

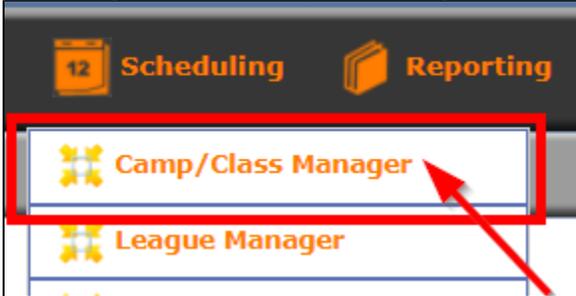
How To Create A Camp/Class

This document will give you directions for creating a camp/class as ADMIN

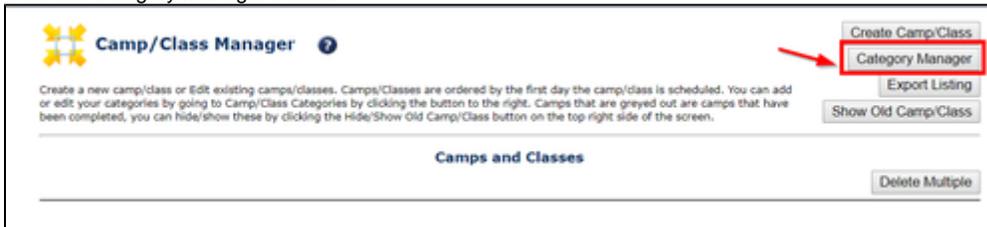
Step-by-step guide to creating a camp/class logged in as ADMIN

Logged in on the ADMIN side of eSoft:

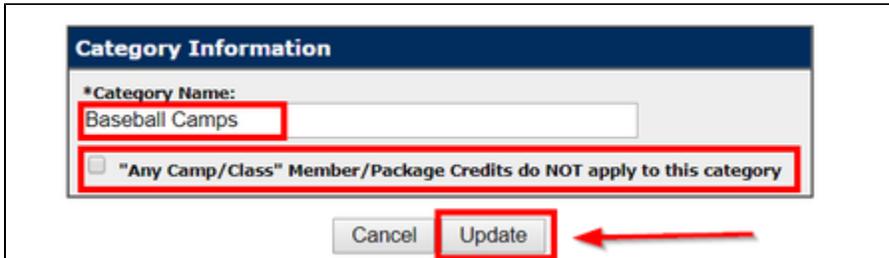
1. Go to the Scheduling tab and select Camp/Class Manager.



- a. Click the Category Manager button.



3. Name your category & select Update. To streamline the usability for you and you customers create categories for you camps/classes to fall into.



NOTE

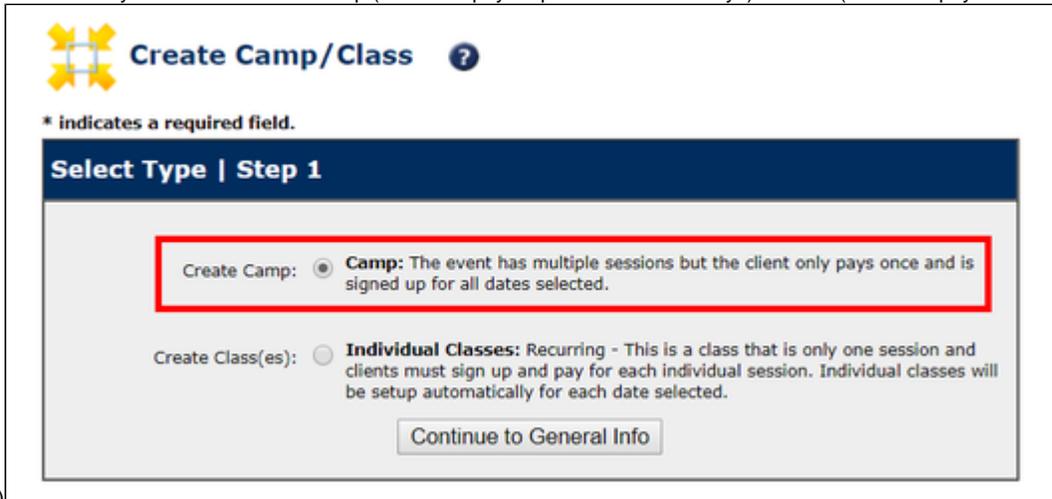
Selecting the Any Camps/Class member/package credits do NOT apply to this category only if you have our Membership or Package module and DO NOT what customers to be able to use their credits toward this camp/class category.

4. Click the Create Camp/Class button.



a.

5. You must now select where you wish to create a camp (customer pays 1 price for multiple days) or class (customer pays for each



Create Camp/Class ?

* indicates a required field.

