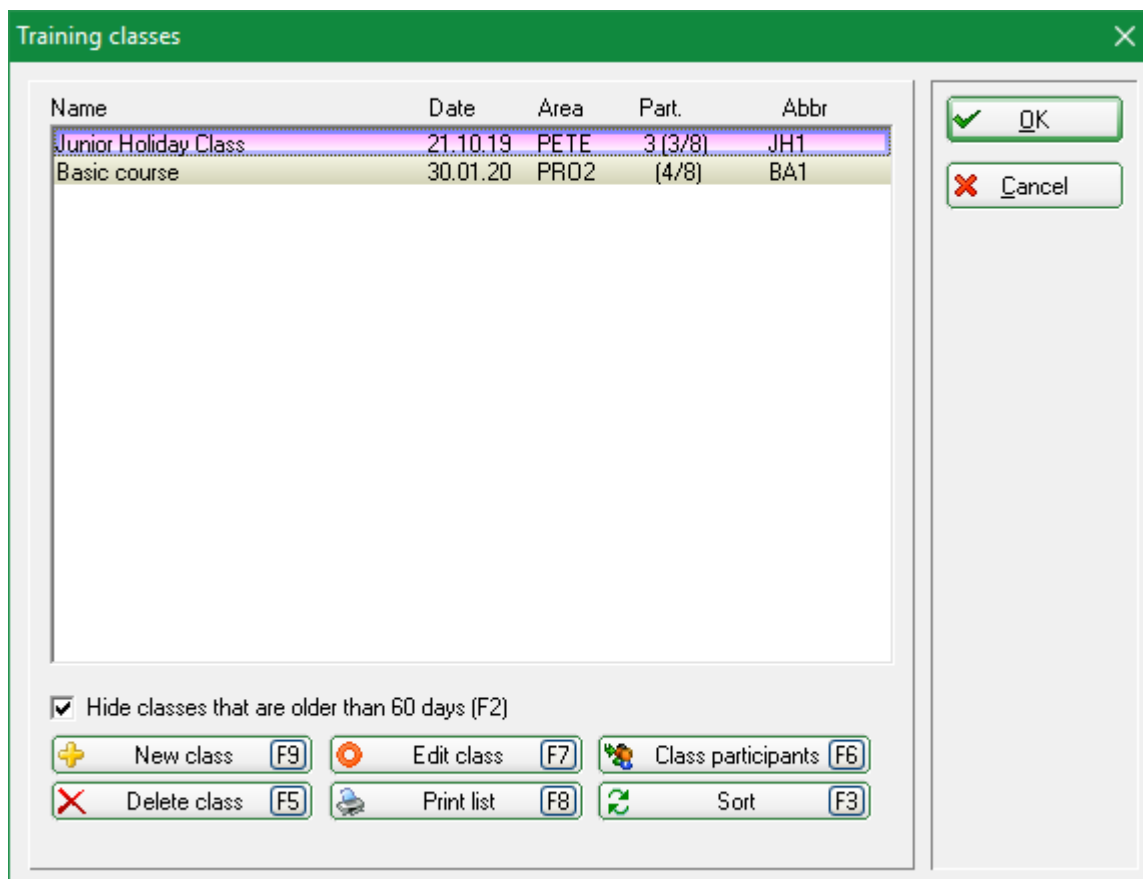


# Edit Golf training classes

With the help of the timetable you can make the annual planning for your training classes. Go to **Timetable/Edit training classes** or click the button **Training class** to configure your classes. While working in the timetable, you can also press the key **K**:



## Create a new class or edit an existing class

To create a new training class click the button **New class** (F9) or **Edit class** (F7) if you like to edit an existing class:

**Edit training class** [X]

Abbreviation:

Name:

Dates		Information	
Date:	from: <input type="text" value="21.10.19"/>	to: <input type="text" value="30.11.19"/>	
Time:	from: <input type="text" value="14:00"/> h	to: <input type="text" value="15:00"/> h	
Deadline:	<input type="text" value="10.10.19"/>	Time: <input type="text" value="12:00"/> o'clock	
Number of sessions:	<input type="text" value="5"/>		
Total length:	<input type="text" value="5 h"/>	Length per lesson	<input type="text" value="60 min"/>
Days:	<input type="checkbox"/> Mo <input type="checkbox"/> Tu <input type="checkbox"/> We <input type="checkbox"/> Th <input checked="" type="checkbox"/> Fr <input type="checkbox"/> Sa <input type="checkbox"/> Su		
Price:	<input type="text" value="300.00"/>		
Participants:	Minimum: <input type="text" value="3"/>	Maximum	<input type="text" value="8"/>
Colour:	<input type="text" value="Violett"/>		
Categories:	<input type="text" value="Peter"/>	>> No selection <<	

As usual, you enter an **Abbreviation** for your class. In the following example we will create the junior holiday training class. Our abbreviation is „JH1“ and the name is „Junior Holiday Class“.

