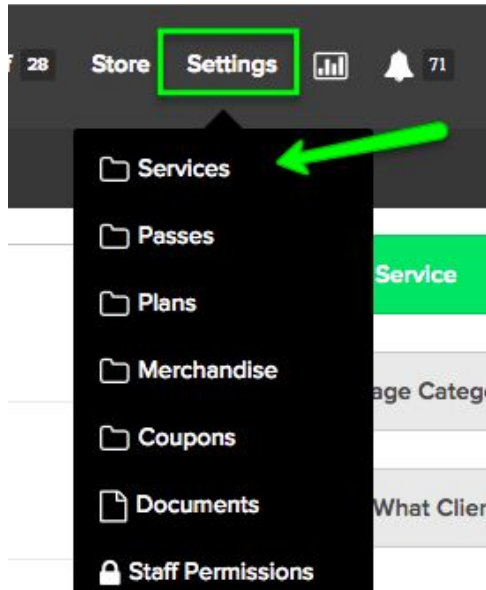
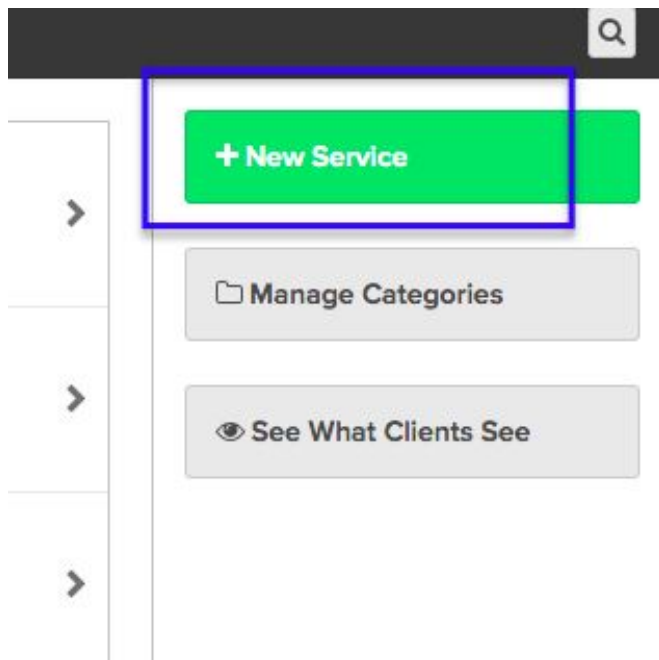


Creating a Course

Go to Settings - Services:



Choose + New Service:




Select New Course Service:

[+ New Appointment Service](#)

Courses

A course is a series of classes with specified start and end dates, like a school semester. (Clients are not charged for a missed session nor receive a refund for it.) When enrolling in a course you pay for the entire series.

For example: a four-week fitness course that meets Mondays, Wednesdays, Fridays, and Saturdays.

[+ New Course Service](#) 

Enter the required information:

New Course Service

* **Name of service**

Course Price

\$ Price for entire series.

Revenue category

▼

Who can buy a single visit?

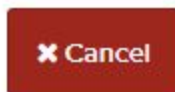
Clients and members can buy this

Only members can buy this

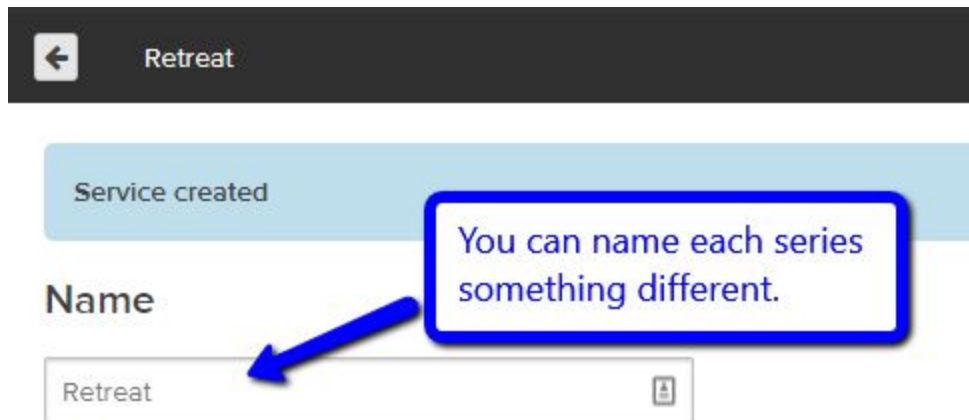
No one (only staff members can sell it)

Service category

Courses 




Once you select Finish, you will be prompted to start adding your first event (you can come back to this later if you want):



← Retreat

Service created

Name

Retreat 

You can name each series something different.

