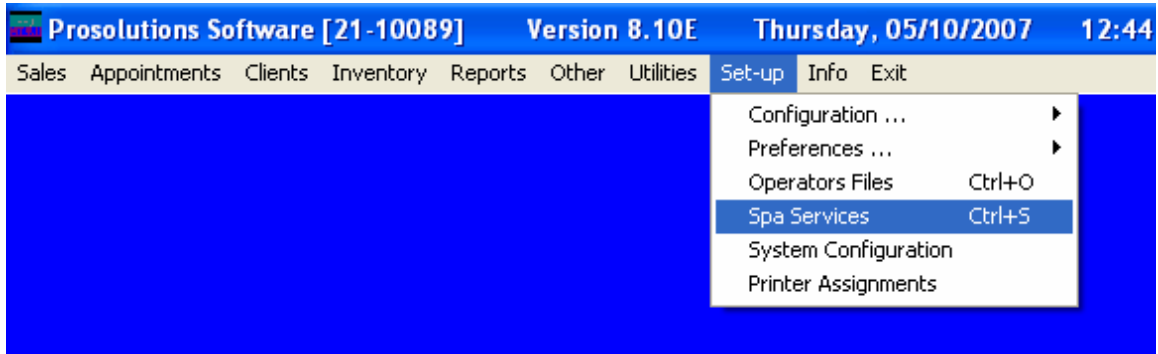
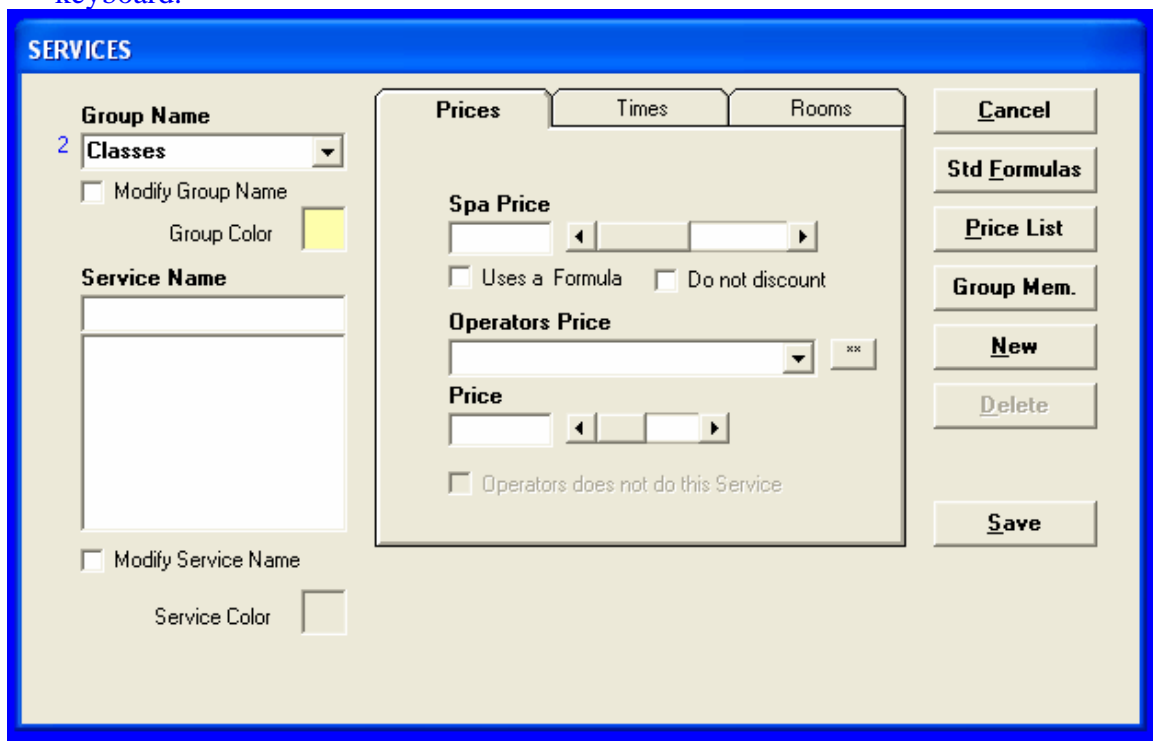


SETTING UP A CLASS

1. Setting up a class for things such as Yoga or Spinning is very similar to setting up a standard service. From the main screen select Setup/Spa Services.



2. If you do not already have a group designated for your classes you may do so now by typing in the name of the group (ie. Classes) and clicking 'enter' on your keyboard.



The screenshot shows the "SERVICES" dialog box. The "Group Name" dropdown is set to "Classes". The "Service Name" field is empty. The "Prices" tab is selected, showing fields for "Spa Price" and "Operators Price". The "Spa Price" field has a value of 0. The "Operators Price" field has a value of 0. The "Price" field has a value of 0. The "Operators does not do this Service" checkbox is unchecked. The "Cancel", "Std Formulas", "Price List", "Group Mem.", "New", "Delete", and "Save" buttons are visible on the right side of the dialog box.

- Now, in the 'service name' field type the @ sign (shift 2 on your keyboard) followed by the name of the class, for example @yoga. Then click the enter key on your keyboard. The '@' sign is the symbol that differentiates between a standard service and a class.

