



User Guide





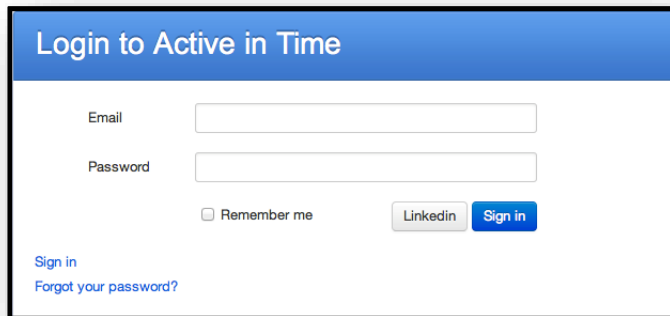
USER GUIDE

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Log In

Using your username and password log in to www.activeintime.com.

A screenshot of the 'Login to Active in Time' web form. The form has a blue header with the title 'Login to Active in Time'. Below the header, there are two input fields: 'Email' and 'Password'. Under the 'Password' field, there is a checkbox labeled 'Remember me'. To the right of the 'Remember me' checkbox are two buttons: a grey 'Linkedin' button and a blue 'Sign in' button. At the bottom left of the form, there are two links: 'Sign in' and 'Forgot your password?'.

Login to Active in Time

Email

Password

Remember me

Linkedin Sign in

[Sign in](#)

[Forgot your password?](#)

Home Page

The first thing you see when you login as an Operator is a list of all your sites. You can search for a particular site by name. Clicking on the name will then take you to this site's page.

Blue Star Leisure Trust

🏠 Sites
Timetable Management
Instructors
Management Details
Manage Admins
Import API's

Home / Blue Star Leisure Trust

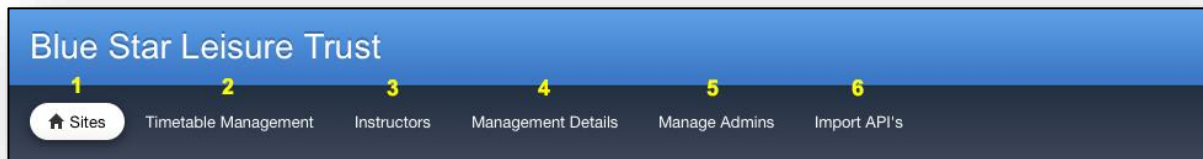
Sites

Choose a Site below to start managing its timetables and information.

Displaying 10 sites

Name	Borough	Approved?	
Gold Sports Centre		✔	Request Delete
Green Swimming Pool		✔	Request Delete
Orange Swimming and Fitness Centre		✔	Request Delete
Pink Leisure Centre		✔	Request Delete
Purple Playing Fields		✔	Request Delete
Red Leisure Complex		✔	Request Delete
Silver Playing Complex		✔	Request Delete
White Lido		✔	Request Delete
Yellow Sports Centre		✔	Request Delete
Zoom Leisure Centre		✔	Request Delete

Navigation



- 1) **Sites** - This is the operator home page and contains a list of all your sites.
- 2) **Timetable Management** – This section is where you manage the information that affects your timetables e.g. timetable sessions, session categories, levels, holidays and exclusive events.
- 3) **Instructors** – This section is where you manage the information held on your instructors.
- 4) **Management Details** – This section is where you manage your management information.
- 5) **Manage Admins** – This section is where you manage your admins by inviting new ones and managing existing ones.
- 6) **Import API's** – not relevant, relates to operators not working directly in AiT.

Manage Admins

The first thing you will probably want to do when logging into AiT is to manage who has access within your organisation to AiT

There are 2 types of admin in AiT; Operator Admins and Site Admins. You can have as many of each type as you want.

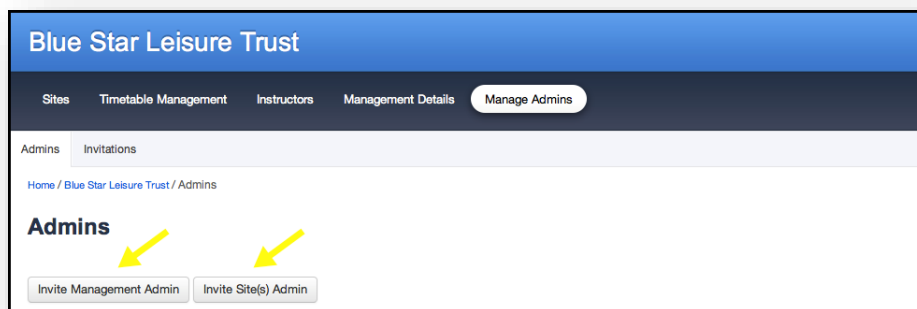
Operator Admin – This admin type can edit all information and sites belonging to an operator. They are the only admin types that are capable of editing timetable sessions, categories, exclusive event and holiday information.

Site Admin – This admin type can only edit the information for a particular site. Their scope is limited to a particular site and therefore the Operator Admin dictates many of the choices they can make.

An Operator Admin can create both Operator Admins and Site Admins. A Site Admin can only create other Site Admins for the particular site they are an admin for.

Creating a New Operator Admin / Site Admin

In the Manage Admins section you create and invite new admins to AiT.



Admins are invited by an invitation that is created by pressing either 'Invite Management Admin' or 'Invite Site(s) Admin'. Fill in your new admin's details and press 'Create Invitation'. An invitation is then emailed to the email address you have supplied.

Blue Star Leisure Trust

Sites Timetable Management Instructors Management Details **Manage Admins** Import API's

Home / Blue Star Leisure Trust

New Management Admin Invitation

First Name *

Last Name *

Email *

Email Language

Note



If you are creating a Site Admin you will also have to choose the sites you want them to manage.

The invited admin will then receive the invitation to become an admin. If they don't receive it ask them to check their junk / spam folder.

The email contains a link that when clicked will take the potential admin to a screen so they can create their account.

Once they have filled in their details and created their password they will have immediate access to AiT.

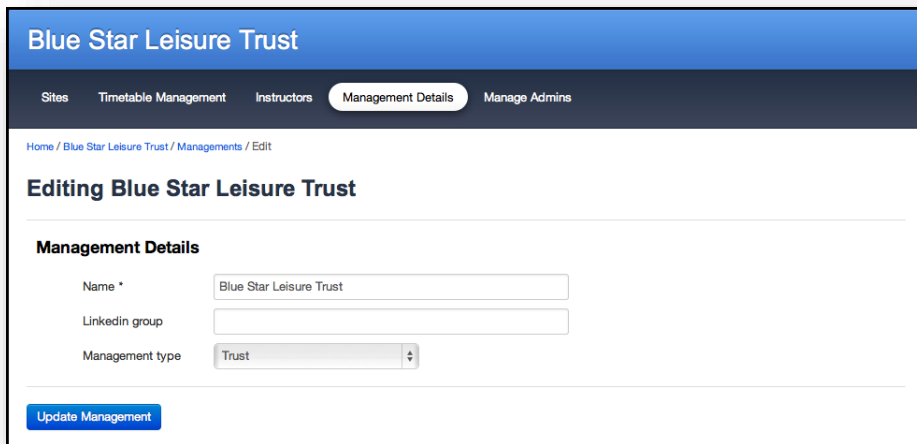
Managing an Operator Admin / Site Admin

You can modify the details of any admin who is currently of the same admin type as the user logged in. Click on their name and edit as required.

You can delete any admin who is currently of the same admin type as the user logged in by clicking delete.

Management Details

Once you have created your admins the next thing to do is to check the details we hold on your Management to ensure it is correct.



Blue Star Leisure Trust

Sites Timetable Management Instructors **Management Details** Manage Admins

Home / Blue Star Leisure Trust / Managements / Edit

Editing Blue Star Leisure Trust

Management Details

Name *

Linkedin group

Management type

[Update Management](#)

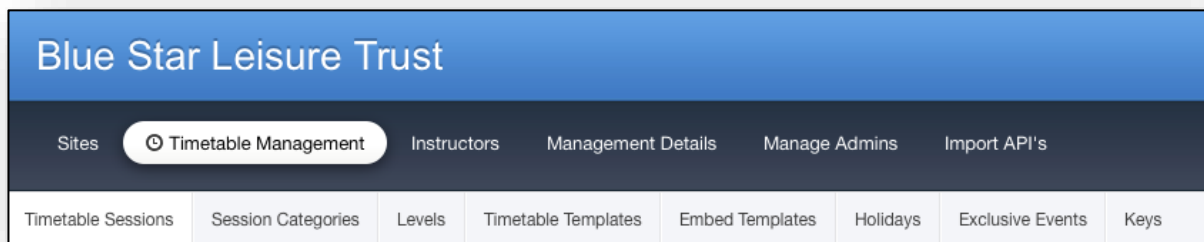
- Go to the Management Details section.
- Edit the Management Name and Management Type if applicable.
- Press 'Update Management'
- This will create a request to our research team to approve the request.
- You will be updated when this occurs.

Timetable Management

Before you can create a timetable you must create your session categories and the timetable sessions that will be used in your timetable.

Once these have been created you will have the ability to create your timetable, however if you would like to also make use of the other features in AiT in your timetable (level of the class, the instructor that is running the session, holiday timetables and exclusive event timetables) these also need to be created. These extra features however can be created and added to your timetable at a later date once you have created your initial timetable if your first priority is to get the basic timetable live.

The following sections to enable you to create all these are found under the Timetable Management section with the exception of Instructors, which is a separate section.



Session Categories

A Session Category defines any pre defined grouping of sessions on your timetable (e.g. Exercise timetable - High Energy Classes, Holistic, Strength and Conditioning). By creating these Session Categories and tagging each session with them, this will enable your timetable to be filtered the categories (e.g. only show high energy classes on a Tuesday).

In the Session Categories section you will see a list of your categories. This will initially be blank.

Adding Session Categories

- To add a new category press 'New Session Category'.
- Enter in the name that you would like this category to be known as.
- Enter a description of the category if required.
- Press 'Create Session Category'.

Repeat until you have created all your session categories.

Blue Star Leisure Trust

Sites **Timetable Management** Instructors Management Details Manage Admins Import API's

Timetable Sessions Session Categories Levels Timetable Templates Embed Templates Holidays Exclusive Events Keys

Home / Blue Star Leisure Trust / Session Categories

Session Categories

You can assign a Session Category to a Timetable Session. You can then filter your timetables by these categories. e.g. Aqua, Cardio.

Displaying 6 session categories

Name	Description	In Use?	
Core stability		No	Delete
Fitness		Yes	Delete
Hollistic		No	Delete
Relaxation		No	Delete
Sutton Atlantis Swimming Club		Yes	Delete
Swimming		Yes	Delete

New Session Category

Editing Session Categories

Blue Star Leisure Trust

Sites **Timetable Management** Instructors Management Details Manage Admins

Home / Blue Star Leisure Trust / Session Categories / Edit

Editing Cardio

Session Category Details

Name *

Description

Update Session category

- To edit an existing category click on the category to view / edit it.
- Modify any of the category information.
- Press 'Update Session Category'.
- The changes will then be applied across any timetables that use this category.

Deleting Session Categories

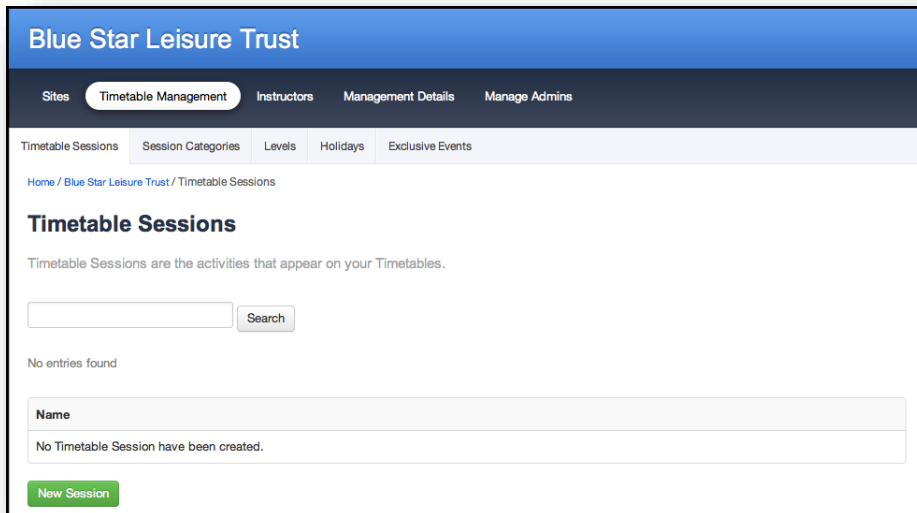
Name	Description	In Use?	
Core stability		No	Delete
Fitness		Yes	Delete
Hollistic		No	Delete
Relaxation		No	Delete

- To delete a session category press the delete button on the right-hand side of the category.
- For safety you will be asked to confirm your decision.

Timetable Sessions

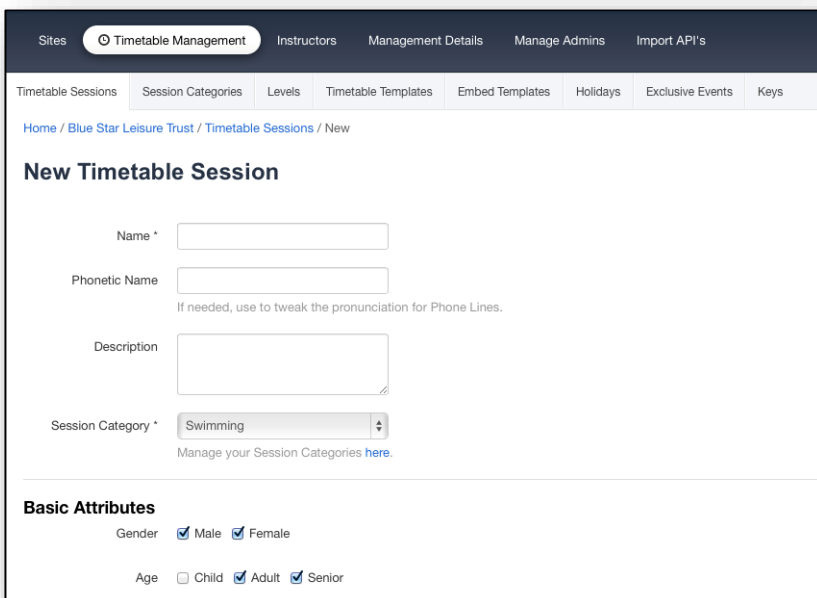
A timetable session defines an activity on your timetable (e.g. Zumba, Step, Tennis Matchplay) and consists of a name, a description and some basic attributes. Once created you will be able to use them in your timetable.

