



HOW TO
VIEW & EDIT
CLASS
BOOKINGS

Updated August 2024

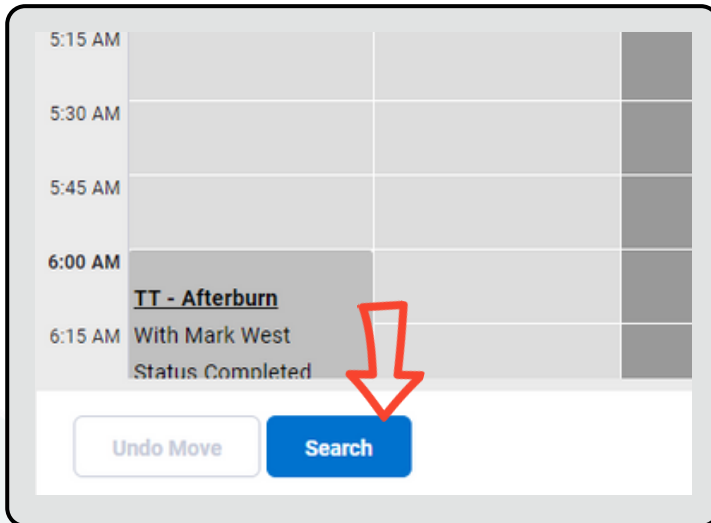


VIEW & EDIT CLASS BOOKINGS

in IGNITE Membership & Operations

1. Click the CALENDAR tab from the top menu

2. In the bottom left corner, click “Search” (Figure 1.1)



(Figure 1.1)

3. In the popup window, change the following options for your club. Click OK. (Figure 1.2)

NOTE
Club 4009
Grand Junction
Club 4124
Clifton

Choose Clifton or
Grand Junction,
depending on
your club.

Search Options

Club	Club 4124	View	Location
Event Category	MFGJ PT	Event	PT Buddy
Level	1	Show Cancel	Yes
Department	Trainers	Start Day	Monday
Location Type	Clifton	Opportunity	All
Paid Status	All		

Cancel OK

Change this from
"Employee" to
"Location"

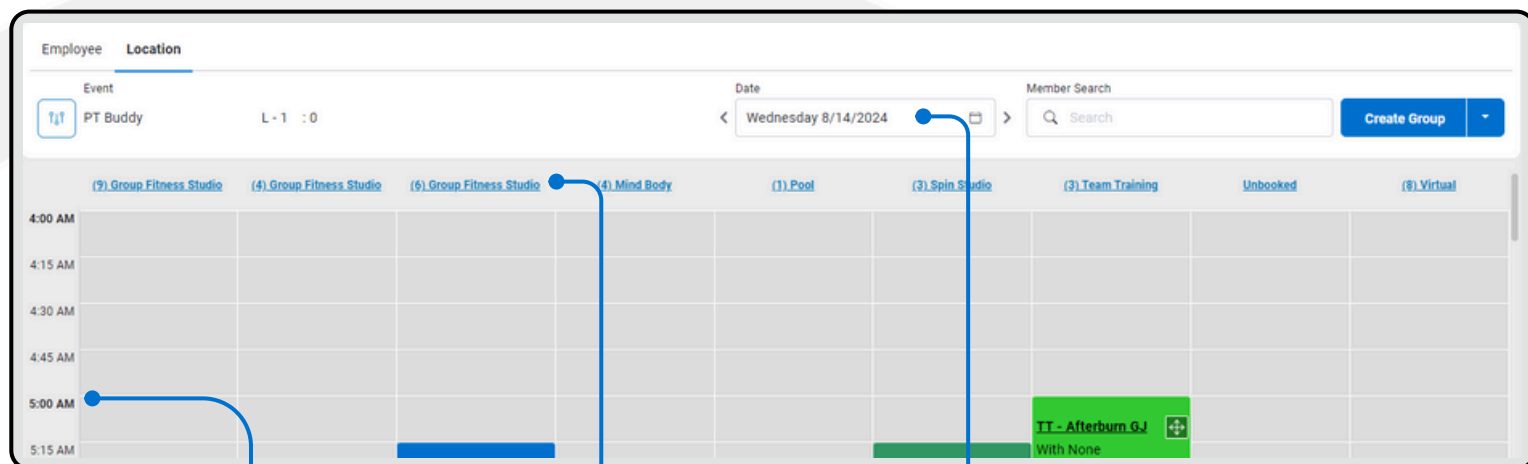
(Figure 1.2)

A new calendar option will pop up showing the class studios.

VIEW & EDIT CLASS BOOKINGS

in IGNITE Membership & Operations

4. Choose the correct date at the top of the calendar screen. (Figure 1.3)



(Figure 1.3)

View the class time

Class studio

Listing Date

The calendar should be organized by class studios.

Scroll down to the time under the correct studio to find the desired class.

HOW TO READ THE CLASS LISTINGS

Class Name

Studio

Registered participants / available spots

LM BODYBALANCE
With Virtual MF
Location Virtual
45 minutes
0/20

Instructor

Duration

4. Find the desired class time and click to select it.

VIEW & EDIT CLASS BOOKINGS

in IGNITE Membership & Operations

5. A new screen will pop up, showcasing all the class information at the bottom and any registered participants in the box. (Figure 1.4)

Registered member. Click to view membership info.

Click to add a member, repeat the event, or remove the event.

Calendar > Edit Event | Silver Sneakers Circuit | 1 Event Group: None Manage

Member Details Other

Members

MEMBER	SERVICE	VERIFIED	ALTERNATE	
DEBBIE BLEVENS Pending Status: Need Address Free No - Remove All Forward Remove				
Donna Wasneski Pending Status: Ok Free No - Remove All Forward Remove				
ANN BOYER Pending Status: Ok Free No - Remove All Forward Remove				
RHONDA SCOTT Pending Status: Ok Free No - Remove All Forward Remove				

Status: Pending

DURATION: 55 minutes

EMPLOYEE: [Donna Wasneski](#) [Not Verified](#)

DATE/TIME: [Wednesday 08/14/2024 02:00 PM](#)

ENROLLMENT: 8 / 40

LOCATION: [Group Fitness Studio](#)

COMMENT: None

Class duration

Instructor

Class date & time

Enrolled & Available Spots

Studio

(Figure 1.4)

5. To add a member, click “Manage” in the top right corner. (Figure 1.4)

6. Select “Add Member”

7. Search the member using any criteria in the search window (similar to searching for a membership).

8. Click “Select” next to the member’s information.