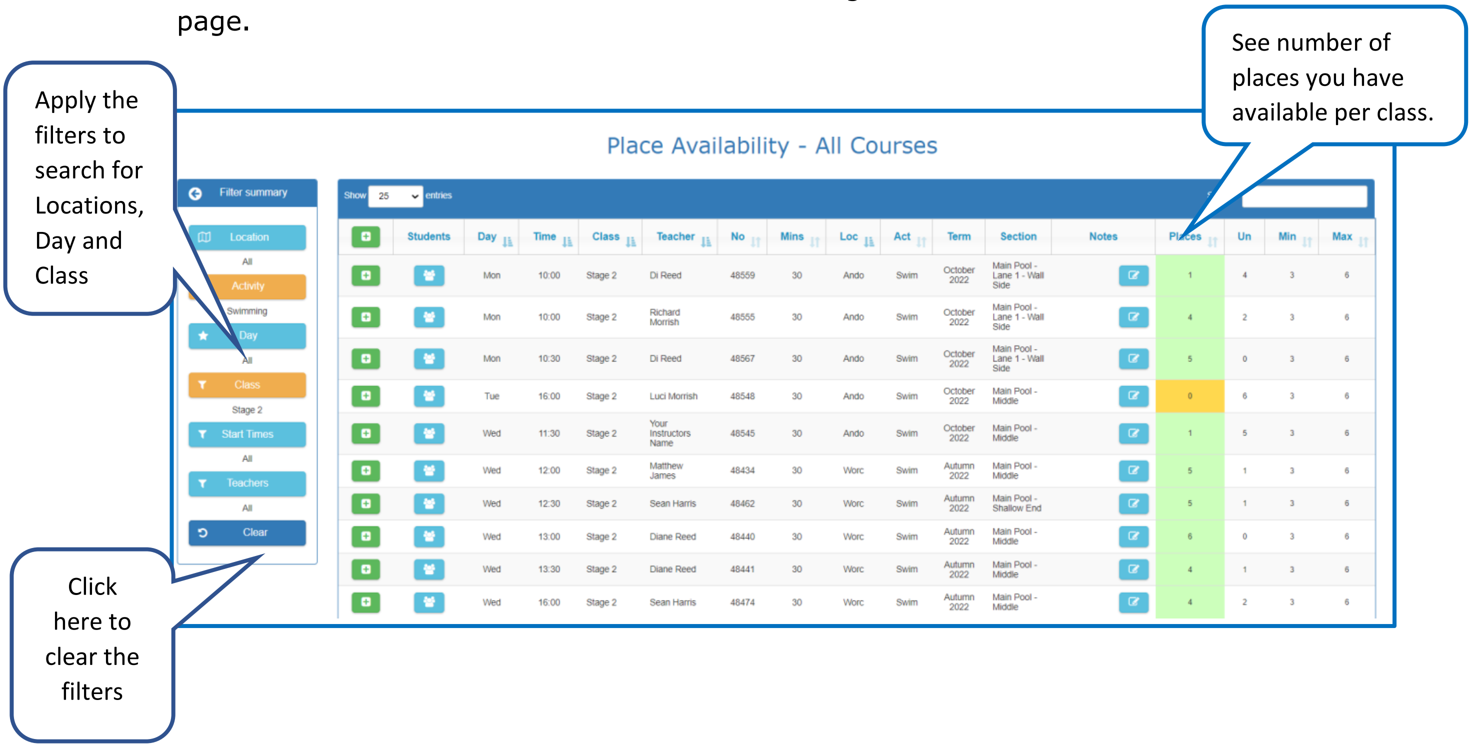
How to search for place availability

If you have a new client who contacts 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**. The **Place Availability** will only show you up-and-coming lessons across all your locations and activities on one page.

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**.

You will see a list of all your courses at all locations. From here you can apply the filters to search for a **Location**, **Day** or **Time** of the courses you would like to view. If you select more than one class SwimSoft Online will automatically show you courses that run concurrently, these are called **Matched Courses** and you have the option to toggle between **All Courses** or **Matched Courses** using the view button at the bottom of the page.



Note* If you are applying the **Location** filter and no courses are shown, this could be one of two reasons: There are no up-and-coming courses! or secondly, you do not have permission to access and view data corresponding to the location. To grant access permissions, please go to the **Main Menu** then press **System Configuration** and **Personnel**, locate the user's name and press **Edit** under the **Access Permission column**, switch on the location you wish to view.