The screenshot shows the 'SERVICES' application window. On the left, the 'Group Name' dropdown is set to 'Classes'. Below it, the 'Service Name' field contains '@Yoga', which is circled in red. The 'Prices' tab is active, showing the 'Spa Price' field with a value of 0.00. The 'Operators Price' field is also set to 0.00. The 'Price' field is set to 0.00. The 'Operators does not do this Service' checkbox is unchecked. On the right side of the window, there are several buttons: 'Cancel', 'Std Formulas', 'Price List', 'Group Mem.', 'New', 'Delete', and 'Save'.

- Next, type in the amount that you are going to charge each client to attend the class under the "spa price" section and once again click 'enter' on your keyboard.

SERVICES

Group Name
 2 Classes
 Modify Group Name
 Group Color

Service Name
 4 @Yoga
 @Yoga
 Modify Service Name
 Service Color

Prices | Times | Rooms

@Yoga
Spa Price
 45.00
 Uses a Formula Do not discount

Operators Price
 **

Price

 Operators does not do this Service

Cancel
 Std Formulas
 Price List
 Group Mem.
 New
 Delete
 Save

5. If one of your instructors has a different price that they charge when they are instructing a class than the standard spa price, you can use the drop down list under “operators price” to select their name and type in their own individual price followed by clicking the save button to the bottom right.

SERVICES

Group Name
 2 Classes
 Modify Group Name
 Group Color

Service Name
 4 @Yoga
 @Yoga
 Modify Service Name
 Service Color

Prices | Times | Rooms

@Yoga
Spa Price
 45.00
 Uses a Formula Do not discount

Operators Price
 Aaron **

Price
 65.00
 Operators does not do this Service

Cancel
 Std Formulas
 Price List
 Group Mem.
 New
 Delete
 Save

- Next click the “times” tab at the top of the page. In this section you can use the left and right arrows to decide how long this class is.

The screenshot shows the 'SERVICES' interface with the 'Times' tab selected. On the left, the 'Group Name' is 'Classes' and the 'Service Name' is '@Yoga'. The 'Spa/Operators' dropdown is empty. The 'Spa Time' dropdown is set to '1:15'. The 'Total Time' field has left and right arrows circled in red. The price is 75. The 'Single' radio button is selected. On the right, there are buttons for 'Cancel', 'Std Formulas', 'Price List', 'Group Mem.', 'New', 'Delete', and 'Save'.

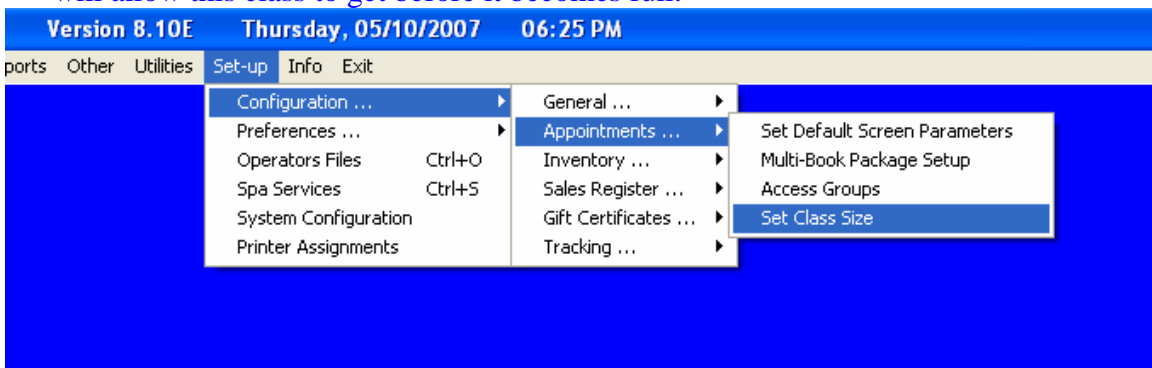
- If your instructors have different lengths of times it takes them to teach the class, you can once again select the drop down list to select their name and associate their own length of time followed by clicking the ‘save’ button to the bottom right.

The screenshot shows the 'SERVICES' interface with the 'Times' tab selected. On the left, the 'Group Name' is 'Classes' and the 'Service Name' is '@Yoga'. The 'Spa/Operators' dropdown is set to 'Aaron'. The 'Spa Time' dropdown is set to '1:30'. The 'Total Time' field has left and right arrows. The price is 90. The 'Single' radio button is selected. On the right, there are buttons for 'Cancel', 'Std Formulas', 'Price List', 'Group Mem.', 'New', 'Delete', and 'Save'.

8. If this class will room space you will need to click the 'rooms' tab at the top of the page and place a checkmark in each room that this class can be performed in followed by clicking the save button.

The screenshot shows a software window titled "SERVICES". On the left, there are fields for "Group Name" (set to "Classes") and "Service Name" (set to "@Yoga"). Below these are checkboxes for "Modify Group Name", "Modify Service Name", and a "Service Color" field. On the right, there are buttons for "Cancel", "Std Formulas", "Price List", "Group Mem.", "New", "Delete", and "Save". The main area has three tabs: "Prices", "Times", and "Rooms" (which is circled in red). Under the "Rooms" tab, there is a section titled "@Yoga" and a list box "Rooms for this Service" containing one item, "*Yoga", which is also circled in red.

9. Once your class has been setup, you can now go to Setup/Configuration/Appointments/Set Class Size to determine how large you will allow this class to get before it becomes full.



10. Lastly, select the class from the drop down list, type in a limit and click the 'set limit' button. If there won't be a limit then simply click the 'no limit' button.

CLASS SIZE

Class Service

@Yoga

Limit

25

Set to Limit

No Limit

Exit

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