In the timetable sessions section you will see a list of your sessions. This will initially be blank.



The screenshot shows the 'Blue Star Leisure Trust' interface. The main navigation bar includes 'Sites', 'Timetable Management', 'Instructors', 'Management Details', and 'Manage Admins'. Under 'Timetable Management', there are sub-tabs for 'Timetable Sessions', 'Session Categories', 'Levels', 'Holidays', and 'Exclusive Events'. The current page is titled 'Timetable Sessions' and contains a search bar with a 'Search' button. Below the search bar, it states 'No entries found'. At the bottom, there is a 'New Session' button.

Adding Timetable Sessions



The screenshot shows the 'New Timetable Session' form. The main navigation bar includes 'Sites', 'Timetable Management', 'Instructors', 'Management Details', 'Manage Admins', and 'Import API's'. Under 'Timetable Management', there are sub-tabs for 'Timetable Sessions', 'Session Categories', 'Levels', 'Timetable Templates', 'Embed Templates', 'Holidays', 'Exclusive Events', and 'Keys'. The current page is titled 'New Timetable Session' and contains the following fields:

- Name *
- Phonetic Name (with a note: 'If needed, use to tweak the pronunciation for Phone Lines.')
- Description
- Session Category * (with a dropdown menu showing 'Swimming' and a link to 'Manage your Session Categories here')

Below the main form, there is a 'Basic Attributes' section with the following options:

- Gender: Male Female
- Age: Child Adult Senior

- To add a new session press 'New Session'
- Enter in the name that you would like this session to be known as.
- Enter a description of the session.
- **NOTE** – we would encourage you to add a session description. Text entered here will display when customers hover their mouse over a timetable entry on the website embedded timetable and be visible within our mobile apps.
- Select the applicable session category from the drop down.
- Tick the basic attributes for the session – note basic attributes are not displayed via embedded timetables or apps – just system fields.

Activities
You must choose one. Click arrow to expand.

- ▼ Group Exercise
- ▲ Swimming
 - ▲ Swimming General (5)
 - Big Splash
 - Casual Swim
 - Swim Fit
 - Swimming Lessons
 - Swimming General
 - ▼ Swimming Group Exercise (2)
 - ▼ Diving (1)
 - ▼ Synchronised Swimming (1)
 - ▼ Water Polo (1)
- ▼ Yoga
- ▼ Dance
- ▼ Martial Arts
- ▼ Raquet Sports
- ▼ Team Sports

- Choose the activity type the session falls into by pressing the grey error next to it, this will then expand it and the activity itself can be chosen. These are generic types and will allow us to answer questions such as 'show me all Pilates classes in London'.
- There are 18 activity type categories each containing a detailed list of activities when expanded. If you don't see what you need, email jamie@activeintime.com
- Please note yoga, dance (including Zumba classes) and martial arts are held as a separate activity types to group exercise.
- Press 'Create Timetable Session'.
- Repeat until you have created all your timetable sessions.

Blue Star Leisure Trust

Sites **Timetable Management** Instructors Management Details Manage Admins Import API's

Timetable Sessions Session Categories Levels Timetable Templates Embed Templates Holidays Exclusive Events Keys

Home / Blue Star Leisure Trust / Timetable Sessions

Timetable Sessions

Timetable Sessions are the activities that appear on your Timetables.

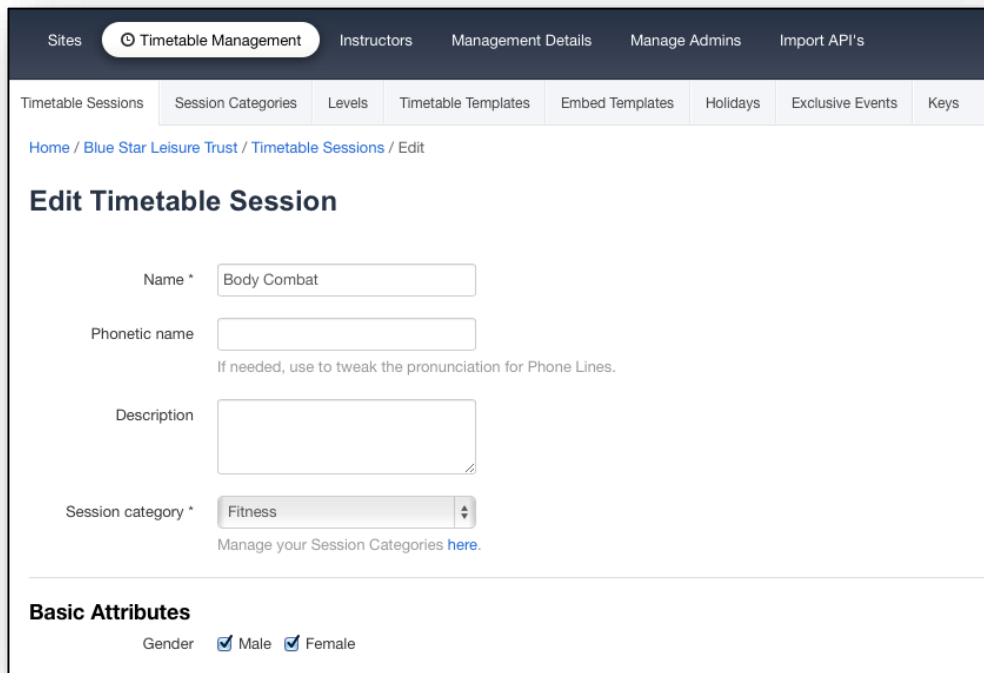
Name or Session Category...

Displaying timetable sessions 1 - 10 of 40 in total

Name	Activities	Sessions Category	In Use
Aerobiking & Sculpt	Cardio General	Fitness	Yes <input type="button" value="Delete"/>
Aquagym prénatale	Swimming General	Swimming	Yes <input type="button" value="Delete"/>
Aquaphobie	Swimming General	Swimming	Yes <input type="button" value="Delete"/>
Ashtanga Yoga	Ashtanga Yoga	Fitness	Yes <input type="button" value="Delete"/>
Body Combat	Les Mills BODYCOMBAT	Fitness	Yes <input type="button" value="Delete"/>

Editing Timetable Sessions

To edit an existing session click on the session to view / edit it.



The screenshot shows the 'Edit Timetable Session' form. At the top, there is a navigation bar with 'Timetable Management' selected. Below it, a breadcrumb trail reads 'Home / Blue Star Leisure Trust / Timetable Sessions / Edit'. The main heading is 'Edit Timetable Session'. The form contains the following fields:

- Name ***: Text input field containing 'Body Combat'.
- Phonetic name**: Text input field, empty.
- Description**: Text area, empty.
- Session category ***: Dropdown menu showing 'Fitness'.

Below the form, there is a section titled 'Basic Attributes' with a 'Gender' label and two checked checkboxes: 'Male' and 'Female'.

- Modify any of the session information.
- Press 'update timetable session'.
- The changes will then be applied across any timetables that use this session.

Deleting Timetable Sessions

To delete an existing session

Name	Activities	Sessions Category	In Use	
50+ Aqua	Swimming Group Exercise General	Studio: Aerobic	No	Delete
60+ Session	Lane Swimming	Aqua - Splashpath	Yes	Delete

- Press the delete button.
- For safety you will be asked to confirm your decision.

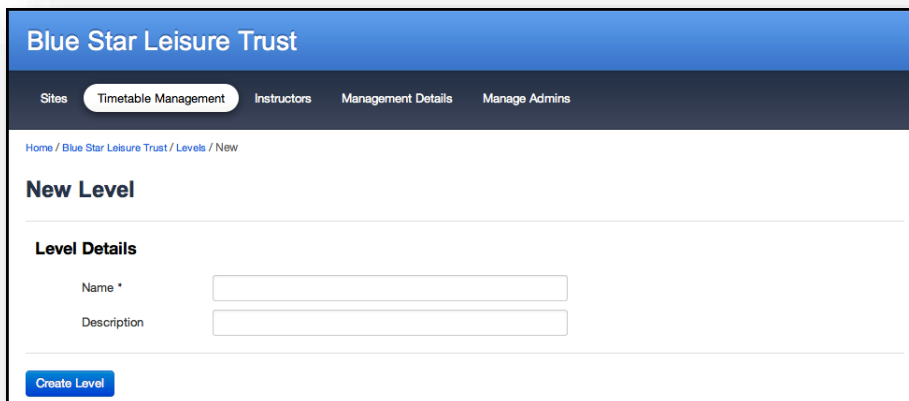
Levels

A level defines the degree of difficulty of the timetable session (e.g. Beginner, Advanced). This feature does not have to be used within your timetable.

In the level section you will see a list of your levels.

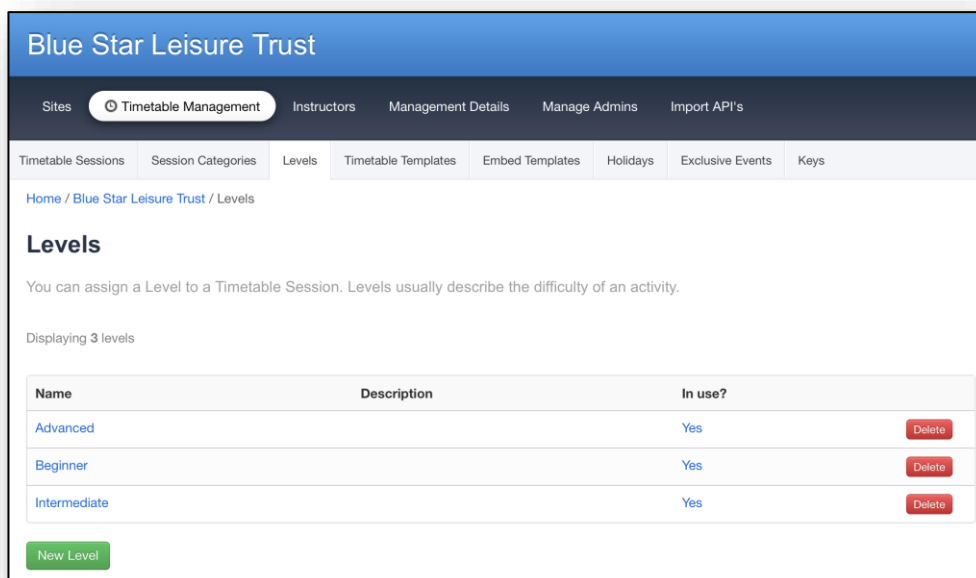
Adding Levels

To add a new level , press 'New Level'.



The screenshot shows the 'New Level' form within the Blue Star Leisure Trust interface. The breadcrumb trail is 'Home / Blue Star Leisure Trust / Levels / New'. The form has two input fields: 'Name *' and 'Description'. A 'Create Level' button is located at the bottom left of the form area.

- Enter in the name that you would like this level to be known as.
- Enter a description of the level if required.
- Press 'Create Level'
- Repeat until you have created all your levels.



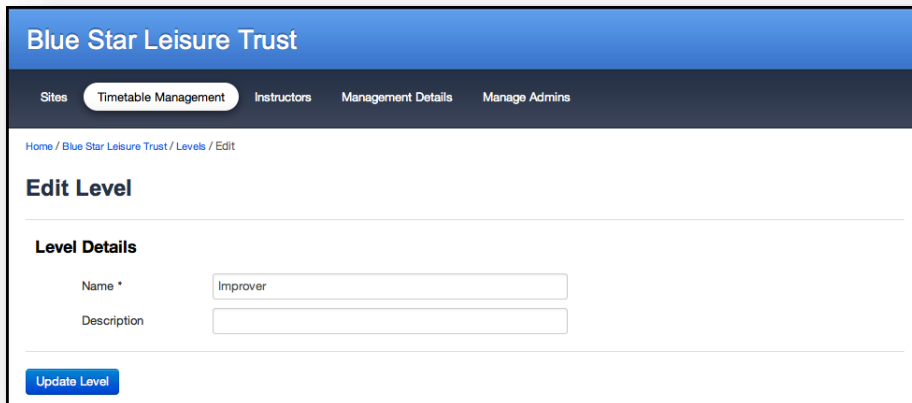
The screenshot shows the 'Levels' management page. The breadcrumb trail is 'Home / Blue Star Leisure Trust / Levels'. Below the header, there are navigation tabs for 'Timetable Sessions', 'Session Categories', 'Levels', 'Timetable Templates', 'Embed Templates', 'Holidays', 'Exclusive Events', and 'Keys'. The 'Levels' tab is selected. The page title is 'Levels' and it includes a brief description: 'You can assign a Level to a Timetable Session. Levels usually describe the difficulty of an activity.' Below this, it says 'Displaying 3 levels' and shows a table of existing levels.

Name	Description	In use?	
Advanced		Yes	Delete
Beginner		Yes	Delete
Intermediate		Yes	Delete

A 'New Level' button is located at the bottom left of the table area.

Editing Levels

To edit an existing level click on the level to view / edit it.