The screenshot shows a dark grey header with a back arrow and the text "Retreat". Below it is a light blue banner that says "Service created". Underneath is a "Name" label and a text input field containing the word "Retreat" with a small edit icon to its right. A blue callout box with a white border and a blue arrow pointing to the input field contains the text "You can name each series something different."

Starts on

2017-11-17



Start time

11 AM ▾ : 00 ▾



End time

12 PM ▾ : 00 ▾

Auto populates to an hour later. You may need to adjust this.

Repeats

Does not repeat ▾






It defaults to one day. Click here to make it repeat.

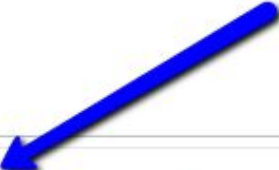
Instructed by

Start typing to search or add at a later time.

Are there any special instructions for clients?

Add any reminders or special instructions, like pre-work or driving directions, and we'll highlight them when a client enrolls.

B *I* U     



✔ Finish ✘ Cancel

Once the first course time is created, you will be taken to a page like this with different tabs. You will fall into Course Times. You can add either add to the series you just created:

← Courses Retreat 🔍

Courses Details Registration Cancellation Website Settings Pay Rates

Retreat was successfully scheduled ✕

November 17, 2017 >

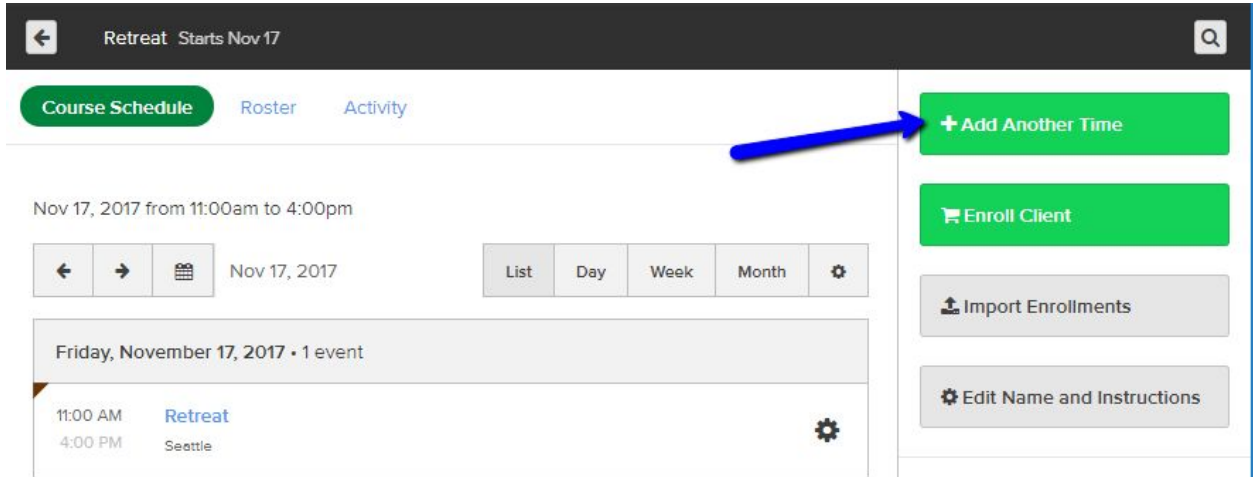
Course series you just created. Click here to add more times to this series.

+ New Course

👁 See What Clients See

🗑 Delete

You can add more days/times to the series you already created by selecting Add Another Time:



