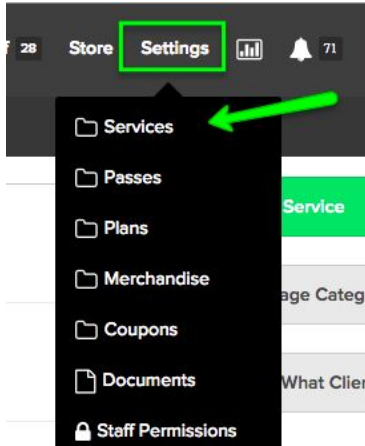
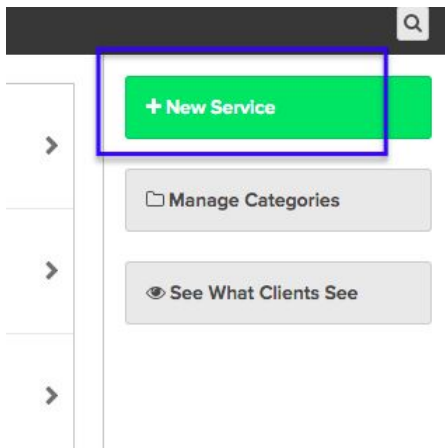


Creating an Appointment

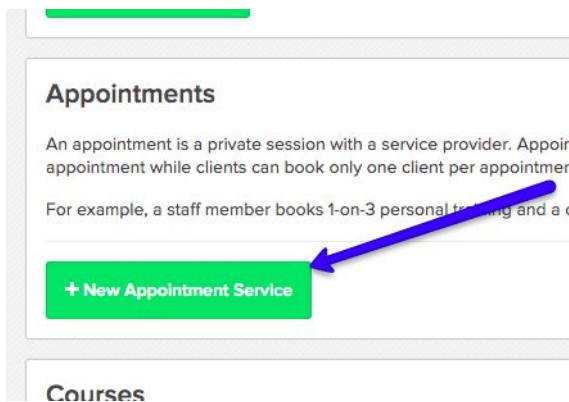
Go to Settings - Services:



Choose + New Service:



Select New Appointment Service:



Enter the required information:

New Appointment Service

* Name of service

Private Training

Appointment length

Default appointment length (can be changed when booking)

60

Start appointments on intervals (in minutes) of

30

You determine whether appointments begin on half hour increments or hour increments. Ex: 9, 9:30, 10 or 9, 10, 11

Add extra time before appointment

0

Time before or after appointments allows staff members to set up or clean up after an appointment.

Add extra time after appointment

0

Single-visit price

\$ 85.00

Dropin Rate

Choose applicable taxes

Sales Tax

You can add different drop in rates for different staff members.

Does the price vary depending on the staff member being booked?

Revenue category

Choose one

Revenue category

Appointments

For reporting purposes. You can updated revenue categories by going to Settings - Advanced Settings - Revenue Categories.

Who can buy a single visit?

Clients and members can buy this

You control who can buy this on your Pike13 website.

Only members can buy this

No one (only staff members can sell it)

Service category

Appointments

✓ Finish ✕ Cancel

Service categories allow you to organize your services for your clients. You can manage these through Settings - Services - Manage Categories.

Adding Staff Availability


Choose a staff member that should have availability:

← Staff Availability Private Training

Staff Availability Details Registration Canc

⚙ Add availability for:

Nick Kerns	Jeremy Monson	John Mullen	
Clark Mene	Charlie Crossman	Clay Anders	
Renee Woodworth			



Starting

2017-09-29

From

09 AM : 00

To

05 PM : 00

Repeats

Weekly

Every 1 weeks

on these days of the week:

Su	M	Tu	W	Th	F	Sa
	*	*	*	*	*	

Stop repeating

Never

After

After occurrences

Any appointment service that has been set up will appear in the list below. Click on them to deselect what the staff member is not available for.

Which services does this apply to?