- Modify any of the level information.
- Press 'Update Level'.
- The changes will then be applied across any timetables that use this level.

Deleting Levels

To delete an existing level.

Name	Description	In use?	
Advanced		Yes	Delete
Beginner		Yes	Delete
Intermediate		Yes	Delete

- Press the delete button.
- For safety you will be asked to confirm your decision.

Holidays

As an operator you can create holidays. This allows a site to hold more than one timetable e.g. a term time and a holiday time. When the holiday's specified 'start date' is reached a site's timetable will automatically switch to the holiday timetable until the holidays specified 'end date' is reached and the timetable switches back again. This feature does not have to be used within your timetable.

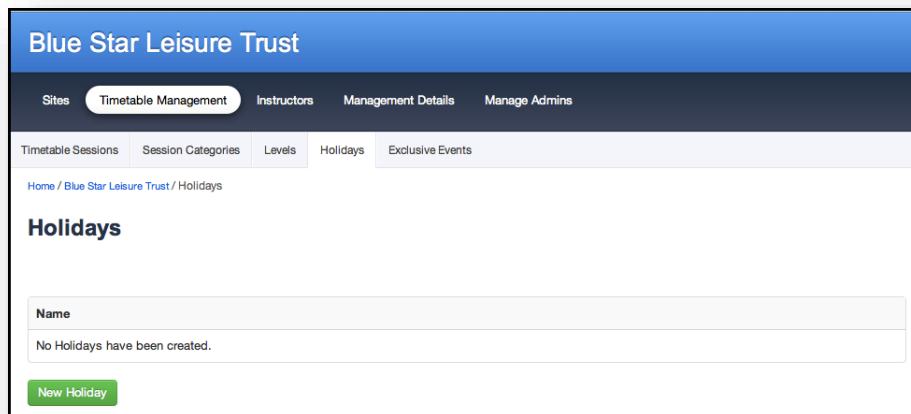
In the holidays section you will see a list of your holidays. This will initially be blank.

Holidays can be added and managed at either operator or site level, most AiT operators leave site admins to create and manage their own holidays.

NOTE – a holiday only becomes active or 'in-use' when the next step of linking the holiday to an individual timetable at site level is completed. All holiday timetables start of as a blank template, using the 'Copy Another Day' function is a quick way to copy in timings from previous periods to set up quickly.

Adding Holidays

To add a new holiday press 'New Holiday'



- Enter in the name that you would like this holiday to be known as.
- Choose a Start and End date.
- Add any applicable notes.
- Select which sites use this holiday. Any site you choose will see this holiday appear in their holiday's page.
- Press 'Save Holiday'.
- Repeat until you have created all your holidays.

Blue Star Leisure Trust

Sites **Timetable Management** Instructors Management Details Manage Admins Import API's

Timetable Sessions Session Categories Levels Timetable Templates Embed Templates **Holidays** Exclusive Events Keys

Home / Blue Star Leisure Trust / Holidays / New

New Holiday

Name *

Start Date

Start date cannot be moved forward in time

End Date

Notes

Editing Holidays

To edit an existing holiday click on the holiday to view / edit it.

Blue Star Leisure Trust

Sites **Timetable Management** Instructors Management Details Manage Admins Import API's

Timetable Sessions Session Categories Levels Timetable Templates Embed Templates **Holidays** Exclusive Events Keys

Home / Blue Star Leisure Trust / Holidays / Edit

Edit Holiday

Name *

Start Date

Start date cannot be moved forward in time

End Date

Note

- Modify any of the holiday information.
- Press 'Save Holiday'.
- The changes will then be applied across any sites that use this holiday.
- **NOTE** – editing date ranges will not automatically change timetabling held within existing timetables.

Exclusive Events

As an operator you can create exclusive events. This allows a site to hold one off timetables alongside their normal timetable e.g. Bank Holidays, Galas, Staff Training Days. When the exclusive events specified 'start date' is reached a site's timetable will automatically switch to the exclusive event timetable until the exclusive event specified 'end date' is reached and the timetable switches back again. This feature does not have to be used within your timetable.

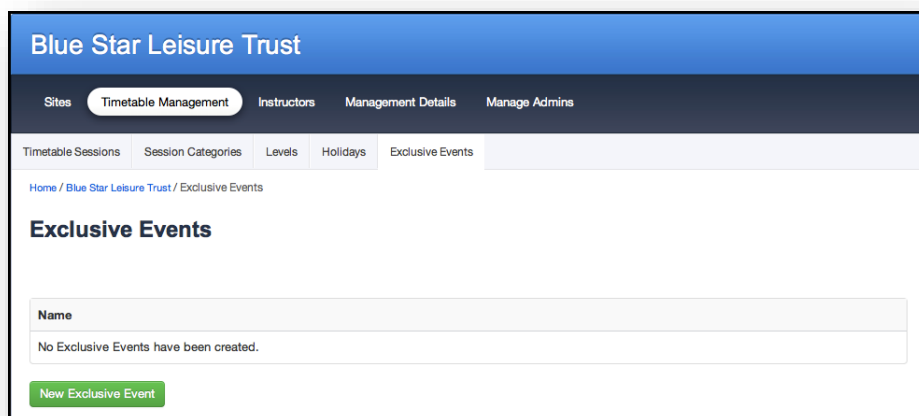
In the exclusive events section you will see a list of your exclusive events. This will initially be blank.

Exclusive Events can be added and managed at either operator or site level, most AiT operators leave site admins to create and manage their own holidays.

NOTE – an exclusive event only becomes active or 'in-use' when the next step of linking the holiday to an individual timetable at site level is completed. If exclusive event dates connected to individual timetables overlap with holiday periods setup in AiT exclusive events will always take precedence. All exclusive event timetables start of as a blank template, using the 'Copy Another Day' function is a quick way to copy in timings from previous periods to set up quickly.

Adding Exclusive Events

To add a new exclusive event press 'New Exclusive Event'.



- Enter in the name that you would like this exclusive event to be known as.
- Choose a Start and End date.
- Add any applicable notes.
- Press 'Save Exclusive Event'.
- Repeat until you have created all your Exclusive Events.

Blue Star Leisure Trust

Sites **Timetable Management** Instructors Management Details Manage Admins Import APIs

Timetable Sessions Session Categories Levels Timetable Templates Embed Templates Holidays Exclusive Events Keys

Home / Blue Star Leisure Trust / Exclusive Events / New

New Exclusive Event

Name *

Start date 3 April 2013

End date 3 April 2013

Note

Save Exclusive Event

Editing Exclusive Events

To edit an existing Exclusive Event click on the Exclusive Event to view / edit it.

Blue Star Leisure Trust

Sites **Timetable Management** Instructors Management Details Manage Admins Import APIs

Timetable Sessions Session Categories Levels Timetable Templates Embed Templates Holidays Exclusive Events Keys

Home / Blue Star Leisure Trust / Exclusive Events / Edit

Edit Exclusive Event

Name * Toby 8th Birthday!

Start date 31 March 2012

End date 31 March 2012

Note

Save Exclusive Event

- Modify any of the Exclusive Event information.
- Press 'Save Event'.
- The changes will then be applied across any sites that use this Exclusive Event.
- **NOTE** – editing date ranges will not automatically change timetabling held within existing timetables.



Timetable Templates

Timetable templates can be used to pre-select a timetable design and make it available to individual sites. Contact Jamie@activeintime.com if you think this might be useful for you.

Embed Templates

This allows you to create an operator level timetable design which is then picked up as the default design for any new embedded timetables created for any sites under your management. Contact Jamie@activeintime.com for further details.

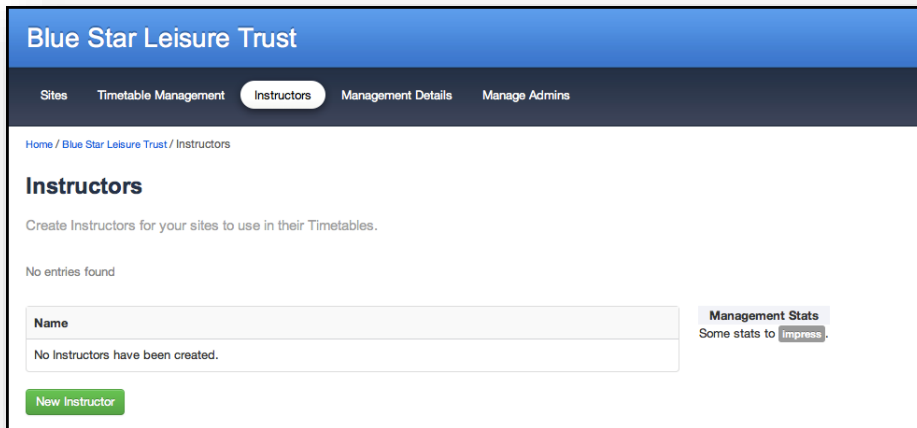
Keys

Keys allow you to choose from a basic level of custom icons (more leisure specific icons to be added in medium term) to display on your embedded timetables – eg. Female symbol for women only classes. This filter can be added to embedded timetables for example to allow customers to search for women only classes throughout the week.

Instructors

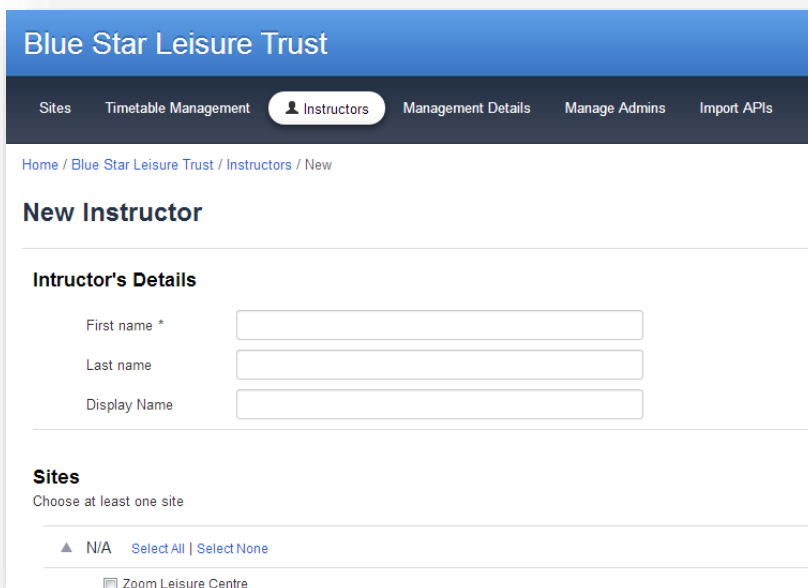
A list of instructors can be created and used within your timetable to inform the public on who is running the activity. This feature does not have to be used within your timetable.

In the instructors section (found next to Timetable Management rather than within it) you will see a list of your instructors. This will initially be blank.



Adding Instructors

To add a new instructor press 'New Instructor'



- Enter the first name and surname of the instructor.
- An alternative 'Display Name' can be selected and displayed on embedded timetables. For example you could list the first name (Alison) and surname (Grant) on this screen but choose instructor to display name as Alison G.
- Choose the sites the instructor works at.
- Press 'Create Instructor'
- Repeat until you have created all your instructors.

Blue Star Leisure Trust

Sites Timetable Management **Instructors** Management Details Manage Admins Import APIs

Home / Blue Star Leisure Trust / Instructors

Instructors

Create Instructors for your sites to use in their Timetables.

Displaying instructors 1 - 10 of 28 in total

Name	Display Name	
Fancesca		<input type="button" value="Delete"/>
Matthew		<input type="button" value="Delete"/>
Rhos		<input type="button" value="Delete"/>

Editing Instructors

To edit the details on an existing instructor click on their name to view / edit.

Blue Star Leisure Trust

Sites Timetable Management **Instructors** Management Details Manage Admins Import APIs

Home / Blue Star Leisure Trust / Instructors / Edit

Edit Instructor

Instructor's Details

First name *

Last name

Display Name

Sites

Choose at least one site

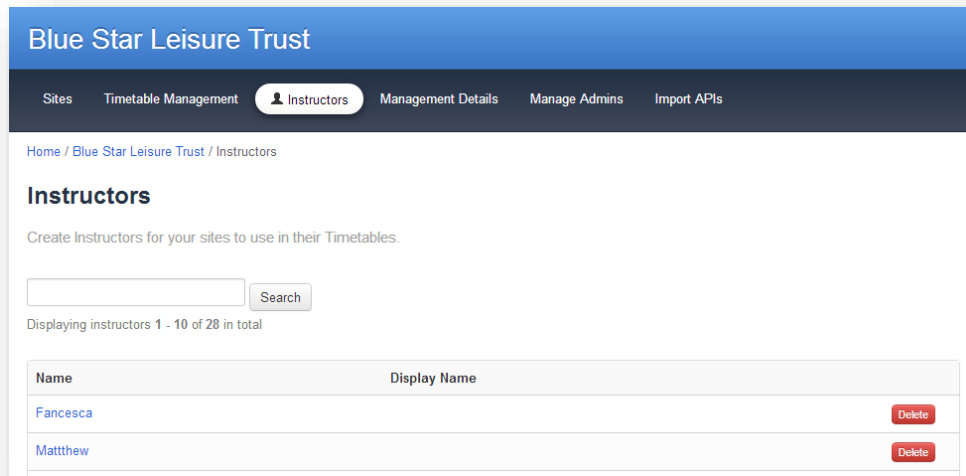
▲ N/A [Select All](#) | [Select None](#)

- Zoom Leisure Centre
- Red Leisure Complex
- Green Swimming Pool
- Yellow Sports Centre
- Purple Playing Fields
- Orange Swimming and Fitness Centre
- Gold Sports Centre
- Silver Playing Complex
- Pink Leisure Centre
- White Lido

- Modify any of the instructor information.
- Press 'Update Instructor'.
- The changes will then be applied across any timetables that use this instructor.

