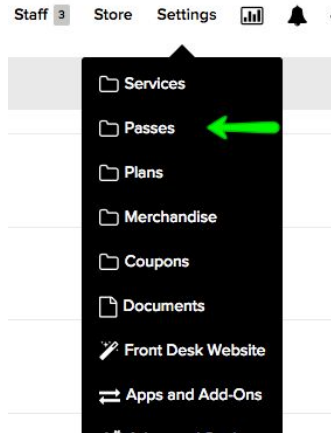
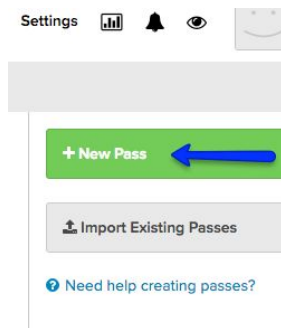


## Creating Passes

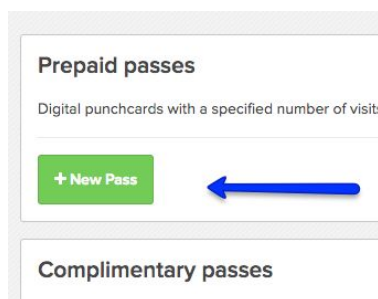
Go to Settings – Passes:



Select New Pass:



And Prepaid Passes:



Go through each page and fill out the necessary details. Page 1 is the name of the pass, short and long descriptions, and Terms & Conditions.

Page 2. Fill in the price (total cost for all visits in this pass), how many visits this is good for, and update the expiration date to a more reasonable time frame for them to be used in:

### Price

### Visits

### \* Unused visits expire after

 Months 

### Revenue category

Page 3 consists of who can purchase this online and whether buying it makes them a member:

1. Basic info

Who can buy this on your Pike13 website?

Clients and members can buy this

Only members can buy this

No one (only staff members can sell it)

Are clients who buy this considered members?

No

Yes

For clarification purposes, a client is anyone with an account with you. A member is someone you designate through purchases of passes and/or plans.

Page 4 – Selecting applicable services:

<input type="checkbox"/>	Foundations Classes
<input checked="" type="checkbox"/>	Yoga Classes
<input type="checkbox"/>	Consultation Appointments
<input type="checkbox"/>	Nutritional Counseling Appointments
<input type="checkbox"/>	Kettle Bell 101 Classes
<input type="checkbox"/>	Yoga Class Classes
<input type="checkbox"/>	Youth Speed and Strength Classes
<input type="checkbox"/>	Private Training Appointments

