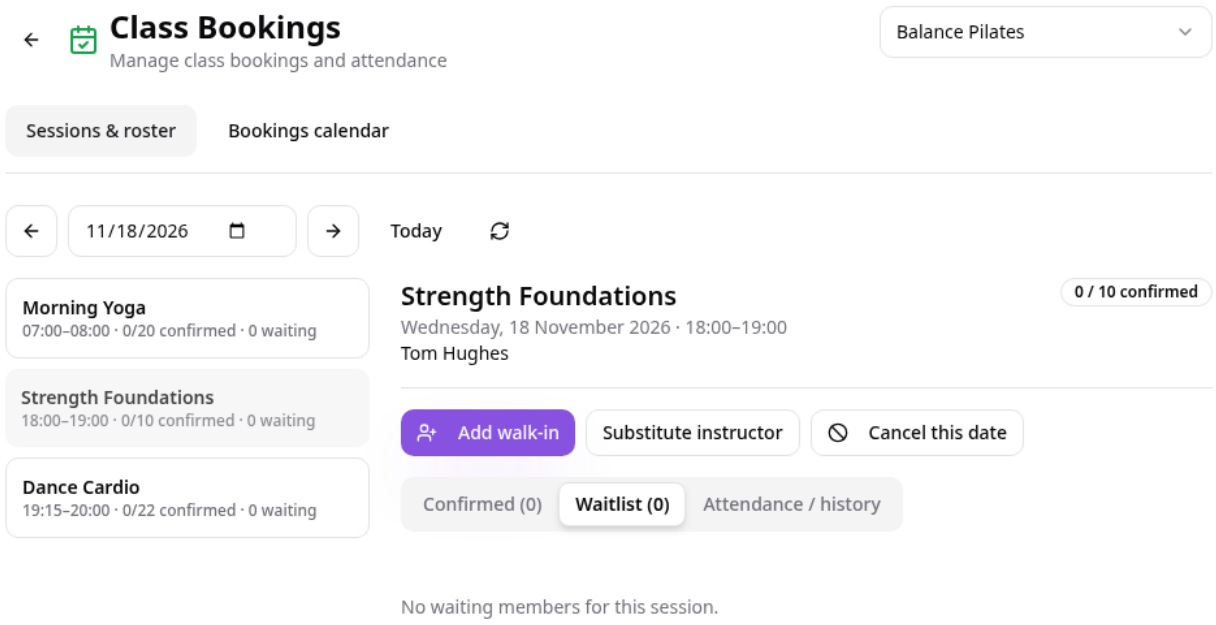
That date is marked Cancelled, affected bookings move into history and member cancellation alerts are queued.



Set up and manage Class Bookings

33. Keep the weekly timetable intact

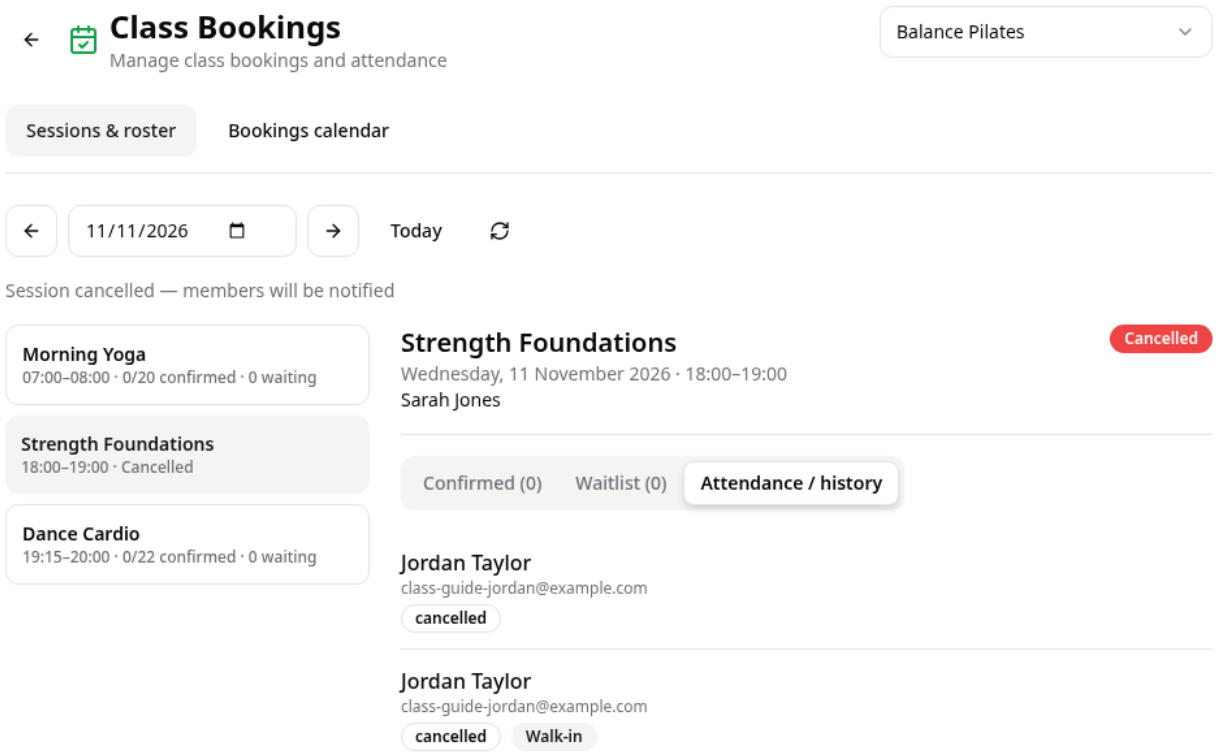
The following week still has the original instructor and a bookable session; one-date changes do not rewrite the recurring timetable.