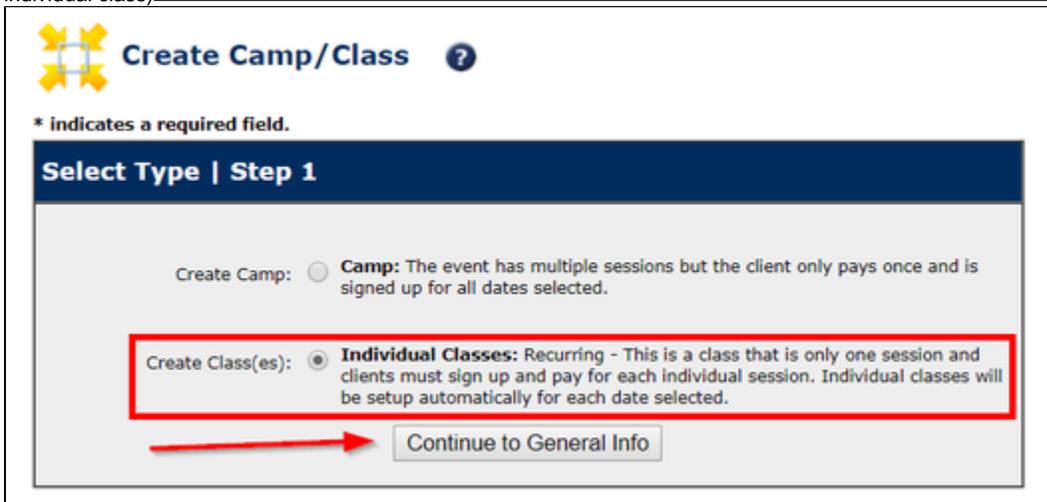
Select Type | Step 1

Create Camp: **Camp:** The event has multiple sessions but the client only pays once and is signed up for all dates selected.

Create Class(es): **Individual Classes:** Recurring - This is a class that is only one session and clients must sign up and pay for each individual session. Individual classes will be setup automatically for each date selected.

Continue to General Info

individual class)



Create Camp/Class ?

* indicates a required field.

Select Type | Step 1

Create Camp: **Camp:** The event has multiple sessions but the client only pays once and is signed up for all dates selected.

Create Class(es): **Individual Classes:** Recurring - This is a class that is only one session and clients must sign up and pay for each individual session. Individual classes will be setup automatically for each date selected.

Continue to General Info

6. Fill in the information.

* indicates a required field.

General Info | Step 2

1 Category: Baseball Camps

2 Title/Name: Valentines Day Baseball Camp

Description: (Visible to Clients)

3 This is a 2 day Valentine day class. Come and join us for this training camp with Coach Muncy!

Image:

4 

5 Minimum Age: 10 Years Old Maximum Age: 15 Years Old

6 Minimum Participants: 1 Maximum Participants: 100

Enable Waitlist:

Price Level	Default	Gold Member	All Access Member
Price	35	25% off Default [edit]	25% off Default [edit]

9

-
- (1) Select the category
- (2) Title of your camp/class
- (3) Discription of the camp/class
- (4) You may attach one image but it is not required
- (5) Select minimum and maximum age
- (6) Select minimun and maximum

Select Locations | Step 3

Select all locations you will use.

TESTING

RIVERSHORE

Softball Cages

Softball Cage 1 Softball Cage 2

Baseball Cages

Baseball Cage 3 Baseball Cage 4

Pitching Tunnels/ Turf

Pitching Tunnel/Turf | Pitching Tunnel 1 Pitching Tunnel/Turf | Pitching Tunnel 2

Weight Room

Weight Room | Coach Carolyn Weight Room | Coach Josiah

Weight Room | Coach Titus

Basketball Courts

Court 2 | north 3 Court 2 | south 3

Meeting/Party Room

Meeting/Party Room

-
-
-
-
-
-
- 7.
8. Selcte the correct information.

* indicates a required field.

Select Deadlines & Times | Step 4

Signup Start Date:

Price Level	Default	All Access Member	Gold Member
Start Date	01 / 05 / 2018	01 / 05 / 2018	01 / 05 / 2018

Clients with Active Memberships can start sign ups on: 01 / 05 / 2018

Sign Up Deadline Date: Feb 14 2018

Refund Deadline Date: Feb 14 2018 1 : 00 AM

Enter a start and end time for the camp/class.
 Example: 10:30pm, type 10:30 then select PM from the dropdown

Start Time: 4:00 PM

End Time: 5:30 PM

The start and end time are valid

Camp/Class Begins In: February 2018

Back Continue to Select Dates

- a.
 - b. (1) Set the date that registration open. (you will only see different start dates if you have price discount levels set up)
 - c. (2) Set the date that registration ends.
 - d. (3) Set the deadline that a customer will receive a refund if THEY cancel. (employees can give a refund at anytime)
 - e. (4) Set the start and end time of the camp/class.
 - f. (5) Set the month and year that the camp/class begins.
 - g. (6) Continue to Select Dates
9. Select the date/dates that your camp/class will occur.

