

Classes	68
Class Categories	69 – 70
Class Setup	70 – 73





Classes

The Class Manager is accessible through both the AAC Check-In Application and the Point of Sale Application. Click on **FrontDesk** ➤ **Martial Arts** ➤ **Classes**, as shown in Figure 5-1.

Use this application to set up martial arts classes, attach members to classes, and attach classes to contract templates.

Class Categories are used to group individual classes accordingly. See next page for detailed instructions on created Class Categories. To open the Category Manager, click on the **“Category Manager”** Button in the Class Manager Program.

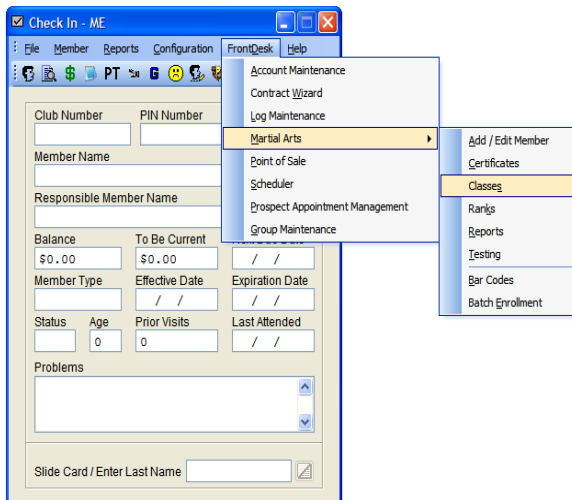


Figure 5-1. Check In

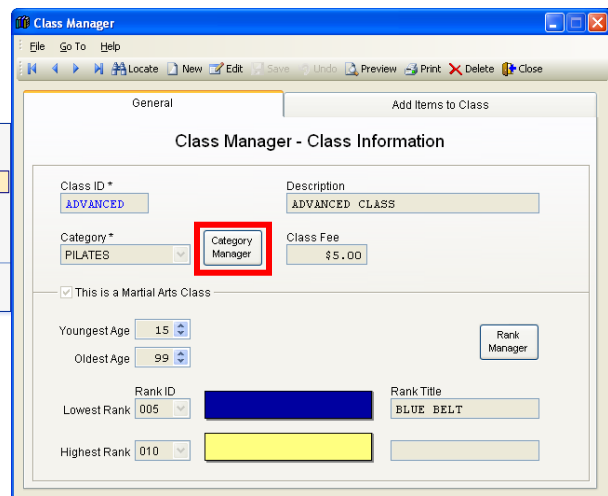










Figure 5-2. Class Manager

Use these buttons to flip through individual rank records.

-  Locate member record from a list.
-  Edit current martial arts record.
-  Undo record changes.
-  Print current record or list of ranks.

-  Add new martial arts rank.
-  Save new record or changes.
-  Preview current record or list of ranks.
-  Delete current record.



Class Categories

Before classes can be entered into the system, at least one Class Category will need to be set up. Each class entered into the software is required to have a category. These categories are used to help track class usage and are used for reporting purposes. This category should be a scheduling category since it is not an inventory item.

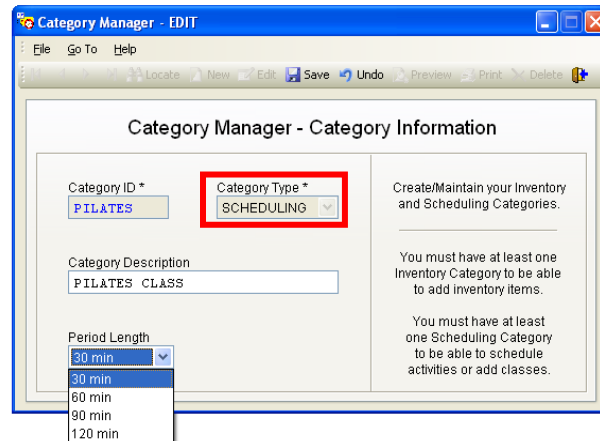



Figure 5-3. Category Manager

Use the **“Locate”** button  to choose a Category from the Category Manager.

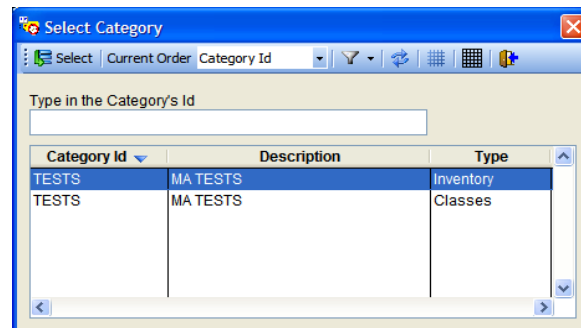






Figure 5-4. Category Select

To add a new category, click the **“Add new record”** button  or use your [Insert] key. Enter the category information, then click the **“Save”** button  or use your [F3] key to save.

To edit a category click on the **“Edit Record”** button  or use the [F11] key. The Category Description is the only information you will be able to edit. Click the **“Save”** button  or use your [F3] key to save.

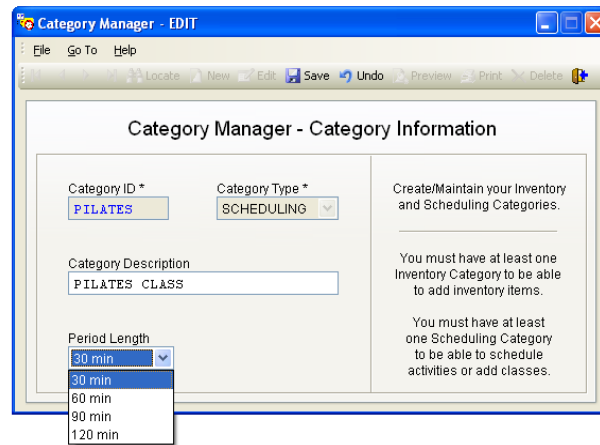



Figure 5-5. Category Manager Period Length

Category ID: A unique name for each class category. It can be up to 10 characters long and any combination of numbers, letters and spaces may be used. * This field is required for each class category.

