

Activity Class Schedule

An excel based solution, which is macro free, to enable you to keep on top of your activity classes, and the people who attend them. If this sounds like what you need, take a look at the details below.

Plan re-occurring classes for certain days of the week

Keep a database of all people attending the classes

Assign people to classes

Easily see who is due to attend each class

Monitor attendance

Track invoices sent and payments received

Monitor class capacity and spaces available

Call up a list of contacts who meet desired criteria

See if there will be an upcoming space available

Monitor attendant achievements

And so much more...

Keep on top of your weekly classes, events, attendance, and fees

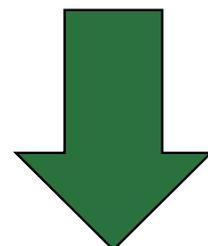
Schedule				Class Code		Mon - Stage 1 - Pool 2 - 08:00	
Your Business				Use the filter to the right to filter Sessions Codes			
Day	Mon	Start	08:00	Used	Spaces		2
Stage	Stage 1	End	09:00	Available	Spaces		3
Location	Pool2	Capacity	5				
Instructor		Instructor 3					

Space	Swimmer's Name	Guardian	Number	Email	If Applicable	End Date
1	Liam	Richard	0751 234 5678			
2	Lisa	Shane	0751 234 5681			
3						
4						
5						

spreadsheetsolutions.biz/store



Scroll down to see more about this product



Classes

Your Business

Date Over-Ride

04/12/2020

Class Code	Day	Stage	Location	Start Time	End Time	Instructor	Capacity	Assigned	Available
	▼	▼	▼	hh:mm	hh:mm	▼	▼	▼	▼
Mon - Stage 1 - Pool 2 - 08:00	Mon	Stage 1	Pool 2	08:00	09:00	Instructor 3	5	2	3
Wed - Stage 2 - Pool 1 - 09:00	Wed	Stage 2	Pool 1	09:00	10:00	Instructor 1	5	2	3
Fri - Stage 3 - Pool 3 - 10:00	Fri	Stage 3	Pool 3	10:00	11:00	Instructor 4	5	2	3

This spreadsheet is designed to help you to schedule weekly classes, assign people to each class, and then monitor attendance, fees due and paid, and also isolate contact details if required. The first tab (pictured above) will allow you to create classes. Simply select which day of the week they occur, what type of class they are, the location of the class, the start and end time, the instructor, and how many people can attend as a maximum. Most of these are drop down lists, and you can choose what options are available for each list. Each line will represent a class, and each class will get a unique class code, which you can use to identify it on other tabs of the spreadsheet.

Participants

Your Business

Number Classes	Outstanding Balance	Contact					Contact Number
		Name	Parent Guardian	Number	Email	Emergency Contact	
2	£0.00	Liam	Richard	0751 234 5678	richard@email.co.uk		
1	£100.00	Seth	Mark	0751 234 5679	mark@email.co.uk		
1	£0.00	Mandy	Angela	0751 234 5680	angela@email.co.uk		
1	£100.00	Lisa	Shane	0751 234 5681	shane@email.co.uk		
1	£0.00	Connor	Mary	0751 234 5682	mary@email.co.uk		

You also have a tab where you can list all the people who are due to attend any of the classes. This is geared for children, so you can add a parent/guardian name too (you don't need to). You will also be able to add an emergency contact and an email address and phone number for both.

The people added on this tab will be available for selection on the other tabs. Not only that, but you can also create badges/achievements which the people can obtain, and you can simply tick off who has achieved what on this tab.

Assigned Classes			Your Business																																			
Class Code	Participant	Start	End	06/01/20	13/01/20	20/01/20	27/01/20	03/02/20	10/02/20	17/02/20	24/02/20	02/03/20	09/03/20	16/03/20	23/03/20	30/03/20	06/04/20	13/04/20	20/04/20	27/04/20	04/05/20	11/05/20	18/05/20	25/05/20	01/06/20	08/06/20	15/06/20	22/06/20	29/06/20	06/07/20	13/07/20	20/07/20	27/07/20	03/08/20	10/08/20	17/08/20		
Mon - Stage 1 - Pool 2 - 08:00	Liam			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Wed - Stage 2 - Pool 1 - 09:00	Seth			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Fri - Stage 3 - Pool 3 - 10:00	Mandy			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Mon - Stage 1 - Pool 2 - 08:00	Lisa			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Wed - Stage 2 - Pool 1 - 09:00	Connor			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Fri - Stage 3 - Pool 3 - 10:00	Liam			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

The main tab is where you can assign people to classes. This then enables you to simply select a class, and a person, and then input a starting and ending date (if applicable). You can then tick off who attends what class each week (if you track attendance) or mark a class as cancelled if required.