Deleting Instructors

To delete an existing instructor.

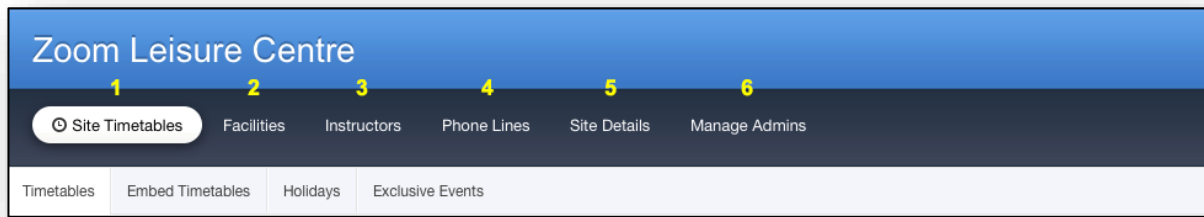


The screenshot shows a web application interface for 'Blue Star Leisure Trust'. The top navigation bar includes 'Sites', 'Timetable Management', 'Instructors' (selected), 'Management Details', 'Manage Admins', and 'Import APIs'. Below the navigation, the breadcrumb path is 'Home / Blue Star Leisure Trust / Instructors'. The main heading is 'Instructors', followed by the instruction 'Create Instructors for your sites to use in their Timetables.' There is a search input field with a 'Search' button. Below this, it says 'Displaying instructors 1 - 10 of 28 in total'. A table lists two instructors: 'Fancesca' and 'Matthew', each with a 'Delete' button.

Name	Display Name	
Fancesca		Delete
Matthew		Delete

- Press the delete button.
- For safety you will be asked to confirm your decision.

Site Navigation



- 1) Site Timetables** - This is the site home page and contains a list of the timetables for this site.
- 2) Facilities** – This section is where you manage the facility information. All timetabled activities need to be linked to a facility.
- 3) Instructors** - This section is where you manage the information held on your instructors.
- 4) Phone Lines** – If you are using AiT Voice to create a phone line (can link to existing phone system) for your customers you can manage details here. Contact Jamie@activeintime.com for further details.
- 5) Site Details** – This section is where you manage your Site details.
- 6) Manage Admins** – This section is where you can manage your site admins by inviting new ones and managing existing ones. An operator or site admin can invite other site admins.

The last thing to do before creating your timetable is to check the site and facility data held against the site you are about to create a timetable for.

Site Details

Zoom Leisure Centre

Site Timetables
Facilities
Instructors
Phone Lines
Site Details
Manage Admins

Home / Blue Star Leisure Trust / Zoom Leisure Centre / Sites / Edit

Edit Site

Name

Website

Twitter
Just the handle, for example: '@twitterhandle'

Facebook
Just the bit after the '/' e.g. facebook.com/my_page should be entered as 'my_page'

Building name

Sub building name

Building number

Dependant Thoroughfare

Thoroughfare name

Double dependent locality

Dependent locality

Post town

Post code

Latitude

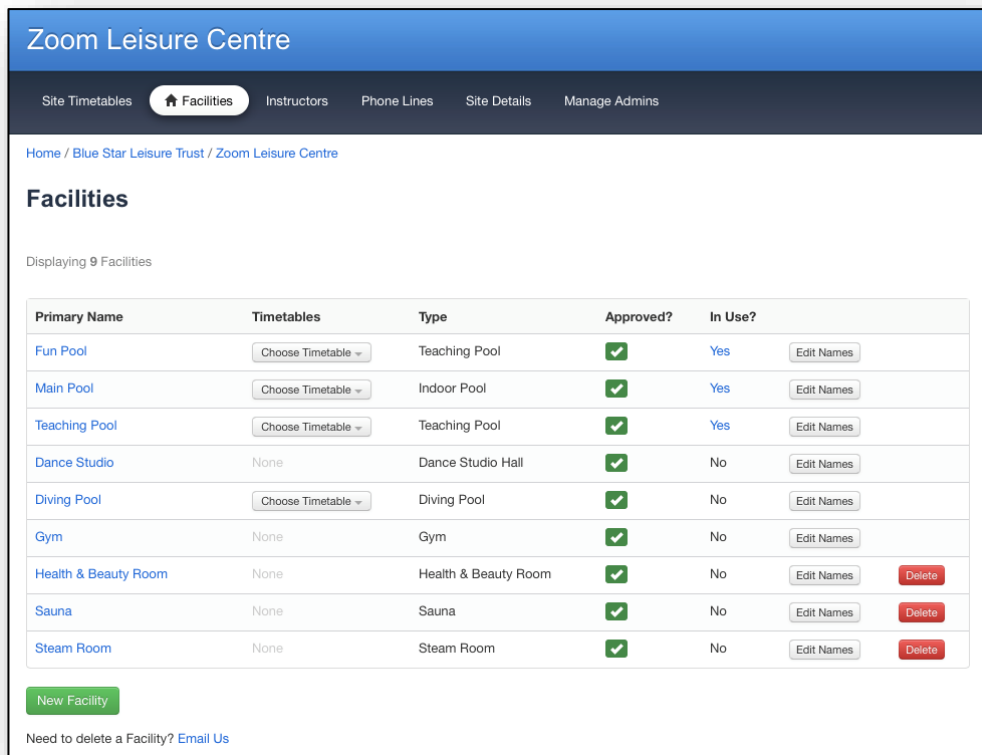
Longitude

Fitness app

- The Site Display Name for use in our iPhone applications GymJam and Speedo Fit can be updated instantly.
- Update Name.
- Press 'Update Site'.
- 'Fitness app' controls whether a site should be displayed in our Fitness app GymJam.
- Apart from Twitter/Facebook, all other fields are part of the core sports facility database provided and managed by our data partners TLDC.
- Changes to this field will create a request to our research team to approve the request.
- You will be updated when this occurs, normally simple changes can be auctioned overnight.

Facilities

This displays a list of the facilities held for this site.



Zoom Leisure Centre

Site Timetables **Facilities** Instructors Phone Lines Site Details Manage Admins

Home / Blue Star Leisure Trust / Zoom Leisure Centre

Facilities

Displaying 9 Facilities

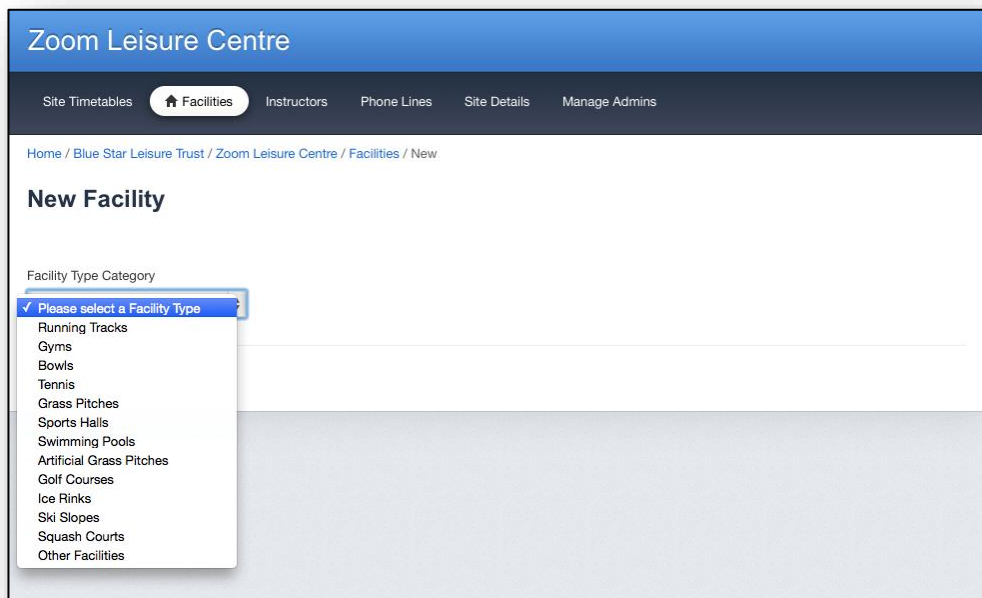
Primary Name	Timetables	Type	Approved?	In Use?	
Fun Pool	Choose Timetable ▾	Teaching Pool	✓	Yes	Edit Names
Main Pool	Choose Timetable ▾	Indoor Pool	✓	Yes	Edit Names
Teaching Pool	Choose Timetable ▾	Teaching Pool	✓	Yes	Edit Names
Dance Studio	None	Dance Studio Hall	✓	No	Edit Names
Diving Pool	Choose Timetable ▾	Diving Pool	✓	No	Edit Names
Gym	None	Gym	✓	No	Edit Names
Health & Beauty Room	None	Health & Beauty Room	✓	No	Edit Names Delete
Sauna	None	Sauna	✓	No	Edit Names Delete
Steam Room	None	Steam Room	✓	No	Edit Names Delete

[New Facility](#)

Need to delete a Facility? [Email Us](#)

Adding Facilities

To add a new facility press 'New Facility'



Zoom Leisure Centre

Site Timetables **Facilities** Instructors Phone Lines Site Details Manage Admins

Home / Blue Star Leisure Trust / Zoom Leisure Centre / Facilities / New

New Facility

Facility Type Category

- ✓ Please select a Facility Type
- Running Tracks
- Gyms
- Bowls
- Tennis
- Grass Pitches
- Sports Halls
- Swimming Pools
- Artificial Grass Pitches
- Golf Courses
- Ice Rinks
- Ski Slopes
- Squash Courts
- Other Facilities

You can choose from the core facilities list above – Running Tracks to Squash Courts, managed by TLDC.

- Fill in the facility details.
- Press 'Create Facility'
- This will create a request to our research team to approve the request.
- You will be updated when this occurs.

NOTE – Dance/Aerobics Studios are listed under ‘Sports Halls’. Activity Rooms/Halls are also listed under Sports Halls.

For non-core facilities such as MUGA, Café – they are not managed by TLDC for their core sports facility database so can be added instantly to AiT. Choose ‘Other Facilities’ from the Facility Type Category and then choose the correct facility type. If there is a facility type missing get in touch with Jamie@activeintime.com

Editing Facilities

To edit an existing facility

- Click on the facility name.
- Check the data held against each facility and amend if needed e.g. pool length.
- Press 'Update Facility'
- This will create a request to our research team to approve the request.
- You will be updated when this occurs.

Editing Facility Display Name

The Primary Display Name is the name you wish to be displayed against a programmed activity on your timetable and within our iPhone applications GymJam and Speedo Fit.

To edit an existing facility display name press the 'Edit Names' grey button on the RHS of the facility you wish to edit.

Primary Name	Timetables	Type	Approved?	In Use?
Fun Pool	Choose Timetable ▾	Teaching Pool	✓	Yes
Main Pool	Choose Timetable ▾	Indoor Pool	✓	Yes

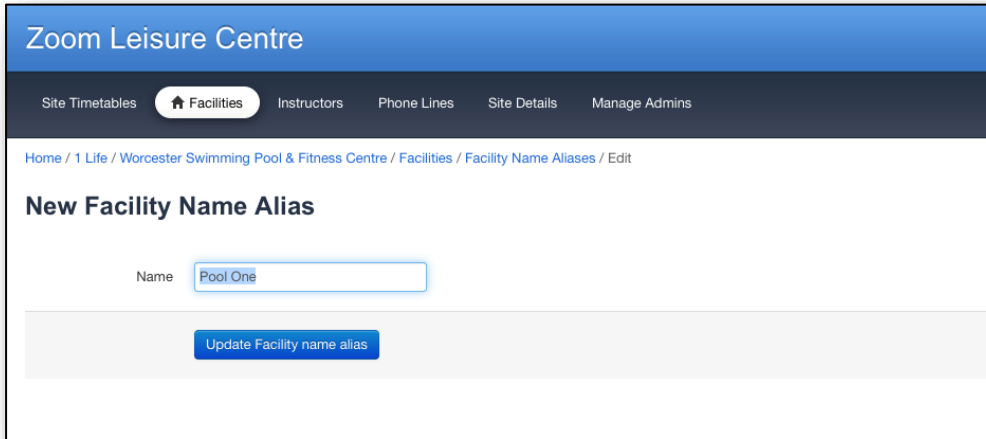
Next press the blue word 'edit' next to the facility name on the next screen.

Name	Is the Primary Name?
Fun Pool - edit	✓

New Facility Name Alias

Back

Finally, overtype with the correct facility display name and the master facility list will be updated.



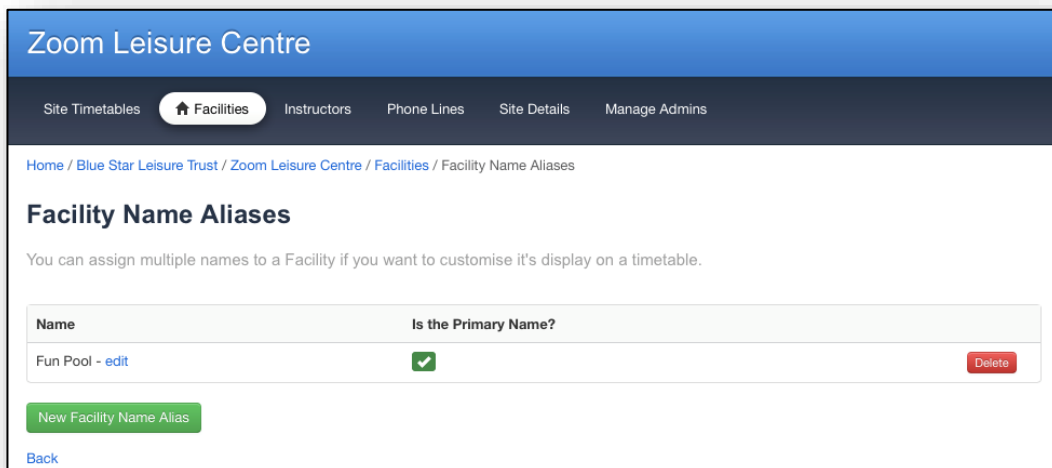
Adding a 'Facility Name Alias'

There may be circumstances where it would be useful to have an alternative display name available for your timetable. For example there may be a 50m swimming pool which is temporarily divided by a boom with distinct programming in both sides.