Category Type: The software makes use of 2 types of categories; INVENTORY and SCHEDULING. Choose SCHEDULING from the drop down list. * This field is required for each inventory category.

Category Description: This is a brief explanation of the current category. It may be up to 30 characters long and use any combination of numbers, letters and spaces.

Period Length: This is the default length for classes in the category being added. It's purpose is for backwards compatibility.

 Click the **“Save”** button when finished entering all information.

Class Setup

Set up class information quickly and easily. Any type of class can be set up in the Class Manager. Some examples of classes include aerobics, martial arts, and kickboxing. Open AAC Check-In or AAC Point of Sale and click on **Configuration** ➤ **Members** ➤ **Classes**. This will open up the Class Manager.



View, edit, and print out class information here.

The screenshot shows the 'Class Manager' application window. The title bar reads 'Class Manager'. The menu bar includes 'File', 'Go To', and 'Help'. The toolbar contains icons for 'Locate', 'New', 'Edit', 'Save', 'Undo', 'Preview', 'Print', 'Delete', and 'Close'. The main window is titled 'Class Manager - Class Information' and has two tabs: 'General' (selected) and 'Add Items to Class'. The 'General' tab contains the following fields:

- Class ID ***: Text box containing 'ADVANCED'
- Description**: Text box containing 'ADVANCED CLASS'
- Category ***: Dropdown menu showing 'PILATES'
- Category Manager**: Button
- Class Fee**: Text box containing '\$5.00'
- This is a Martial Arts Class**
- Youngest Age**: Spin box showing '15'
- Oldest Age**: Spin box showing '99'
- Rank Manager**: Button
- Lowest Rank**: Dropdown menu showing '005'
- Rank ID**: Text box containing '005'
- Rank Title**: Text box containing 'BLUE BELT'
- Highest Rank**: Dropdown menu showing '010'

Figure 5-6. Class Manager



Click on the **"Locate"** Button  to select the class from a list.


The screenshot shows the 'Select Class' dialog box. It has a title bar 'Select Class' and a close button. The dialog contains a list of classes with a column for 'M/A' (Martial Arts):

Class	M/A
ADVANCED	Y
BEG ADULTS	Y
BEG CHILD	Y
INTERMED	Y
PILATES	N
SPINNING	N

At the bottom of the dialog are 'Select' and 'Cancel' buttons.

Figure 5-7. Select Class

To add a new class click the **"New"** button  or use your [Insert] key. Enter the class information, then click the **"Save"** button  or use your [F3] key to save.

To edit current class information, click on the **"Edit"** button  or use the [F11] key.

Click the **"Save"** button  or use your [F3] key to save.

Class Id: Create a unique id for each individual class. This id cannot be changed after the record is saved.

Description: Brief description of the class.

Category: Attach classes to specific categories. These categories are used for reporting purposes. If a category has not been created, click on the **"Category Manager"** Button to create one.

Class Fee: Enter a fee for the class.

This is a Martial Arts Class: Check this box if the class is a martial arts class.

Youngest Age/Oldest Age: Set the age range for the martial arts class.

Lowest Rank: Set the lowest rank that can attend the class.

Highest Rank: Set the highest rank that can attend the class.



Class Manager - Class Information

Class ID * Description

Category * Class Fee

This is a Martial Arts Class

Youngest Age

Oldest Age

Lowest Rank Rank Title

Highest Rank

Figure 5-8. Class Manager Information

Use the “Add Items to Class” tab to add members, guests, and contract templates to the selected class.

Class Manager - Add Items to Class

Class ID:

Members Guests Contracts

Name	Club #
A, A	02311
Abercrombie, James	0100157
Adams, Catherine A	0210075
Adams, Mike	1235961406
Adams, Mark	01019
Adkins, Barbara	01821
Adrian, Marty	018744
Advertising, Plattform	0100154
Al Salam, Selma	0210188
Albarano, Charles A	0210117
Albert, Brian	02081
Albold, Jason	0110703
Albrecht, Kelly	02330
Alcarter, Alex	0100382
Alcarter, Ben	0114637

Attached: 2

Name	Club #
Abbott, Lydia	0100274
Acton, Linda	01506

Figure 5-9. Class Manager Add Items To Class

The list located on the left hand side of the Class Manager Window is a list of all available members, guests, or contract templates that can be attached to the selected class. The list located on the right hand side of the Class Manager Window shows members, guests, or contract templates currently attached to the selected class.

Members: Add members to the class.

Guests: Add guests to the class.

Contracts: Add contract templates to the class. If a contract template is attached to a class, any member added through Contract Wizard with that template will be automatically attached to the class.



Click “(>)” to add a member, guest, or contract template to this class.

Click “(>>)” to add all members, guests, or contract templates to the class.

Click “(<)” to remove the selected member, guest, or contract template from this class.

Click “(<<)” to remove all members, guests, or contract templates from this class.



Once members are added to classes, a class window will appear at check-in time. A class may be chosen or it can be skipped for a regular check-in. If a customer cancels and they will not be attending a class anymore, make sure they are removed from the **“Add Items to Class”** tab in the Class Manager. This way all reports will be correct. Click the **“Save”** button when finished entering all information.