Select all the dates you would like the camp/class to be on.

January 2018						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
1 <small>Registration is included in Baseball Camps - Baseball Camp 4 from 10:00am to 11:00am</small>	2	3	4	5	6	7
8 <small>Registration is included in Baseball Camps - Baseball Camp 2 from 10:00am to 11:00am</small>	9	10	11	12	13	14
15 <small>Registration is included in Baseball Camps - Baseball Camp 3 from 10:00am to 11:00am</small>	16	17	18	19	20	21
22 <small>Registration is included in Baseball Camps - Baseball Camp 4 from 10:00am to 11:00am</small>	23	24	25	26	27	28
29 <small>Registration is included in Baseball Camps - Baseball Camp 2 from 10:00am to 11:00am</small>	30	31				

February 2018

* indicates a required field.

Select Dates | Step 5

Select all the dates you would like the camp/class to be on.

February 2018						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2018

If you are setting up a camp the software will create one camp for the entire series of events. If you are setting up a class for every Wednesday it will create a different class for each date selected.

10. Continue to Select Instructors.

Back	Continue to Select Instructors	←
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11. If you wish to schedule certain employee(s) to work the camp/class select the box across from there name under the date you want them

* Indicates a required field.

Schedule Instructors | Step 6

Select instructors for camp/class.

Employees	Commission Per Day <i>(example: for \$22.50 type 22.50)</i>	January 2	January 9	January 16	January 23	January 30
Klein, Jerry	0 <input type="text"/>	<input type="checkbox"/>				
Klein, Amelia	0 <input type="text"/>	<input type="checkbox"/>				
Muncy, Carolyn	0 <input type="text"/>	<input type="checkbox"/>				
Muncy, Josiah	0 <input type="text"/>	<input type="checkbox"/>				
Muncy, Moriah	0 <input type="text"/>	<input type="checkbox"/>				
Muncy, John	0 <input type="text"/>	<input type="checkbox"/>				
Muncy, Titus	0 <input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Muncy, Bethany	0 <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

to be scheduled and click Schedule Camp/Class.

* Indicates a required field.

Schedule Instructors | Step 6

Select instructors for camp/class.

Employees	Commission Per Day <i>(example: for \$22.50 type 22.50)</i>	February 14	February 15
Klein, Jerry	0 <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Klein, Amelia	0 <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Muncy, Carolyn	0 <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Muncy, Josiah	0 <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Muncy, Moriah	0 <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Muncy, John	0 <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Muncy, Titus	0 <input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Muncy, Bethany	0 <input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

12. You will be redirected to the camp/class manager and will be able to see the camp/class you have just created. It will also show in orange on your calendar.

Camps and Classes												
Baseball Camps (edit Category Name)												
Title	Age Range	Spots Filled	Sign Up Deadline	Date(s)	Time	Clients Registered	Waitlist	Employee Schedule	Schedule	Edit	Delete (Cancel)	Duplicate
Valentines Day Camp	10 - 15	0 of 50 (min needed: 1)	Feb 14, 2018	Feb 14, 15	4:00pm - 5:30pm		0 waiting View					

Softball Skills Clinics (edit Category Name)												
Title	Age Range	Spots Filled	Sign Up Deadline	Date(s)	Time	Clients Registered	Waitlist	Employee Schedule	Schedule	Edit	Delete (Cancel)	Duplicate
Tuesday Softball Classes	10 - 12	0 of 15 (min needed: 1)	Jan 9, 2018	Tuesday Jan 9	10:00am - 11:00am		0 waiting View					
Tuesday Softball Classes	10 - 12	0 of 15 (min needed: 1)	Jan 16, 2018	Tuesday Jan 16	10:00am - 11:00am		0 waiting View					
Tuesday Softball Classes	10 - 12	0 of 15 (min needed: 1)	Jan 23, 2018	Tuesday Jan 23	10:00am - 11:00am		0 waiting View					
Tuesday Softball Classes	10 - 12	0 of 15 (min needed: 1)	Jan 30, 2018	Tuesday Jan 30	10:00am - 11:00am		0 waiting View					

:45													
4:00pm	Valentines Day Camp	Valentines Day Camp											
:15													
:30													
:45													
5:00pm													
:15													
:30													
:45													
6:00pm													

Related articles

- [How-To Sign A Client Up For A Camp/Class](#)
- [Removing a Client from a Camp/Class](#)
- [How To Create A Camp/Class](#)
- [Can't Enroll Client in Camp/Class](#)
- [I Created a Category \(in Camp/Class, Package or Membership Manager\) But Don't See It On The Screen.](#)