By using 'Facility Name Alias' functionality you can do this for your embedded website timetables.

Another example could be programming within the Mat Area of the Gym eg. Fast 15 minute classes for small groups. You could add a facility name alias called 'Blue Mats' for timetable display purposes.

First click on the green 'New Facility Name Alias' button on the facility 'Edit Names' screen.



Next, type in your chosen Facility Name Alias and press the blue 'Create Facility name alias'.

Zoom Leisure Centre

Site Timetables **Facilities** Instructors Phone Lines Site Details Manage Admins

Home / Blue Star Leisure Trust / Zoom Leisure Centre / Facilities / Facility Name Aliases / New

New Facility Name Alias

Name

[Create Facility name alias](#)

You can choose which facility name alias to be the 'Primary Name' which is the name which will be displayed by default for that facility within GymJam and Speedo Fit if applicable.

Zoom Leisure Centre

Site Timetables **Facilities** Instructors Phone Lines Site Details Manage Admins

Home / Blue Star Leisure Trust / Zoom Leisure Centre / Facilities / Facility Name Aliases

Facility Name Aliases

You can assign multiple names to a Facility if you want to customise it's display on a timetable.

Name	Is the Primary Name?	
Spin Studio - edit	<input checked="" type="checkbox"/>	Delete
Spin 2 - edit	<input type="checkbox"/> Make Primary	Delete

[New Facility Name Alias](#)

[Back](#)

Deleting Facilities

Deleting a facility

Name	Timetables	Facility Type	Approved?	
50 Pool	None	Indoor Pool	<input type="checkbox"/> Yes	Delete
Gym	None	Gym	<input type="checkbox"/> Yes	Delete

- Press the delete button.
- For safety you will be asked to confirm your decision.



- For core facilities this will create a request to our research team to approve the request.
- You cannot delete a facility which has timetable programming linked to it. The following message will be displayed in these circumstances.

Zoom Leisure Centre

Site Timetables **Facilities** Instructors Phone Lines Site Details Manage Admins

[Home](#) / [Blue Star Leisure Trust](#) / [Zoom Leisure Centre](#)

You cannot delete this Facility as it is currently being used by timetable entries.

Facilities

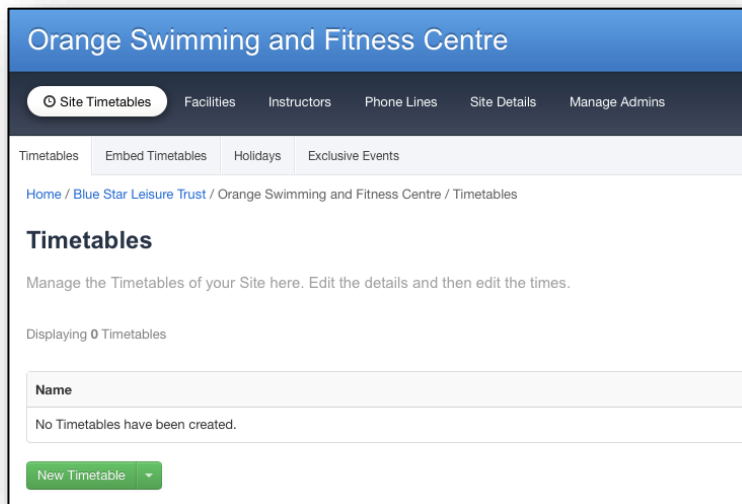
Creating a Timetable

Now you have created all the tools to create a timetable, the timetables can now be created by either your operator admins or site admins against all your sites.

Go to the Sites tab and select the site you are looking at either by searching for a keyword in the search box or scrolling down the list.

Click on the Site Name.

The Site Timetable section is where you create your timetable from all the information you have previously set up.



- To start creating your timetables press on the green 'New Timetable' button
- Complete the name of your timetable – note this is the back-end timetable name within AiT and it is displayed within GymJam app. You can independently edit an embedded timetable name.
- A description of it if required.
- Ignore 'Import API' if present and tick the checkbox if you want to include levels in your timetable
- Tick the checkbox if you want to include instructors in your timetable.
- Tick the checkbox if you want to include key's in your timetable.
- Select the facilities where your activities for this timetable take place.

New Timetable

Title *

Description

Import API

Published Un-tick this to prevent timetable displaying on GymJam.

Manage Levels e.g. All, Intermediate, and Beginner

Manage Instructors If chosen you can choose Instructors for your timetable entries.

Should timetable keys If chosen you can add keys to your timetable entries

Facilities that will be Timetabled

- Studio 1
- Dance Studio 2
- Outdoor Pool
- BMX Track

- If checked, select the instructors and the timetable sessions that will be included in the timetable
- Press the blue 'Save Timetable' button at the bottom of the page.

Timetable Sessions

Which Timetable Sessions are used in this timetable?

[List by Activities](#) | [List by Session Categories](#)

▲ Fitness [Select All](#) | [Select None](#)

- Step
- Aerobiking & Sculpt
- Pilates
- Circuits
- Carido Circuits
- Brazilian Dance
- Hatha Yoga
- Body Conditioning
- Bums Tums & Thighs
- Yoga
- Capoeira
- Tai Chi
- Box Fit
- Ashtanga Yoga
- Power Pump
- Pilates Based Exercise
- Street Beat
- Body Combat
- Zumba

▲ Swimming [Select All](#) | [Select None](#)

- Swim For All
- Lane Swimming
- Family Swim
- Inflatables
- Swimming Pool Closed Until Further Notice

[Save Timetable](#)

This will create an empty template of the timetable, which is then ready for you to populate with your timetable entries. A timetable entry consists of a Start Time, an End Time, Session Type and facility.

Click on the name of the timetable and this will bring up a weekly view. Click on the day you want to start programming and start entering your timetable data.

Adding Timetable Entries

- Take care to ensure you always add programming to the correct day – initial view always defaults to the current day.
- Press the green 'Add a New Entry' button.
Enter Start Time
- Enter End Time
- **NOTE** – in our experience it is quickest to overwrite the start and end time using the keyboard or numeric keypad. We have set this up so you do not have to enter the colon to separate the hour and day (:) – for example a start time of 20:30 can just be entered as 2030 – and then just tab on the keyboard to get to the end time.
- Choose Session
- Choose Facility
- Choose Instructor (if applicable)
- Choose Level (if applicable)
- Choose Key (if applicable)
- Choose the frequency of this session e.g. weekly, monthly.
- Press 'Add New Entry' and the entry will be added to the timetable.
- Repeat until all your timetable entries have been entered.
- **NOTE** – using the keyboard tab key and the first initial of the session, facility etc is the quickest way to input although some users may prefer mouse controls.

Zoom Leisure Centre

Site Timetables
Facilities
Instructors
Phone Lines
Site Details
Manage Admins

[Home](#) / [Blue Star Leisure Trust](#) / [Zoom Leisure Centre](#) / [Timetables](#) / [Timetable Entries](#)

Zoom Leisure Centre Fitness Timetable

Normal Timetable
Holiday Timetable
Exclusive Event Timetable

Visit [Timetable Settings](#) to customize the Title/Sessions/Facilities/Levels and Instructors.

« Prev Week

Mon
07/07/2014

Tue
08/07/2014

Wed
09/07/2014

Thu
10/07/2014

Fri
11/07/2014

Sat
12/07/2014

Sun
13/07/2014

Next Week »

Time	Session	Facility	Instructor	Level	Repeat	
06:00 - 07:00	Body Combat	Studio 1	Peter	Beginner	Weekly	Edit
10:00 - 11:00	Aerobiking & Sculpt	Spin 2	Suzanne	No Level	Weekly	Edit

Edit All

Normal

11:00 - 12:00
Choose Session
Choose Facility
Choose Instructor

Choose Level
Every week

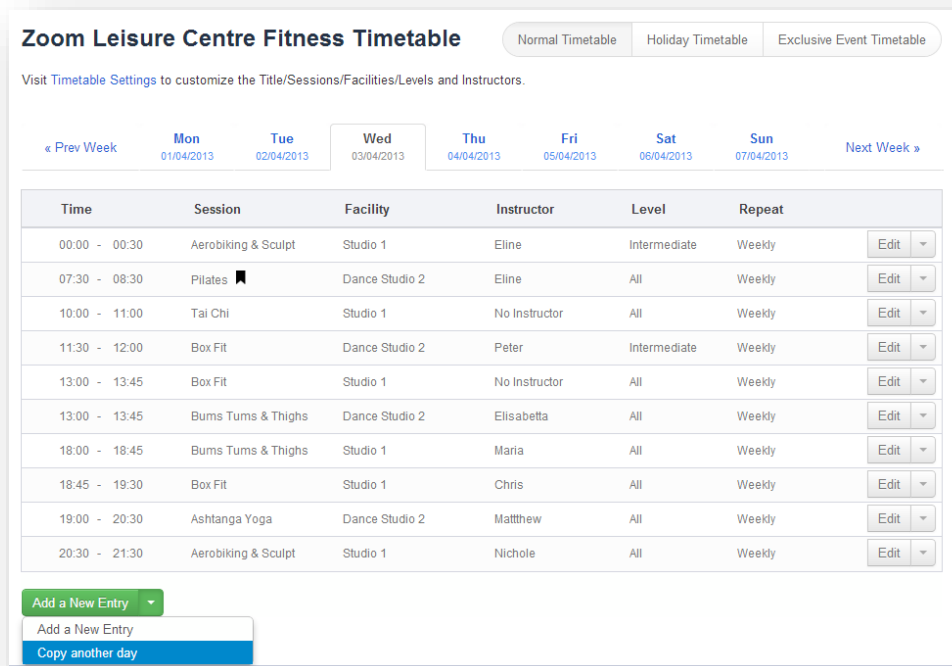
Repeat Ends: Never

Add New Entry

If the required session, facility, instructor or level doesn't display on the list of options it's either due to you not creating them at on the 'Timetable Sessions' page which is available only to operators or they haven't been linked to the timetable on the 'Timetable Settings' page – there is a shortcut to Timetable Settings underneath the large bold timetable name towards the top of the screen.

Copy Another Day functionality

On the right hand side of the 'Add a New Entry' button is a triangle. If pressed this reveals the 2nd 'Copy another day' option. This functionality can speed up entering raw timetabling data considerably in many circumstances.



Zoom Leisure Centre Fitness Timetable Normal Timetable Holiday Timetable Exclusive Event Timetable

Visit [Timetable Settings](#) to customize the Title/Sessions/Facilities/Levels and Instructors.

« Prev Week **Mon** 01/04/2013 **Tue** 02/04/2013 **Wed** 03/04/2013 **Thu** 04/04/2013 **Fri** 05/04/2013 **Sat** 06/04/2013 **Sun** 07/04/2013 Next Week »

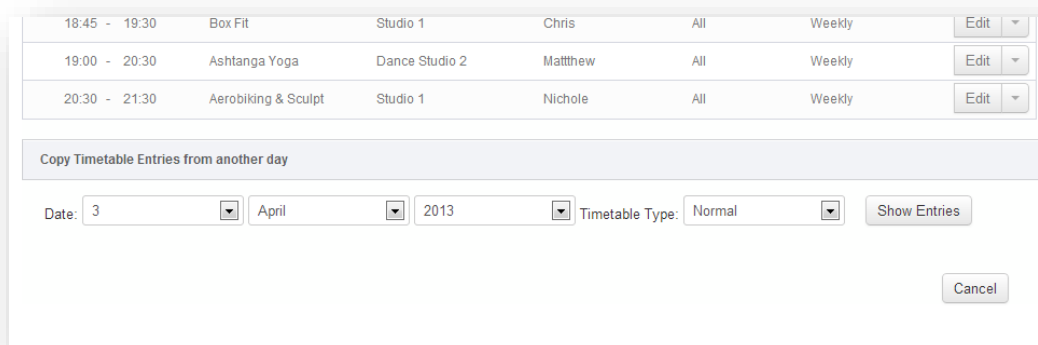
Time	Session	Facility	Instructor	Level	Repeat	
00:00 - 00:30	Aerobiking & Sculpt	Studio 1	Eline	Intermediate	Weekly	Edit ▾
07:30 - 08:30	Pilates	Dance Studio 2	Eline	All	Weekly	Edit ▾
10:00 - 11:00	Tai Chi	Studio 1	No Instructor	All	Weekly	Edit ▾
11:30 - 12:00	Box Fit	Dance Studio 2	Peter	Intermediate	Weekly	Edit ▾
13:00 - 13:45	Box Fit	Studio 1	No Instructor	All	Weekly	Edit ▾
13:00 - 13:45	Bums Turns & Thighs	Dance Studio 2	Elisabetta	All	Weekly	Edit ▾
18:00 - 18:45	Bums Turns & Thighs	Studio 1	Maria	All	Weekly	Edit ▾
18:45 - 19:30	Box Fit	Studio 1	Chris	All	Weekly	Edit ▾
19:00 - 20:30	Ashtanga Yoga	Dance Studio 2	Matthew	All	Weekly	Edit ▾
20:30 - 21:30	Aerobiking & Sculpt	Studio 1	Nichole	All	Weekly	Edit ▾

Add a New Entry ▾

- Add a New Entry
- Copy another day**

It allows you to copy in all or selected timetable entries from any previous normal, holiday or exclusive event timetable and create an independent copy of the timetable entries to a new day.

