

## How to Search for Place Availability

If you have a new client contact you, and you want to efficiently check if you can accommodate them, you will need to go to **Courses** from the Main Menu and then press **Place Availability**.

Once you have pressed **Place Availability**, you will be presented with a menu of class types where you can select relevant classes to refine your search. Once you have made your selections, make sure to press **Apply**.

**Configure Filter - Class**

Stage 1

Stage 2

Stage 3

Stage 4

Crash Course

**Apply**

Select All      Deselect All

← Exit

Select the boxes for the relevant class types.

Press here to apply filters to your search.

Once you have defined your filters, all the matched courses will show in a list along with information regarding date, time, and teacher etc. You can choose to view **All Courses** if only matched courses are showing. SwimSoft will show you courses that run concurrently, these are called **Matched Courses** and you have the option to view **All Courses** or **Matched Courses**.

**Filter summary**

Day: All

Class: Stage 1 (Lond-Swim), Stage 2 (Lond-Swim)

Start Times: All

Teachers: All

Show 25

| Students | Day | Time  | Class   | Teacher         | No  | Mins | Section                 | Notes | Places | Un | Min | Max |
|----------|-----|-------|---------|-----------------|-----|------|-------------------------|-------|--------|----|-----|-----|
|          | Tue | 12:00 | Stage 1 | A Sample        | 538 | 30   | Main Pool - Shallow End |       | 8      | 0  | 3   | 8   |
|          | Tue | 12:00 | Stage 2 | A Sample        | 537 | 30   | Main Pool - Shallow End |       | 7      | 0  | 3   | 8   |
|          | Wed | 16:00 | Stage 1 | Willow Cassidy  | 610 | 30   | Main Pool - Section A   |       | 8      | 0  | 3   | 8   |
|          | Wed | 16:00 | Stage 2 | To be confirmed | 611 | 30   | Main Pool - Section A   |       | 8      | 0  | 3   | 8   |

Showing 1 to 4 of 4 entries

Previous 1 Next

CSV Excel PDF Print

Press here to expand courses and see who is already booked in.

Number of places available show here.

Select alternative filters here.

The Students icon will take you to the **Edit Course Attendees**

On the left-hand side of the page, there is the option to clear, change or add various other filters. This can narrow your search down even more, so you only see courses that accommodate the clients needs.

The Places column has colour indicators which change depending on place availability. If there is space in the course, the box will show as green and if the course is full, it will be amber. The Places column shows the total number of available spaces in the course at that time.

SwimSoft does not limit your class sizes to what you input as your maximum class size in the class configuration pages, therefore you can add as many students as you like to a course. If you have reached your maximum capacity and proceed to add more students, the box will turn red and a minus number will be displayed.

To add the student to the desired course, should there be space available, you will need to press on the **Students** icon which will redirect you to the **Edit Course Attendees** page.

**Edit Course Attendees - course no: 534**  
Register: 01-Feb-2022 04:06:39 PM

|   | First name | Surname | Move or Stay | Class |   |
|---|------------|---------|--------------|-------|---|
| 1 | Molly      | Ridge   |              |       | <input type="checkbox"/> CDS <b>Add Award</b> <b>Delete</b> |
| 2 | Tom        | Ridge   |              |       | <input type="checkbox"/> CDS <b>Add Award</b> <b>Delete</b> |

+ Selection Processing

**Course documents**    **Show all awards**    **Hide all awards**  
**Mark All As Staying**    **Mark All As Moving Up**    **Mark All As Moving Down**  
**Store details**    **Add new student**    **Exit course attendees**

Press here to add a new student to the selected course.

Press the **Add New Student** button to search for the student requiring a place on the course. After pressing the **Select** button, you can select which lessons in the term the student will be attending, and they will only be billed for these lessons.

Once you have added the student to the course, please make sure to press the **Store Details** button to update the course successfully.