Retreat Starts Nov 17

Course Schedule Roster Activity

Nov 17, 2017 from 11:00am to 4:00pm

Nov 17, 2017

Friday, November 17, 2017 • 1 event

11:00 AM Retreat
4:00 PM Seattle

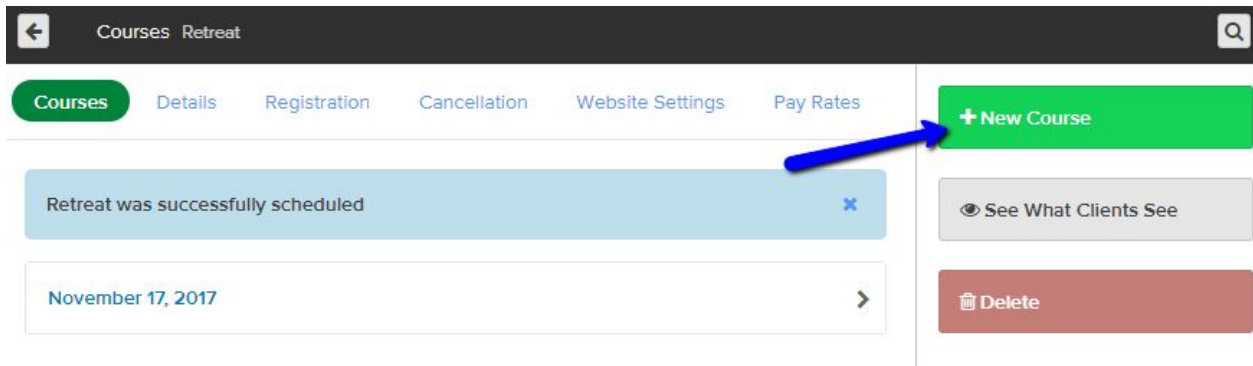
+ Add Another Time

Enroll Client

Import Enrollments

Edit Name and Instructions

Or build out a different series altogether by selecting New Course:



Courses Retreat

Courses Details Registration Cancellation Website Settings Pay Rates

Retreat was successfully scheduled

November 17, 2017

+ New Course

See What Clients See

Delete

The Details tab will allow you to make changes to the name, price, and capacity:

[Courses](#) **Details** [Registration](#) [Cancellation](#) [Website Settings](#) [Pay Rates](#)

Course name <ul style="list-style-type: none">Retreaton the calendar	Edit
Capacity <p>How many clients can enroll? Staff members can exceed capacity when enrolling clients.</p> <input type="text" value="20 clients"/>	Edit
Course Price <ul style="list-style-type: none">\$120 for entire courseTax exempt✓ In Courses revenue category	Edit
Service category <p>Courses</p>	Edit

Registration tab:

[Courses](#) [Details](#) **Registration** [Cancellation](#) [Website Settings](#) [Pay Rates](#)

Online registration Who can enroll online? Staff members can enroll any client, regardless of membership status.	Edit
<ul style="list-style-type: none">✗ Visitors (without an account)✓ Clients✓ Members	
Member status <ul style="list-style-type: none">✗ Clients who buy this are not considered members	Edit
Deadline for registering online How many minutes beforehand can clients no longer enroll themselves? Staff members can enroll clients anytime.	Edit
i Clients can enroll any time before class starts	

You can decide who is allowed to enroll into your classes online. Members are defined by what they have purchased (passes and plans).

Who can register for this on your Pike13 website?

Visitors without an account will be required to create one during enrollment.

<input checked="" type="checkbox"/> Clients	If you offer a beginner class, you may only want clients to have access to online registration. For advanced classes, you may want to limit it to members.
<input checked="" type="checkbox"/> Members	
<input checked="" type="button" value="Save"/>	<input type="button" value="Cancel"/>

You can set a deadline for registering online. Please note that the Pike13 software will not change the price if someone enrolls part way through a course:

Registration deadline

When can clients enroll in this course?