Personal Training Physical Therapy Consultation Nutritional Counseling Private Training

Choose Services

Save

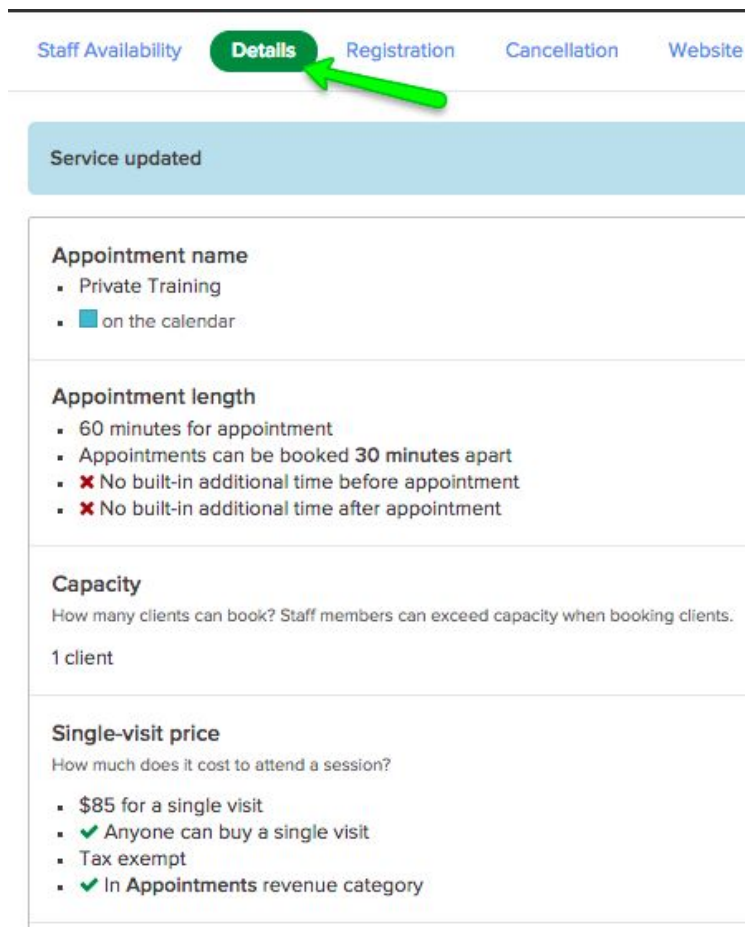
Go Back

After you do this, you will be taken into the staff member's profile. To get back to your appointment service go to Settings - Services, and select the appointment you are working on.

Appointment Settings

There are different tabs across the top of the appointment that allow you to update the service, set registration and cancellation policies, and update what your clients can see. Use these tabs to ensure your service is set up the way you want.

Details allows you to update your service name, pricing, appointment length, and applicable plans/passes:



The screenshot shows a navigation bar with tabs: Staff Availability, **Details** (highlighted with a green arrow), Registration, Cancellation, and Website. Below the navigation bar is a light blue header that says "Service updated". The main content area is divided into several sections:

- Appointment name**
 - Private Training
 - on the calendar
- Appointment length**
 - 60 minutes for appointment
 - Appointments can be booked **30 minutes** apart
 - No built-in additional time before appointment
 - No built-in additional time after appointment
- Capacity**

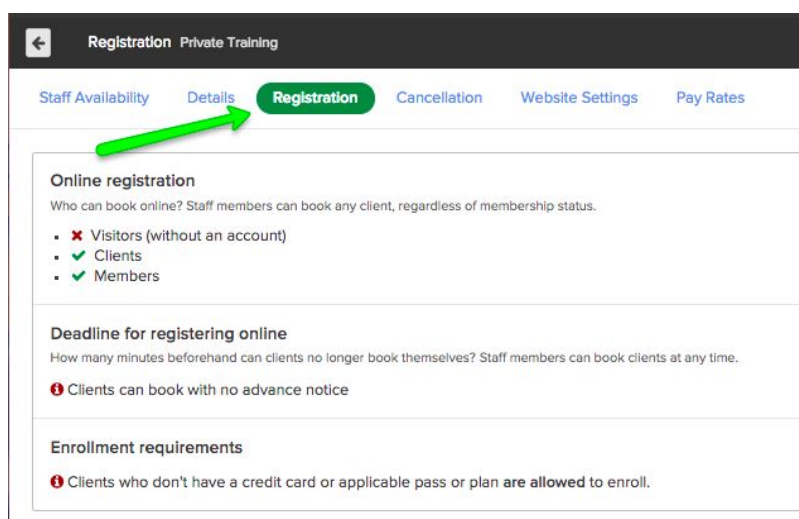
How many clients can book? Staff members can exceed capacity when booking clients.