This not only tracks attendance, but also helps to show how many classes each person attended per term (you can set the terms, even set it monthly). This may help with the billing, which can be monitored on the Participants tab.

Schedule

Your Business

Day	Mon	Start	08:00	Used	2
Stage	Stage 1	End	09:00	Available	3
Location	Pool 2	Capacity	5		

Instructor:

Class Code

Use the filter to the right to filter Sessions Codes

Week Day

Stage

Location

Inst.

Space	Swimmer's Name	Guardian	Number	Email	If Applicable End Date
1	Liam	Richard	0751 234 5678		
2	Lisa	Shane	0751 234 5681		
3					
4					
5					

This is one of the automated tabs. You may get someone calling and asking about availability of any of the classes. This tab lets you filter how you wish, so you could select Monday glasses for a beginner for example, it will then show you all the classes that meet that criteria! You can select the desired one, and it will show you how many people attend that class and how many places are available. It will also show you all the details of the class so that you can confirm that it is what is required.

Filtered List

Your Business

Email addresses shown below, to copy and paste (values) into Word or Outlook

richard@email.co.uk; mark@email.co.uk; angela@email.co.uk; shane@email.co.uk;
mary@email.co.uk

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Class Start Time

Class End Time

Day

Stage

Location

Paid Status

Instructor

Name	Parent Guardian	Number	Email
Liam	Richard	0751 234 5678	richard@email.co.uk
Seth	Mark	0751 234 5679	mark@email.co.uk
Mandy	Angela	0751 234 5680	angela@email.co.uk
Lisa	Shane	0751 234 5681	shane@email.co.uk
Connor	Mary	0751 234 5682	mary@email.co.uk

This is the second automated tab, this one lets you filter contacts. Say for argument sake one of your venues is shut down for one day, panic sets in, and you need to notify everyone who is due to have a class tomorrow at a certain venue. You can then simply select the day and the venue, and it will bring up a list of all contacts who apply! Not only that, but it will put all the email addresses into one cell, so you can copy that and paste it into Word, to then transfer to your email to bcc all the relevant people.

Date Range & Class Settings

First day of the first week of the year of this year

Start Date Mon, 06 Jan 2020

Start Date Sun, 17 Jan 2021

Max No. Attendents per Class 5

Email List Separator

Text to separate email addresses ;

Term Dates & Names

Leave blank for default

	Term Name	Start Date	End Date	
Term 1		Wed, 01 Jan 2020	Sat, 29 Feb 2020	✓
Term 2		Sun, 01 Mar 2020	Thu, 30 Apr 2020	✓
Term 3		Fri, 01 May 2020	Tue, 30 Jun 2020	✓
Term 4		Wed, 01 Jul 2020	Sun, 30 Aug 2020	✓
Term 5		Tue, 01 Sep 2020	Sat, 31 Oct 2020	✓
Term 6		Sun, 01 Nov 2020	Thu, 31 Dec 2020	✓
Term 7				
Term 8				
Term 9				
Term 10				
Term 11				
Term 12				

Lastly there are some settings for you to control. You can determine what is in all the drop down lists (day, stage, location, and instructor), but you can also set a maximum class size. As the spreadsheet lasts for 1 year (you can use a new blank copy the next year), you can set your annual dates here, as well as the term dates if they apply.

So there you have it, an overview of this unique product. We can't show you everything in this brochure, so please use the link below to the demo video, should you wish to see exactly how this product works.

All the other links you may need for more information, or to purchase this product, are below.

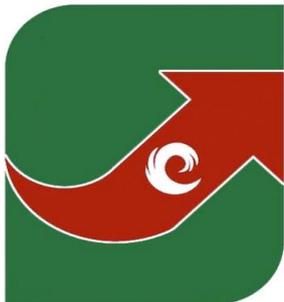


In order to purchase this product, download a free trial, or watch the demo video, please click the image to the left.

This product is sold from the UK, and will be invoiced as GBP. The fee is a once off fee, and there is no monthly charge. There will be an entirely optional annual charge, should you want to receive future upgrades.

£350

This product is created by:



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