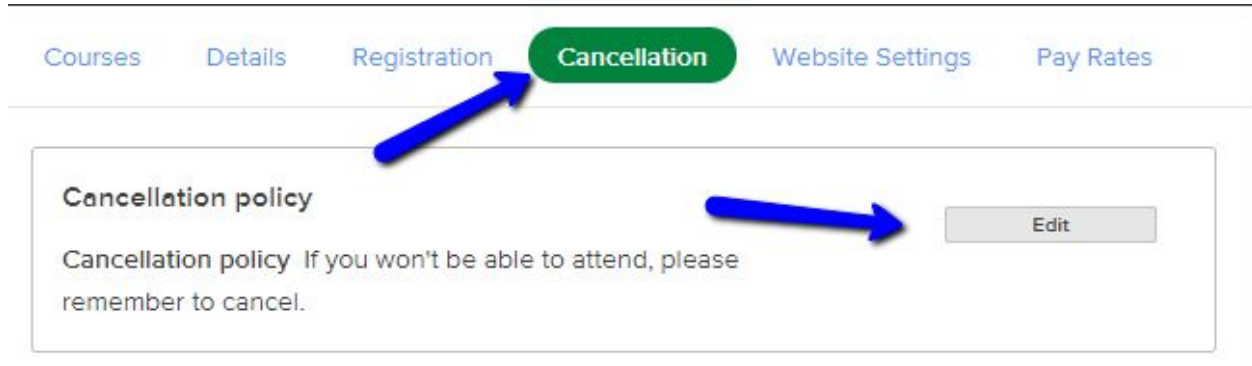
Any time before the course starts

A set time before the course starts

Any time before or during the course

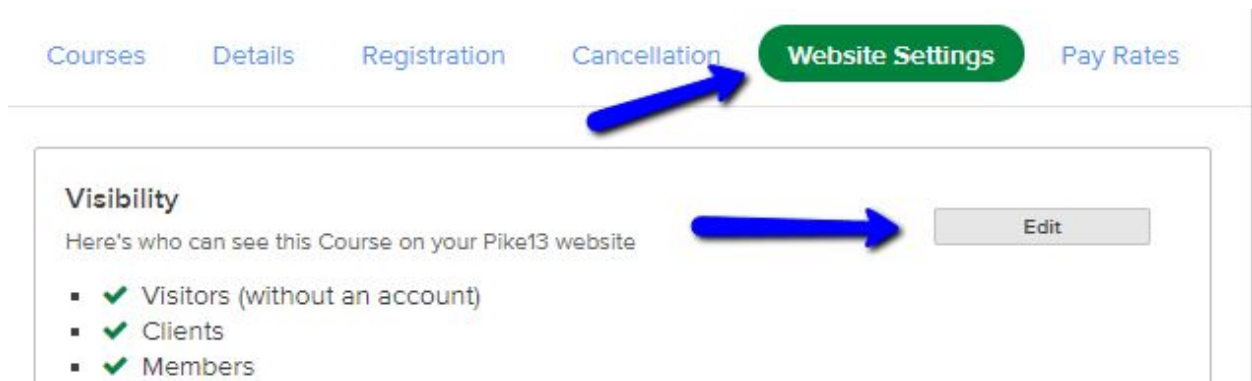


Pike13 will not provide any refunds to clients who cancel out of a class. You can rewrite the cancellation policy along with your refund policy under the Cancellation tab:



The screenshot shows a navigation bar with tabs: Courses, Details, Registration, Cancellation (highlighted in green), Website Settings, and Pay Rates. A blue arrow points from the 'Registration' tab to the 'Cancellation' tab. Below the navigation bar, the 'Cancellation policy' section is visible, containing the text: 'Cancellation policy If you won't be able to attend, please remember to cancel.' A blue arrow points from the 'Cancellation' tab to the 'Edit' button in the top right corner of the policy section.

Website settings allows you to determine what your clients see on your Pike13 website:



The screenshot shows a navigation bar with tabs: Courses, Details, Registration, Cancellation, Website Settings (highlighted in green), and Pay Rates. A blue arrow points from the 'Cancellation' tab to the 'Website Settings' tab. Below the navigation bar, the 'Visibility' section is visible, containing the text: 'Here's who can see this Course on your Pike13 website'. A blue arrow points from the 'Website Settings' tab to the 'Edit' button in the top right corner of the visibility section.

- Visitors (without an account)
- Clients
- Members

<p>Service summary</p> <p>This summary describes this Course and appears on your Pike13 homepage, in service listings, and in calendar details.</p> <p>✘ No service summary</p>	<p>This appears under the course name when viewing a list of services.</p>
<p>Full service description</p> <p>This detailed description appears when clients click for details about this service on your Pike13 website.</p> <p>✘ No service description</p>	<p>This appears when a client goes into the service.</p>
<p>Show price on homepage?</p> <p>Show the price for this service on your Pike13 website?</p> <p>✓ Price is shown on your Pike13 website</p> <p>Edit</p>	
<p>Show instructor name?</p> <p>Names of instructors are shown on your Pike13 website</p> <p>Edit</p>	
<p>Show remaining spaces?</p> <p>✘ Remaining spaces are not shown on your Pike13 website</p>	<p>This allows clients to see whether a course is getting full.</p>

The Pay Rates tab allows you to add service specific pay rates for staff members. You can have more than one pay rate per service. After you add the pay rate, you will assign staff members:

Courses Details Registration Cancellation Website Settings **Pay Rates**

No rates have been created yet for this service

+ New Pay Rate