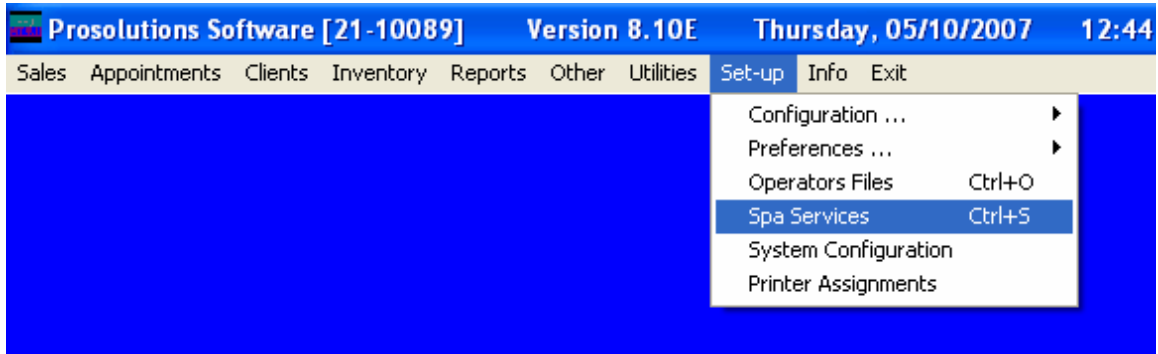
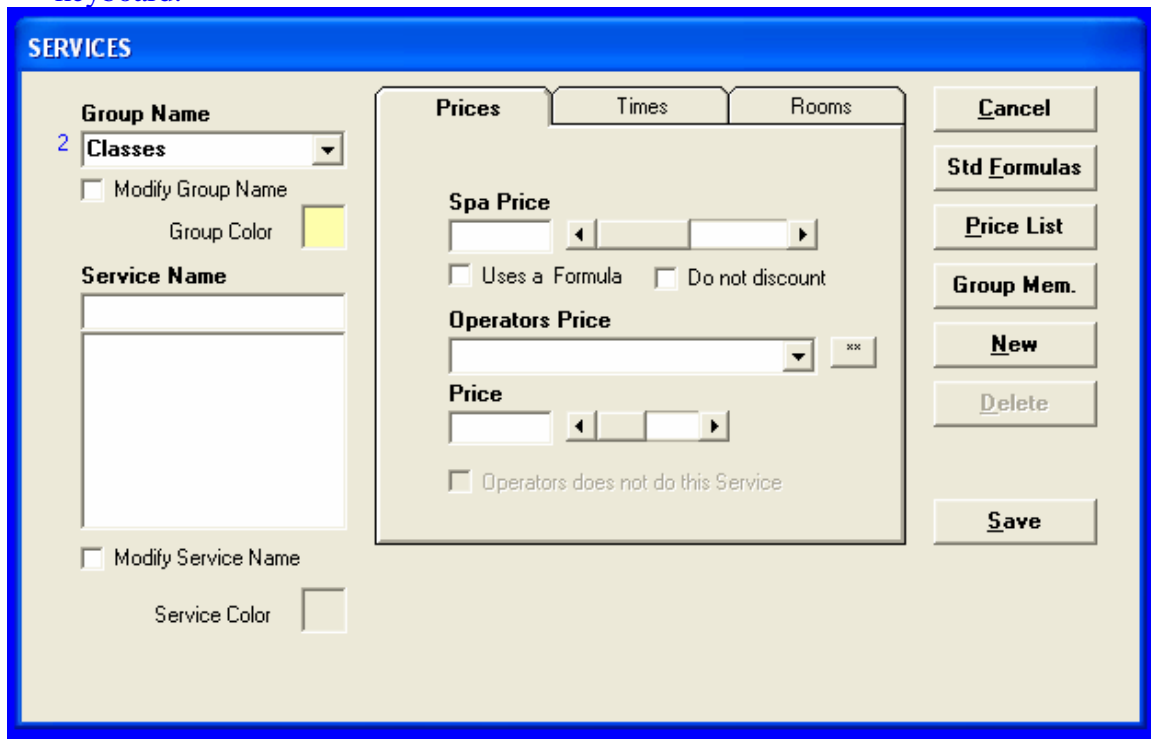


SETTING UP A CLASS

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 (i.e. Classes) and clicking 'enter' on your keyboard.