Once 'Copy another day' is pressed additional options appear beneath the main timetable:



18:45 - 19:30	Box Fit	Studio 1	Chris	All	Weekly	Edit ▾
19:00 - 20:30	Ashtanga Yoga	Dance Studio 2	Matthew	All	Weekly	Edit ▾
20:30 - 21:30	Aerobiking & Sculpt	Studio 1	Nichole	All	Weekly	Edit ▾

Copy Timetable Entries from another day

Date: 3 ▾ April ▾ 2013 ▾ Timetable Type: Normal ▾ **Show Entries**

Cancel

Choose the date and timetable you wish to copy timetable entries from and press the 'Show Entries' button.

Click in the 'Copy' box adjacent to the timetable entry you wish to copy. Once you

Copy Timetable Entries from another day

Date: 2 April 2013 Timetable Type: Normal Show Entries

Time	Session	Facility	Repeat	Copy
13:00 - 13:45	Bums Tums & Thighs	Dance Studio 2	Weekly	<input type="checkbox"/>
15:00 - 16:00	Circuits	Studio 1	Weekly	<input type="checkbox"/>
18:30 - 19:30	Yoga	Dance Studio 2	Weekly	<input type="checkbox"/>
19:00 - 20:30	Brazilian Dance	Studio 1	Weekly	<input type="checkbox"/>
20:00 - 21:30	Capoeira	Studio 1	Weekly	<input type="checkbox"/>
21:00 - 21:30	Aerobiking & Sculpt	Studio 1	None	<input type="checkbox"/>
22:15 - 23:30	Body Conditioning	Studio 1	Weekly	<input type="checkbox"/>

Cancel

NOTE – only timetable entries with ‘Weekly’ repeat patterns can be imported to another day at present in AiT which is why other repeat type sessions (None, Daily) do not have a copy option.

As soon as an entry has the ‘Copy’ checkbox ticked the blue ‘Copy selected entries’ option will appear on the bottom right of the screen.

Once you are happy that you have the correct timetable entries selected press the ‘Copy selected entries’ button.

The selected programming will be copied into the new day and can be edited independently of the original entries, they are not connected.

Copy Timetable Entries from another day

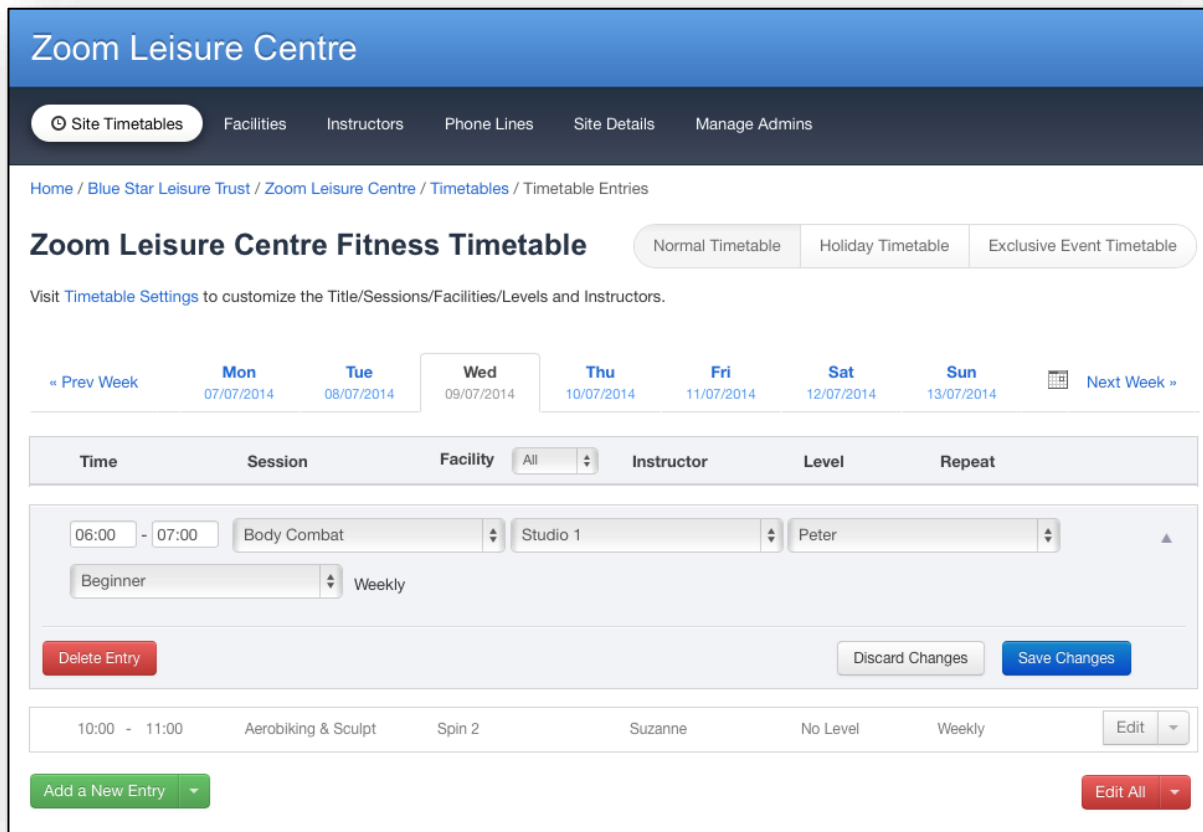
Date: 2 April 2013 Timetable Type: Normal Show Entries

Time	Session	Facility	Repeat	Copy
13:00 - 13:45	Bums Tums & Thighs	Dance Studio 2	Weekly	<input checked="" type="checkbox"/>
15:00 - 16:00	Circuits	Studio 1	Weekly	<input type="checkbox"/>
18:30 - 19:30	Yoga	Dance Studio 2	Weekly	<input type="checkbox"/>
19:00 - 20:30	Brazilian Dance	Studio 1	Weekly	<input type="checkbox"/>
20:00 - 21:30	Capoeira	Studio 1	Weekly	<input type="checkbox"/>
21:00 - 21:30	Aerobiking & Sculpt	Studio 1	None	<input type="checkbox"/>
22:15 - 23:30	Body Conditioning	Studio 1	Weekly	<input type="checkbox"/>
23:30 - 23:59	Aerobiking & Sculpt	Studio 1	Daily	<input type="checkbox"/>

Cancel Copy selected entries

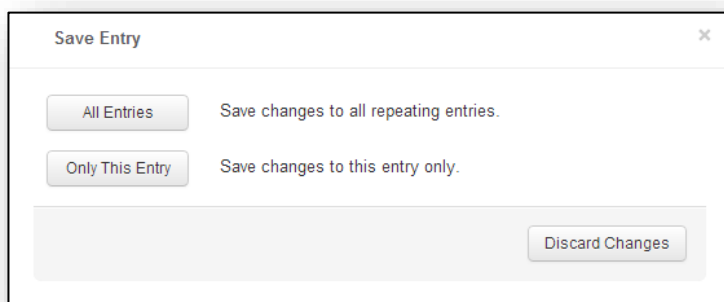
Editing Timetable Entries

To edit a timetable entry click anywhere on the line of the timetable entry. This will expand the entry and you will be able to amend any of the information. Press 'Save Changes'.



The screenshot shows the 'Zoom Leisure Centre Fitness Timetable' interface. At the top, there's a navigation bar with 'Site Timetables' selected. Below it, a breadcrumb trail reads 'Home / Blue Star Leisure Trust / Zoom Leisure Centre / Timetables / Timetable Entries'. The main title is 'Zoom Leisure Centre Fitness Timetable' with tabs for 'Normal Timetable', 'Holiday Timetable', and 'Exclusive Event Timetable'. A link to 'Timetable Settings' is provided. A weekly calendar view shows the current day as Wednesday, 09/07/2014. Below the calendar is a table with columns: Time, Session, Facility, Instructor, Level, and Repeat. One entry is expanded, showing a form with the following fields: Time (06:00 - 07:00), Session (Body Combat), Facility (Studio 1), Instructor (Peter), Level (Beginner), and Repeat (Weekly). At the bottom of the form are buttons for 'Delete Entry', 'Discard Changes', and 'Save Changes'. Below the form, another entry is visible: 10:00 - 11:00, Aerobiking & Sculpt, Spin 2, Suzanne, No Level, Weekly, with an 'Edit' button. At the bottom left is an 'Add a New Entry' button and at the bottom right is an 'Edit All' button.

When you save changes you will be faced with a key validation screen.



The screenshot shows a 'Save Entry' dialog box with a close button (X) in the top right corner. It contains two radio button options: 'All Entries' with the text 'Save changes to all repeating entries.' and 'Only This Entry' with the text 'Save changes to this entry only.'. At the bottom right of the dialog is a 'Discard Changes' button.

If you choose 'All Entries' you will affect all the repeating entries in the past, present and future. If you choose 'Only This Entry' the change you will make will only affect the current timetable entry on the current day. Changing 'Only This Entry' for a weekly repeating timetable entry will change it to a 'Single Repeat' event – ie. it does not repeat and is an independent entry.

If you choose to Save 'All Entries' you will get a secondary validation reminder just to remind you the changes you make will affect other timetable entries. You can Cancel and Discard Changes if you realize you have made an error.

2013 02/04/2013 03/04/2013 04/04/2013 05/04/2013 06/04/2013 07/04/2013

Save Entry

Save changes to all repeating entries.

Save changes to this entry only.

Se
Aer
Pila
de)

Creche Ladies only Lane Swimming Pay for class

Tai Chi Weekly
Box Fit Intermediate Weekly

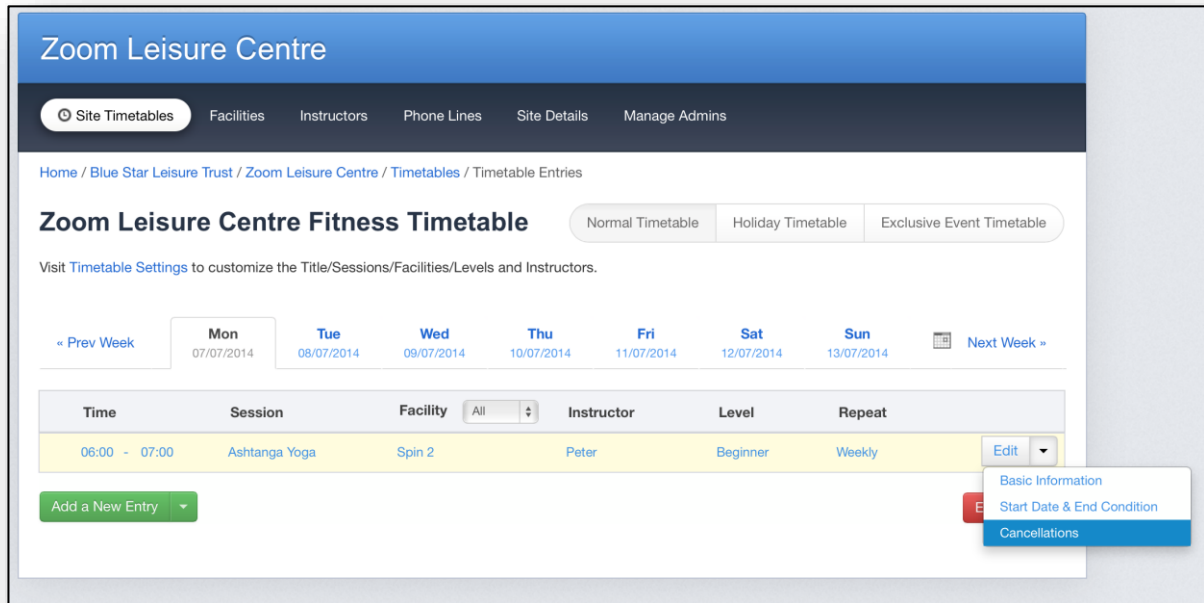
The page at www.activeintime.com says:

You're changing a repeating entry. This will affect all other re-occurrences of this entry. Are you sure?

Cancellations

To the right hand side of the Edit button next to a timetable entry there is a triangle. If pressed this reveals options to select 'Basic Information' which just takes you to the standard edit screen.

A secondary option 'Cancellations' takes you to additional editable options for that timetable entry.



The screenshot shows the 'Zoom Leisure Centre Fitness Timetable' interface. At the top, there are navigation tabs: 'Site Timetables', 'Facilities', 'Instructors', 'Phone Lines', 'Site Details', and 'Manage Admins'. Below this is a breadcrumb trail: 'Home / Blue Star Leisure Trust / Zoom Leisure Centre / Timetables / Timetable Entries'. The main title is 'Zoom Leisure Centre Fitness Timetable', with sub-tabs for 'Normal Timetable', 'Holiday Timetable', and 'Exclusive Event Timetable'. A link to 'Timetable Settings' is provided. The interface displays a weekly view for the week of 07/07/2014 to 13/07/2014. A table lists the following entry:

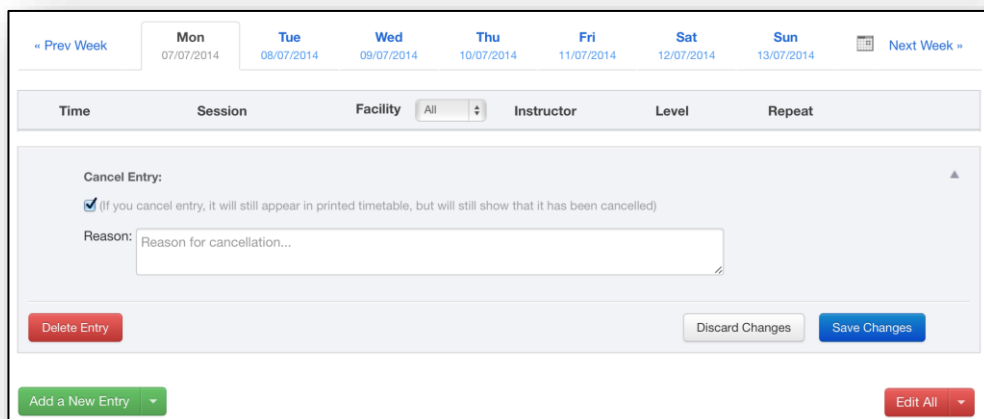
Time	Session	Facility	Instructor	Level	Repeat	
06:00 - 07:00	Ashtanga Yoga	Spin 2	Peter	Beginner	Weekly	Edit

The 'Edit' dropdown menu is open, showing three options: 'Basic Information', 'Start Date & End Condition', and 'Cancellations'.

