HOW TO

VIEW & EDIT CLASS BOOKINGS
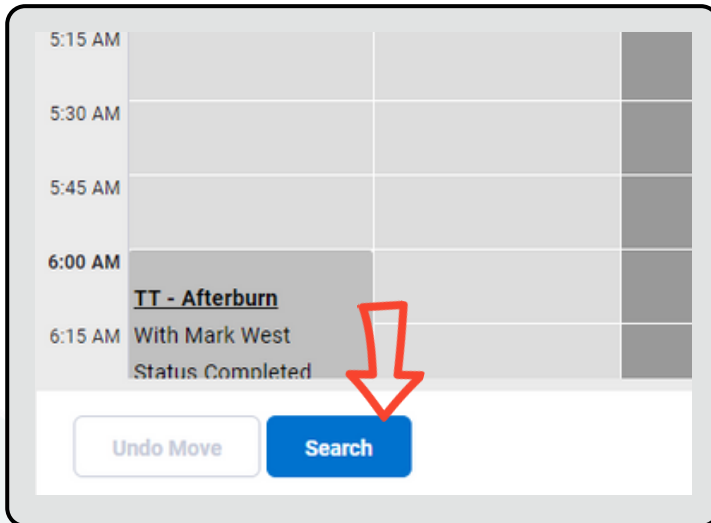
Updated August 2024

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.

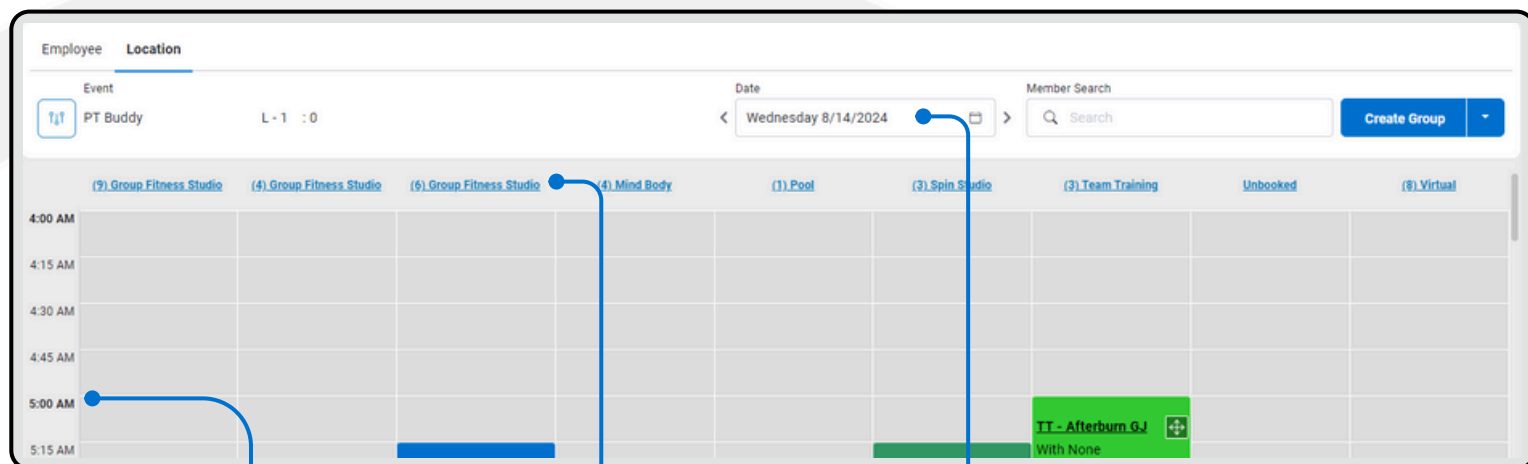*Change this from "Employee" to "Location"*

(Figure 1.2)

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

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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

Instructor

Duration

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

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

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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.

(Figure 1.4)

Class duration

Instructor

Class date & time

Enrolled & Available Spots

Studio

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.