<b>Date</b>	The class will take place from 21.10.2010 to 30.11.10
<b>Time</b>	from 2:00 pm – 3:00 pm
<b>No. of dates</b>	The class will take place five times
<b>Total length</b>	5 hours in total
<b>Length per lesson</b>	1 hour each
<b>Days</b>	Every Friday
<b>Area</b>	By Peter (golf teacher)

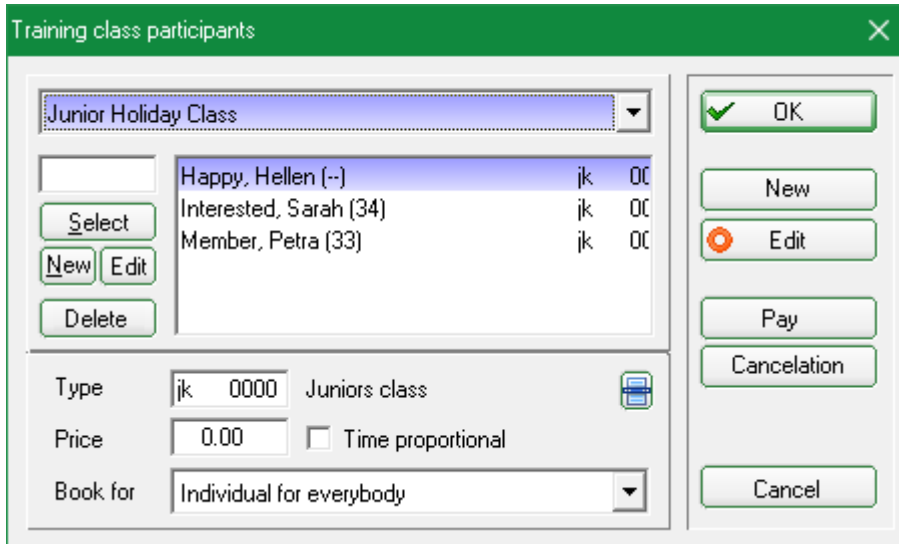
The class will take place from 21.10.2010 to 30.11.10 (**Date**), always between 2pm and 3 pm. In total, the class will take place five times (**No. of dates**), with a total duration of 5 hours (**Total length**); each class will be 1 hour long (**Length per lesson**) and will be held on Friday (**Every Friday**). The instructor is Peter (**Area**). Has all required information been entered, confirm with **Enter** or **OK**.



The planning of the classes serves only as an information as they must be booked like a regular reservation later on. The class can only be booked within the time frame (21.10.-30.10) you have created. Should the class take place another time again, set up a new class with a new abbreviation .

## Participants

Via **Class participants** (F6) you have the possibility to add all participants in advance.

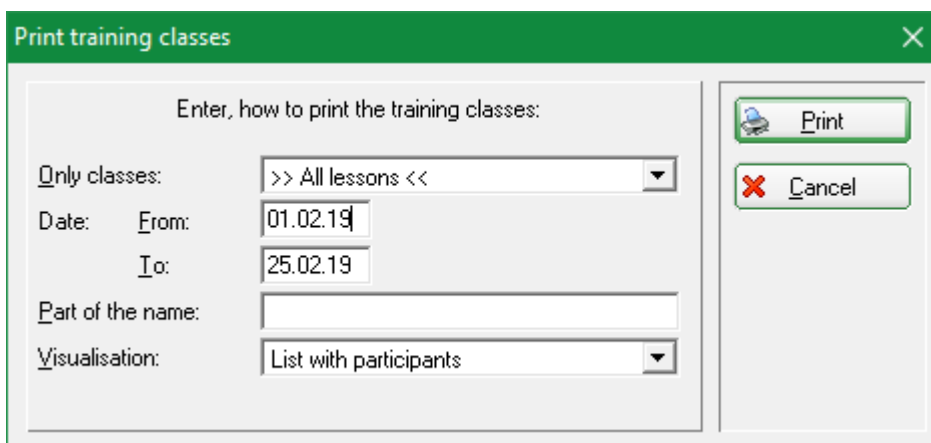


To select a person enter the search-abbreviation or click the button **Select** to choose out of the list. If a participant shall pay for the class you can start this process via the button **Pay**. You can also cancel a payment with the button **Reversal**.

In the lower part of the window you can specify **type, price** and for whom the reservation shall be made (**Book for**).

## Print classes

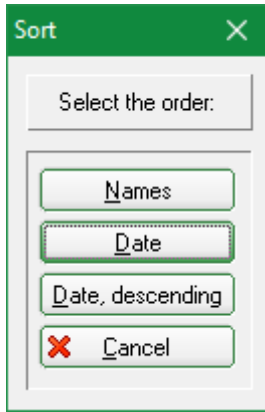
By using **Print list** (F8) you can print a list of your training classes:



Select the classes and the layout you want to print and confirm your choices with **Print** or press **Enter**.

## Sorting

Click **Sort** (F3) to arrange your classes in a specific order:



## Book a class in the Timetable

Read more on how to book training classes here: [Book training classes](#).