Cancel entry – this functionality allows you to cancel any individual class and add a cancellation reason. Cancellations are updated instantly on your website embedded timetable and via our GymJam app. Cancellation reasons are displayed when customers hover over your website embedded timetable and on the GymJam app.

To cancel a class after selecting 'Cancellations' follow these steps:

- 1) Tick the checkbox underneath 'Cancel Entry:'
- 2) Add a 'Reason for cancellation'.
- 3) Press 'Save Changes'



The screenshot shows the 'Cancel Entry' form. At the top, there are navigation tabs: 'Prev Week', 'Mon 07/07/2014', 'Tue 08/07/2014', 'Wed 09/07/2014', 'Thu 10/07/2014', 'Fri 11/07/2014', 'Sat 12/07/2014', 'Sun 13/07/2014', and 'Next Week'. Below this is a table with the following entry:

Time	Session	Facility	Instructor	Level	Repeat

Below the table is the 'Cancel Entry' form:

Cancel Entry:

(if you cancel entry, it will still appear in printed timetable, but will still show that it has been cancelled)

Reason: Reason for cancellation...

Buttons: Delete Entry, Discard Changes, Save Changes

At the bottom, there are buttons: Add a New Entry and Edit All.

NOTE – when you save changes the cancellation will only apply to the single currently selected timetable entry and not future weekly repeats.

Visit [Timetable Settings](#) to customize the Title/Sessions/Facilities/Levels and Instructors.

« Prev Week **Mon** 01/04/2013 **Tue** 02/04/2013 **Wed** 03/04/2013 **Thu** 04/04/2013 **Fri** 05/04/2013 **Sat** 06/04/2013 **Sun** 07/04/2013 Next Week »

Time	Session	Facility	Instructor	Level	Repeat	
00:00 - 00:30	Aerobiking & Sculpt	Studio 1	Eline	Intermediate	Single Event	Edit
07:30 - 08:30	Pilates ■	Dance Studio 2	Eline	All	Weekly	Edit
10:00 - 11:00	Tai Chi	Studio 1	No Instructor	All	Weekly	Edit
11:30 - 12:00	Box Fit	Dance Studio 2	Peter	Intermediate	Weekly	Edit

On the timetable entry screen the cancelled entry will have a strikethrough line across the entry to indicate the cancellation is active.

If you preview your embedded timetable the cancellation should immediately display with the text '(Cancelled)' appearing after the session name. If a customer hovers over the word 'Cancelled' the cancellation reason will appear. This information is also pushed instantly to GymJam iPhone app.

Example Fitness Timetable

Wed Thu Fri Sat Sun Mon Tue All Filter Print

Times for Wednesday 3 April All Facilities

Time	Session	Facility
00:00 - 00:30	Aerobiking & Sculpt (Cancelled)	Studio 1
07:30 - 08:30	Pilates Instructor Ill	Dance Studio 2
10:00 - 11:00	Tai Chi	Studio 1
11:30 - 12:00	Box Fit	Dance Studio 2
13:00 - 13:45	Bums Tums & Thighs	Dance Studio 2

Gym iPhone App | Swim iPhone App

Deleting Timetable Entries

- To delete a timetable entry click anywhere on the line of the timetable entry. This will expand the entry.
- Press 'Delete Entry'.
- **NOTE** – similar validation to editing a timetable entry will appear.

Delete Entry
×

All Entries

Delete all occurrences of this entry.

Only This Entry

Delete this entry only.

Discard Changes

To delete a whole timetable click Delete on right hand side of the timetable homepage.

NOTE – deleting a timetable will also delete any embedded timetables.

Zoom Leisure Centre

🏠 Site Timetables
Facilities
Instructors
Phone Lines
Site Details
Manage Admins

Timetables
Embed Timetables
Holidays
Exclusive Events

[Home](#) / [Blue Star Leisure Trust](#) / [Zoom Leisure Centre](#) / Timetables

Timetables

Manage the Timetables of your Site here. Edit the details and then edit the times.

Displaying 2 Timetables

Title	Actions	Facilities	Published?
Zoom Leisure Centre Fitness Timetable	Edit Times Edit Timetable Settings	Studio 1, Dance Studio 2 , and Outdoor Pool	✓ Delete
Zoom Leisure Centre Swimming Pool Timetable	Edit Times Edit Timetable Settings	Outdoor Pool	✓ Delete

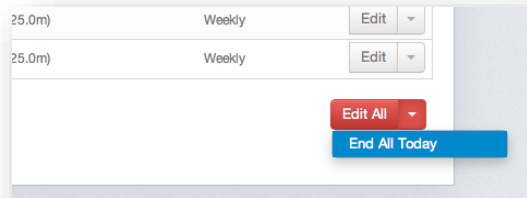
New Timetable ▾

Clear a timetable from specific day – ‘End All Today’

‘End All Today’ function at the bottom RHS of timetable entry screen allows you to clear out programming in a timetable from any day in the future.

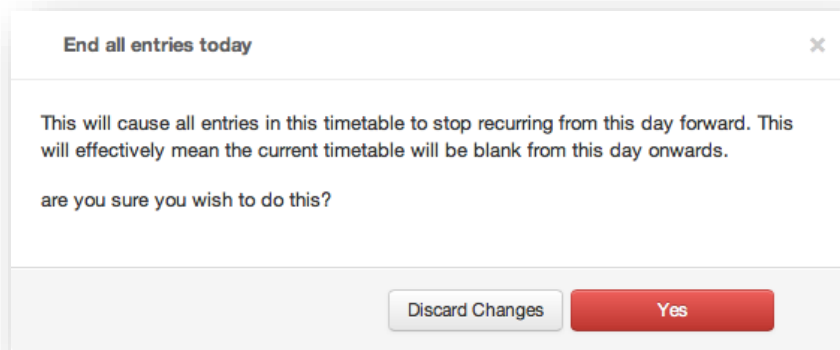
This might be useful for example if you have a Group Exercise timetable which changes each quarter. It’s mid June and you want to set up the new timetable in AiT to start on 1st July.

Now you can just flip forward to that date in your timetable – hit the ‘End All Today’ button.



Carefully read and digest the validation message as this action cannot be undone.

NOTE – This is not just clearing out programming from the current day – it’s all future days within the section of the timetable you are working in (eg. Normal, Holiday).

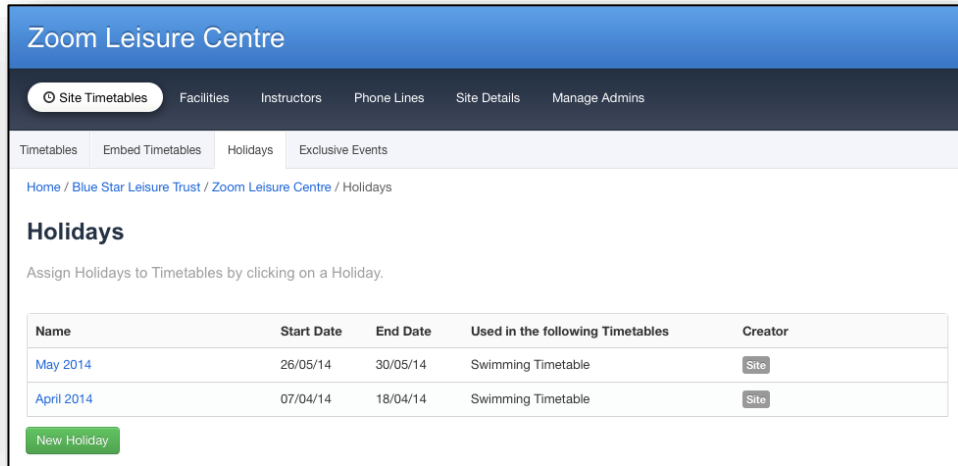


Behind the scenes what this function actually does is tag all the previous timetable entries with a fixed end date of the previous day. These timetable entries can still be imported into future programming using the ‘Copy another day’ functionality, but they’ll have the end date stripped out when the timings are copied.

Creating Holiday / Exclusive Events Timetables

Within a timetable once you have created it you can also create different timetables to display on certain days for holidays e.g. Half Term or exclusive events e.g. Bank Holidays.

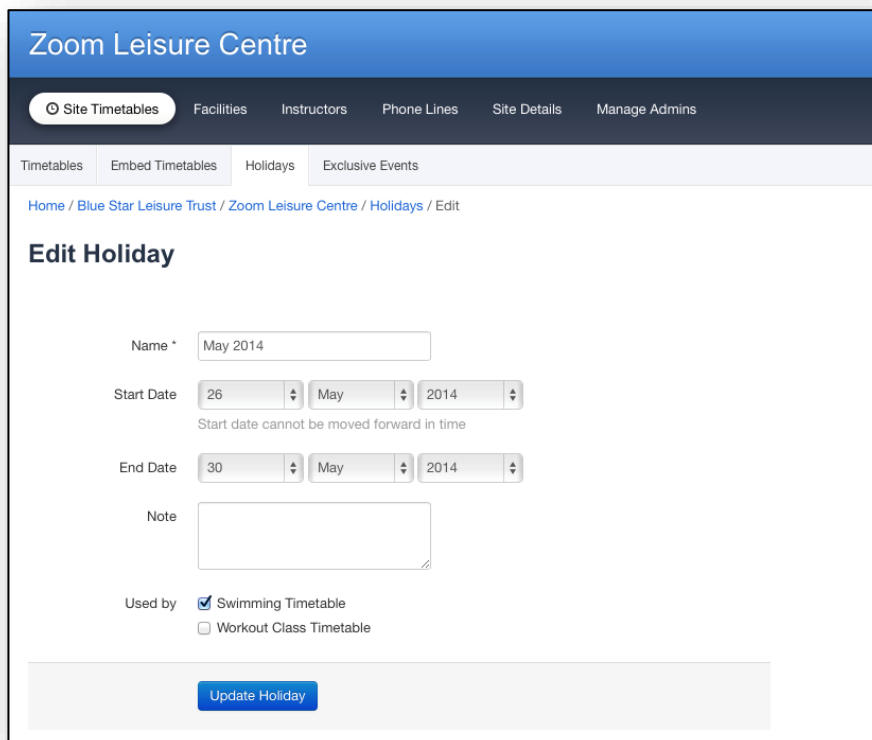
Before you can create a holiday or exclusive event you must ensure the holiday/exclusive event date range has been added at site or operator level.



Name	Start Date	End Date	Used in the following Timetables	Creator
May 2014	26/05/14	30/05/14	Swimming Timetable	Site
April 2014	07/04/14	18/04/14	Swimming Timetable	Site

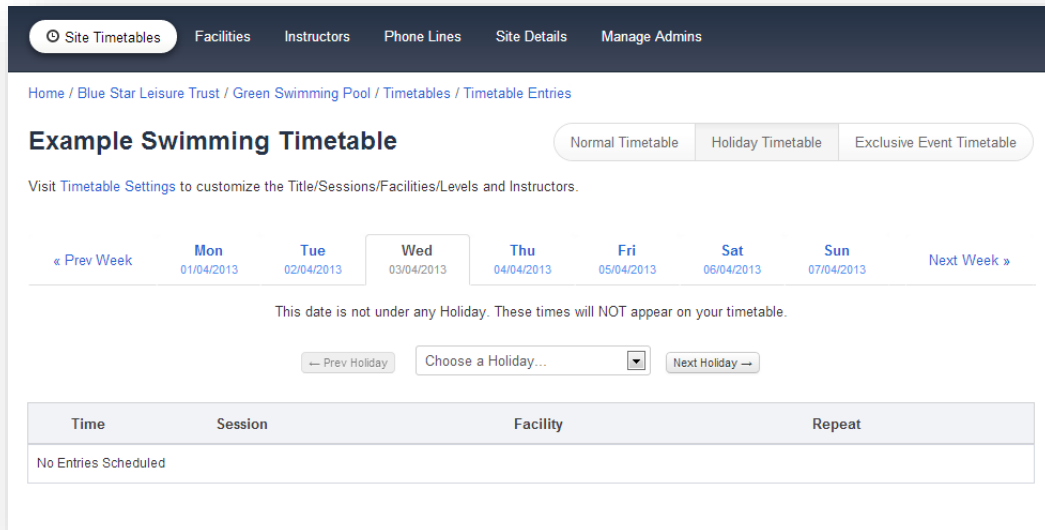
Next you must link the timetable to the related holiday/exclusive event.

- Click on the holiday/exclusive event name.
- Tick the timetable which you wish to add programming to.
- **NOTE** – at this point you have created a blank template to add programming to within the date range selected. Your live embedded timetable will be blank for dates within the date range until timetable entries are added so you must be ready to quickly input the relevant timetable entries at this stage.
- Press 'Save Holiday' blue button at bottom.