Note** If you are viewing a term that is not set to 'current', the only courses displayed will be those taking place at the Location and Activity you selected when first accessing SwimSoft, or when pressing Locations & Activities on the Main Menu. The Place Availability page will look at the current term across all locations and activities and therefore if you are not in a current term in one venue you will not see all your location courses. Please note that this will only be a problem when you have processed a reenrolment, you are at the end of the term and want to view the spaces in the new term. As soon as all new terms have been set as the current term, the Place Availability page will display all courses across all venues.

The **Places** column has colour indicators that will change depending on place availability. If there is space in the course, the box will show as green; 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 Online 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.

If you have accessed the **Place Availability** page from the **Client Data Sheet** by pressing the **Add** under **Courses**, you will see an additional button marked **Show Family Courses** button at the top of the **Place Availability** page. Pressing this button will show the active courses for the family members, this function is designed to help you choose appropriate courses for siblings and other family members.

Courses For The Fox Family

The tables below shows all courses that members of The Fox Family are scheduled to attend.

Active Courses For Finlay

Location	Activity	Class	Course No.	When	Term
Andover	Swimming	Beginners	48560	Thu 15:00 PM	October 2022

Active Courses For Other Family Members

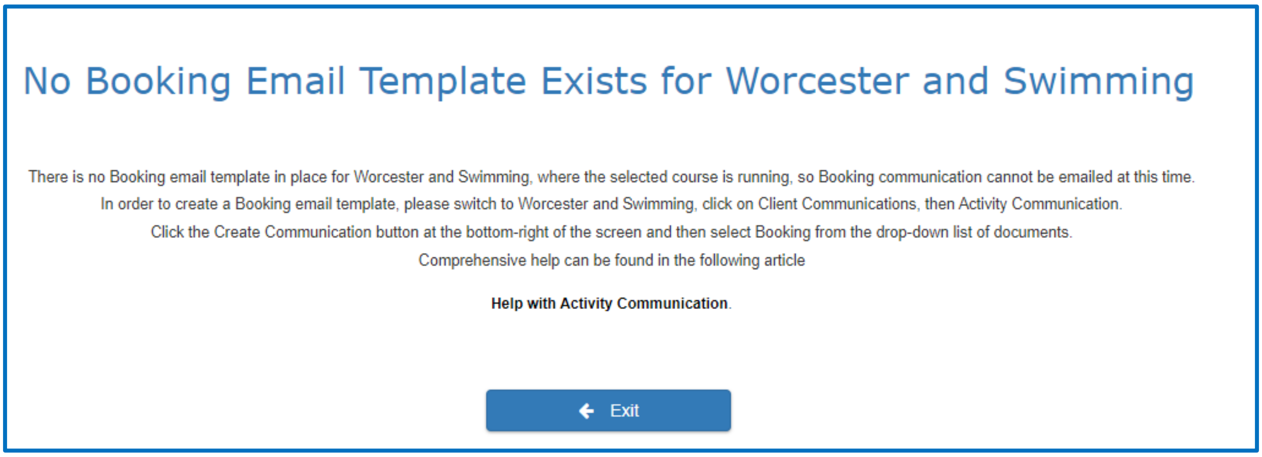
Who	Location	Activity	Class	Course No.	When	Term
Charles	Andover	Swimming	Stage 1	48558	Mon 11:30 AM	October 2022
Lisa	Andover	Swimming	Stage 2	48555	Mon 10:00 AM	October 2022
Mathew	Andover	Yoga	Standard	48517	Tue 18:10 PM	Sept - Oct 22

Close

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.

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, pressing **Confirmed** will confirm the student's place and create an **Invoice** communication. The email preview will appear, if your invoice template is switched on, you will be presented with your invoice. Please check the course and price information before pressing **Send**. If you do not want to send the invoice, pressing **Exit** will put the invoice email into your **Client Communication** and **Manage Communications** for you to check and send later.

SwimSoft Online will confirm if no email template exists for the location and activity associated with your selected course.



If you see the message an administrator should define the Invoice email template for the activity at the specified location. By pressing **Client Communication** and **Manage communication.**