1 client
- Single-visit price**

How much does it cost to attend a session?

 - \$85 for a single visit
 - Anyone can buy a single visit
 - Tax exempt
 - In **Appointments** revenue category

Registration allows you to set up restrictions and requirements for online enrollment:



The screenshot shows a navigation bar with tabs: Staff Availability, Details, **Registration** (highlighted with a green arrow), Cancellation, Website Settings, and Pay Rates. Below the navigation bar is a dark header that says "Registration Private Training". The main content area is divided into several sections:

- Online registration**

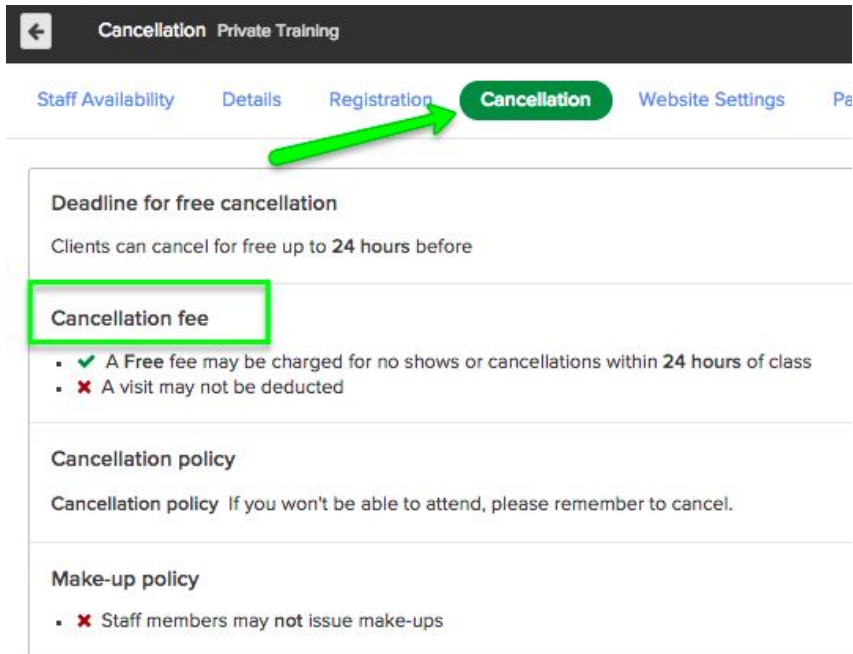
Who can book online? Staff members can book any client, regardless of membership status.

 - Visitors (without an account)
 - Clients
 - Members
- Deadline for registering online**

How many minutes beforehand can clients no longer book themselves? Staff members can book clients at any time.

 - Clients can book with no advance notice
- Enrollment requirements**
 - Clients who don't have a credit card or applicable pass or plan **are allowed** to enroll.

You can update your free cancellation window and set up a cancellation fee:



You can manage what your clients can see on your Pike13 website:

Staff Availability Details Registration Cancellation **Website Settings** Pay Rates

Visibility
Here's who can see this Appointment on your Pike13 website

- ✓ Visitors (without an account)
- ✓ Clients
- ✓ Members

Service summary
This summary describes this Appointment and appears on your Pike13 homepage, in service listings, and in calendar details.

✗ No service summary

Full service description
This detailed description appears when clients click for details about this service on your Pike13 website.

✗ No service description

Show price on homepage?
Show the price for this service on your Pike13 website?

✓ Price is shown on your Pike13 website

Show instructor name?

✓ Names of instructors are shown on your Pike13 website

Show remaining spaces?

✗ Remaining spaces are not shown on your Pike13 website

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:

← Pay Rates Private Training

Staff Availability Details Registration Cancellation Website Settings **Pay Rates**

No rates have been created yet for this service

+ New Pay Rate 