Set up and manage Class Bookings

34. Know which member emails are supported

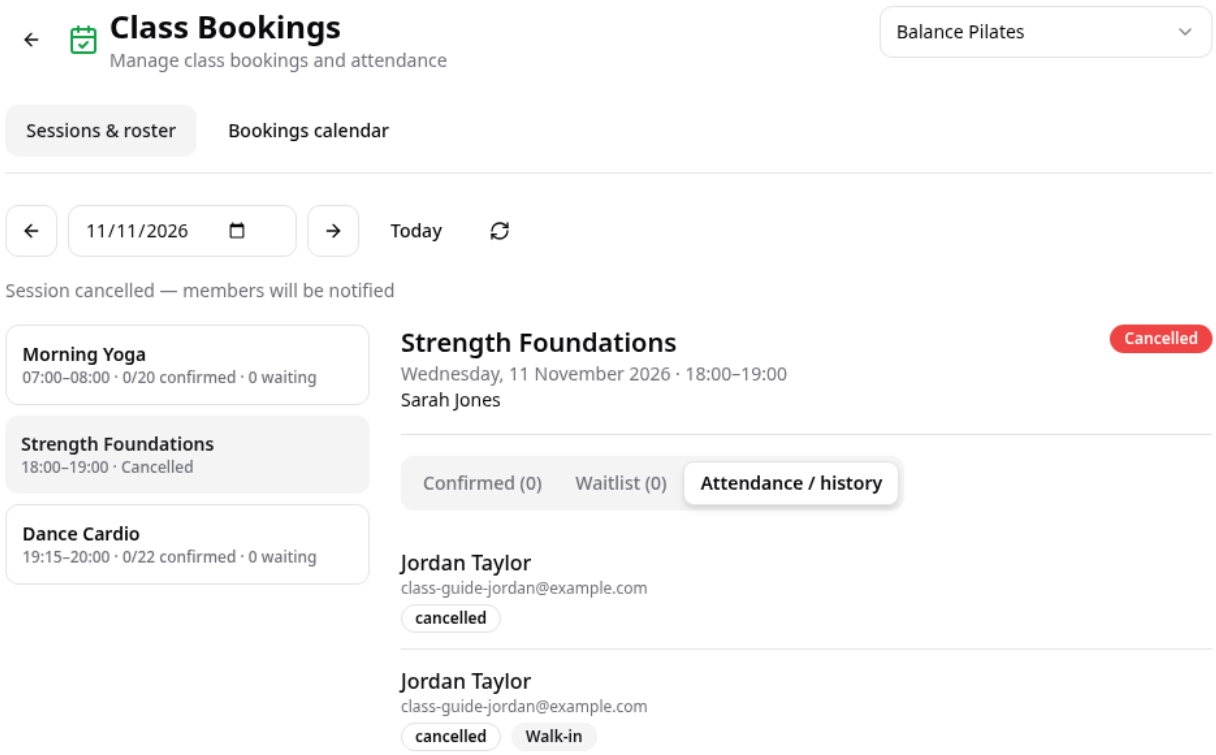
Email alerts cover waitlist promotion, dated-session cancellation and instructor changes, using the member email recorded on the booking.