A screenshot of the 'SERVICES' dialog box. The 'Group Name' dropdown is set to 'Classes'. The 'Service Name' field is empty. The 'Prices' tab is selected, showing 'Spa Price' and 'Operators Price' fields with spinners. The 'Price' field also has a spinner. There are checkboxes for 'Uses a Formula', 'Do not discount', and 'Operators does not do this Service'. On the right side, there are buttons for 'Cancel', 'Std Formulas', 'Price List', 'Group Mem.', 'New', 'Delete', and 'Save'.

- 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' window with three tabs: 'Prices', 'Times', and 'Rooms'. The 'Prices' tab is active. On the left, the 'Group Name' dropdown is set to 'Classes' and the 'Service Name' list contains '@Yoga' (circled in red). The 'Spa Price' field is empty, and the 'Operators Price' dropdown is also empty. The 'Price' field is empty. On the right, there are buttons for '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. The price is 75. The 'Single' radio button is selected. The 'Save' button is at the bottom right.

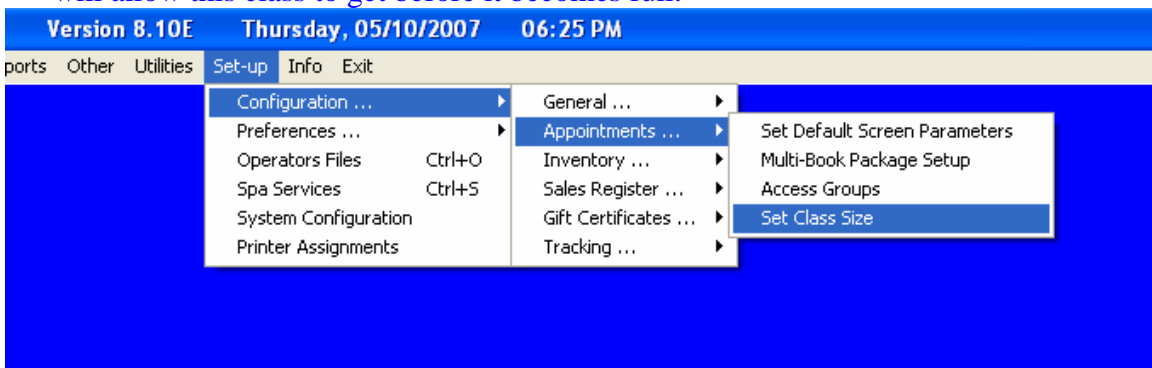
- If your instructors have different lengths of times it takes them to teach the class, you can once again select the drop down list to select their name and associate their own length of time followed by clicking the ‘save’ button to the bottom right.

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. The 'Save' button is at the bottom right.

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". In the center, there are three tabs: "Prices", "Times", and "Rooms". The "Rooms" tab is selected and circled in red. Below the tabs, the text "@Yoga" is displayed. Underneath, a list titled "Rooms for this Service" contains one item, "*Yoga", which has a checkmark next to it and 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

Buttons: Set to Limit, No Limit, Exit

11. Booking a class is very similar to booking a standard appointment with one slight difference. As oppose to selecting a client prior to booking the class, book the class and once booked you can right click on the appointment and assign people to the class.

WATERS: APPOINTMENTS FOR THURSDAY, MAY 24, 2007 [APPTS\BK052407.DAT]

ar Scale Options Settings Wait List Forward Show Me Month View Week View Multi-Book Standing Appts Pkg M

Client * Group BodyWorks Service @Yoga

	*Herbal	Aphrodite
DP	Client, Multi-	Client, Multi-
5P	[2]@Yoga	[14]@Yoga
DP		
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- Appointment Info
- Set Class Limit
- Client List
- Check-In
- Set Pop-Up
- Change Appointment Duration
- Reschedule
- Switch Appointment
- Copy Appointment
- Unbook

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