Set up and manage Class Bookings

35. Distinguish queued alerts from delivered email

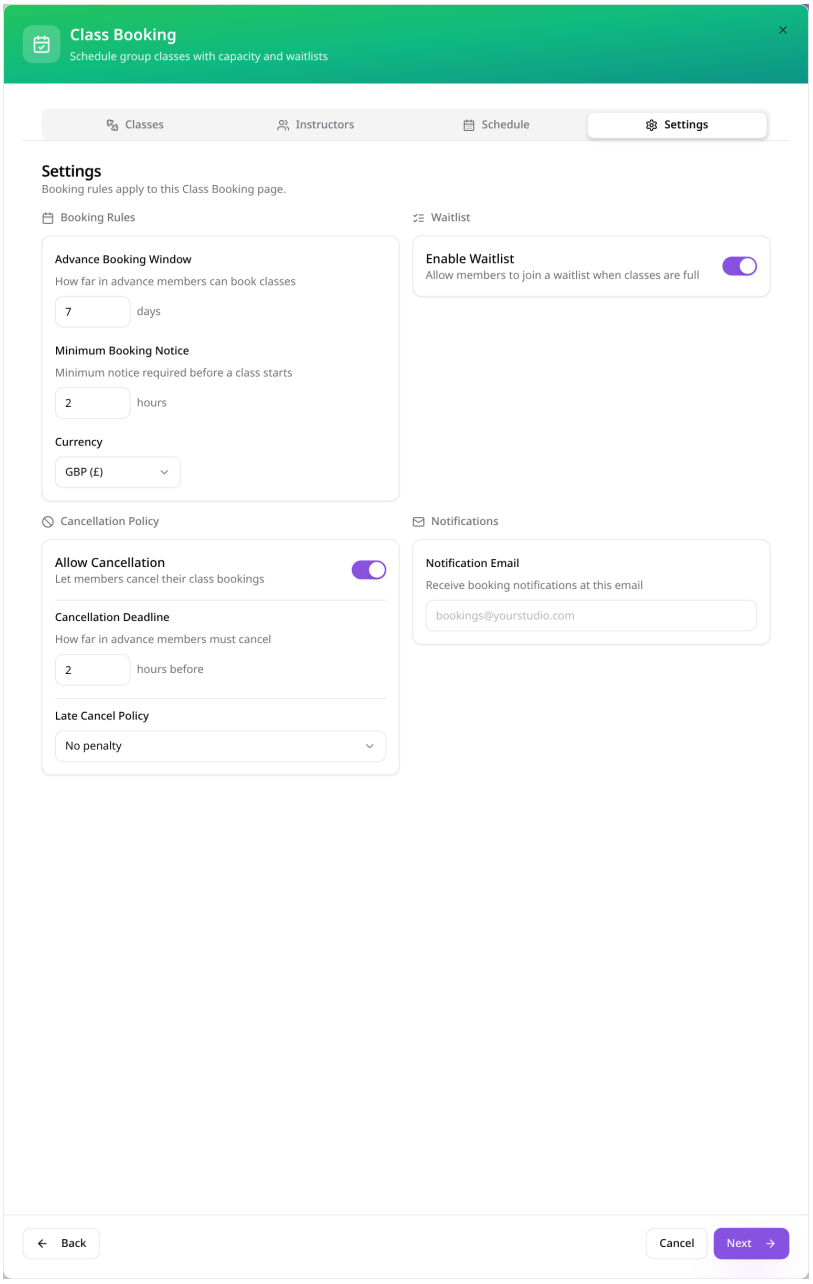
The demonstrated session cancellation queued an alert, but the email provider rejected that demo send; no received email or inbox delivery is claimed.



Set up and manage Class Bookings

36. Know the current email limits

Routine booking, individual-cancellation and advance class-reminder emails are not implemented; the editor notification-email field does not currently send studio alerts.



You have reviewed CSV and manual setup, member booking and cancellation, staff calendars and rosters, walk-ins, attendance, waitlists and dated changes, with the current email limits clearly distinguished from confirmed booking outcomes.