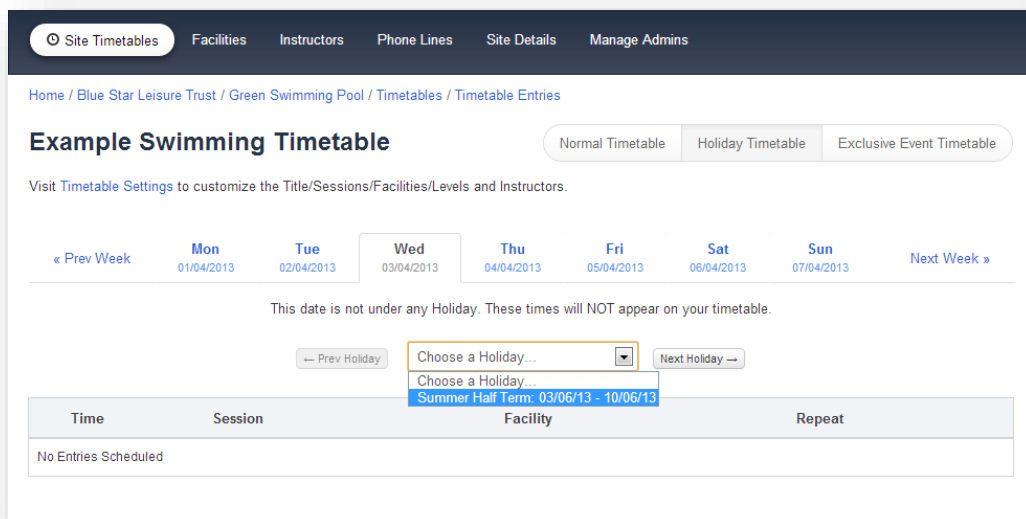


To add programming to the selected holiday/exclusive event follow these steps:

- Go to the timetable data entry screen by clicking on the 'Timetables' link and clicking on the name of the timetable you wish to update.
- Click on the 'Holiday Timetable' or 'Exclusive Event Timetable' option on the right above the dates tabs.

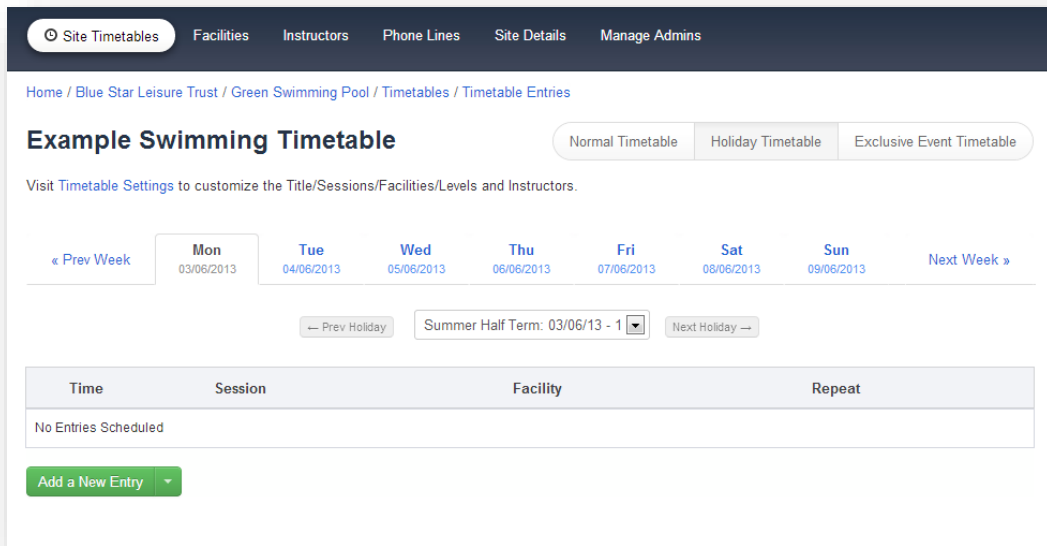


- Next, choose the relevant holiday/exclusive event name and date range from the drop down options by pressing the triangle next to 'Choose a Holiday' in the centre of the screen and select correct entry by clicking on name.



- As soon as you do this you will be taken to the first day of the date range and have a blank template to create your programming.
- Add your programming for the holiday manually or use the 'Copy another day' option if relevant.

- **NOTE** – if you accidentally click on a date outside of your selected holiday/exclusive event range you will not be able to enter activity programming – just go back and select the correct dates from within the correct date range.



The screenshot shows a web interface for managing timetables. At the top, there is a navigation bar with 'Site Timetables' selected. Below it, a breadcrumb trail reads 'Home / Blue Star Leisure Trust / Green Swimming Pool / Timetables / Timetable Entries'. The main heading is 'Example Swimming Timetable', with tabs for 'Normal Timetable', 'Holiday Timetable', and 'Exclusive Event Timetable'. A note says 'Visit Timetable Settings to customize the Title/Sessions/Facilities/Levels and Instructors.' Below this is a weekly calendar view for the week of 03/06/2013 to 09/06/2013. A 'Summer Half Term' holiday is indicated for 03/06/13 - 1. A table below the calendar is currently empty, with columns for 'Time', 'Session', 'Facility', and 'Repeat'. A green 'Add a New Entry' button is at the bottom.

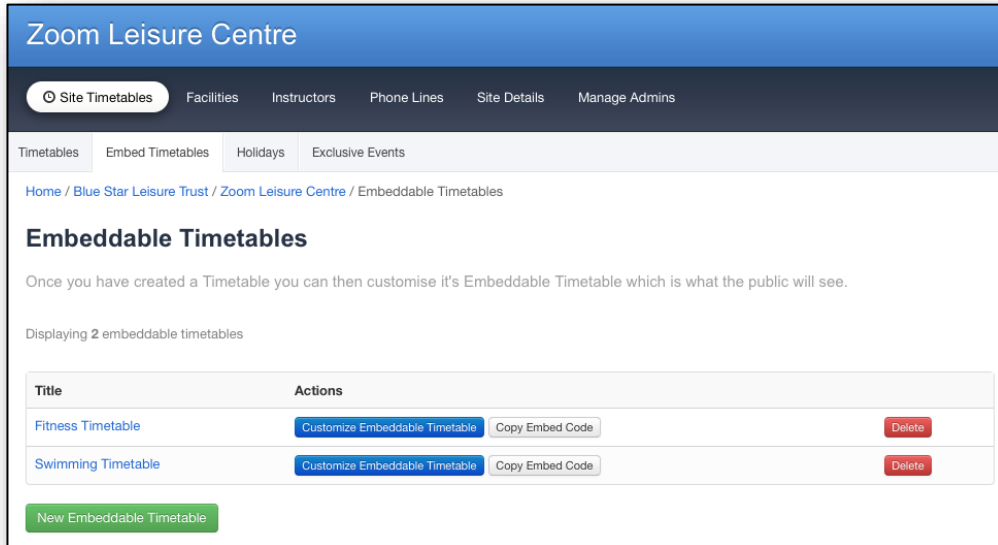
- When you first start entering holiday/exclusive event programming the best way to make sure you're doing it correctly is to go to the 'Customize Embeddable Timetable' page in AiT and use the calendar to skip forward, choose a day from the date range and check your new programming appears.

Embedding your Timetable on your website

Once you have created your timetable, you can then preview and customise it before copying the timetable code to embed it into your website.

Under the Site Timetable section click Embed Timetables.

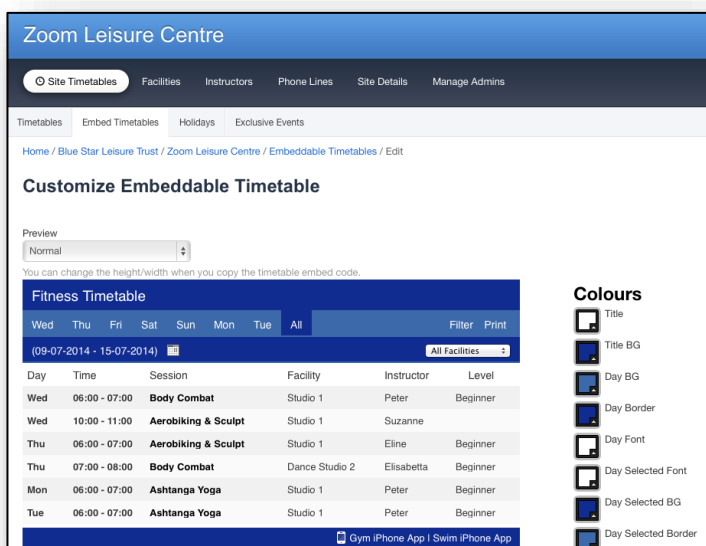
Before copying the Embed Code you should always preview your timetable and customise it.



The screenshot shows the 'Embeddable Timetables' page. At the top, there's a navigation bar with 'Site Timetables' selected. Below it, there are tabs for 'Timetables', 'Embed Timetables', 'Holidays', and 'Exclusive Events'. The main heading is 'Embeddable Timetables'. A sub-heading says 'Once you have created a Timetable you can then customise it's Embeddable Timetable which is what the public will see.' Below that, it says 'Displaying 2 embeddable timetables'. There is a table with two rows: 'Fitness Timetable' and 'Swimming Timetable'. Each row has buttons for 'Customize Embeddable Timetable', 'Copy Embed Code', and 'Delete'. At the bottom, there is a 'New Embeddable Timetable' button.

- Click on 'Customise Embeddable Timetable'. You will see a preview of your timetable.
- Scroll down to see the options for customizing your timetable display.
- On the right hand side the colours, borders and fonts can be changed to mirror your branding.
- Choose whether you want to display the 'normal' or 'small' timetable. In most cases the normal is the most suitable choice but the small one can be useful to use in the side-bars of blogs in situations where you have limited space.
- NOTE – remember if you want to include display items such as instructors, levels, session categories within your website embeddable timetable you need to make the embed timetables wider to cater for this extra information.
- Press 'Update and Preview' to see what your changes look like.

Once you are happy with the look and design you can now copy the code to use in your website.



The screenshot shows the 'Customize Embeddable Timetable' page. At the top, there's a navigation bar with 'Site Timetables' selected. Below it, there are tabs for 'Timetables', 'Embed Timetables', 'Holidays', and 'Exclusive Events'. The main heading is 'Customize Embeddable Timetable'. There is a 'Preview' dropdown menu set to 'Normal'. Below that, there is a note: 'You can change the height/width when you copy the timetable embed code.' The main content is a preview of the 'Fitness Timetable' for the week of 09-07-2014 to 15-07-2014. The preview shows a table with columns for Day, Time, Session, Facility, Instructor, and Level. The table contains the following data:

Day	Time	Session	Facility	Instructor	Level
Wed	06:00 - 07:00	Body Combat	Studio 1	Peter	Beginner
Wed	10:00 - 11:00	Aerobiking & Sculpt	Studio 1	Suzanne	
Thu	06:00 - 07:00	Aerobiking & Sculpt	Studio 1	Eline	Beginner
Thu	07:00 - 08:00	Body Combat	Dance Studio 2	Eisabetta	Beginner
Mon	06:00 - 07:00	Ashtanga Yoga	Studio 1	Peter	Beginner
Tue	06:00 - 07:00	Ashtanga Yoga	Studio 1	Peter	Beginner

At the bottom of the preview, there are links for 'Gym iPhone App' and 'Swim iPhone App'. On the right side, there is a 'Colours' section with a list of color swatches and their corresponding labels: Title, Title BG, Day BG, Day Border, Day Font, Day Selected Font, Day Selected BG, and Day Selected Border.

There are a number of custom options for your website embedded timetables.

07:30 - 08:30	Pilates	Dance Studio 2
10:00 - 11:00	Tai Chi	Studio 1
11:30 - 12:00	Box Fit	Dance Studio 2
13:00 - 13:45	Bums Tums & Thighs	Dance Studio 2

Gym iPhone App | Swim iPhone App

Title *

Timetables

Hold Shift to select multiple Timetables

Prefiltered session

Prefiltered facility

Hide facility filter

Pre selected start date

Useful for displaying Holiday Times / Events in advance.

Use calendar

Default to all days

Use 12 hour time

Display facilities

Display instructors

Display levels

Display session categories

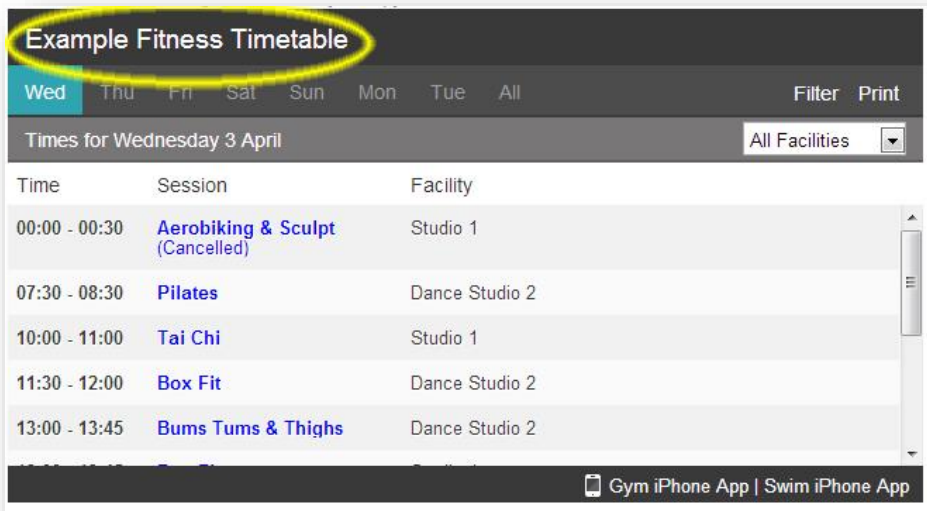
Show gym app link

Show swimming app link

Display keys

Title

Update the display name for the title of your embeddable timetable.



Example Fitness Timetable

Wed Thu Fri Sat Sun Mon Tue All Filter Print

Times for Wednesday 3 April All Facilities

Time	Session	Facility
00:00 - 00:30	Aerobiking & Sculpt (Cancelled)	Studio 1
07:30 - 08:30	Pilates	Dance Studio 2
10:00 - 11:00	Tai Chi	Studio 1
11:30 - 12:00	Box Fit	Dance Studio 2
13:00 - 13:45	Bums Tums & Thighs	Dance Studio 2

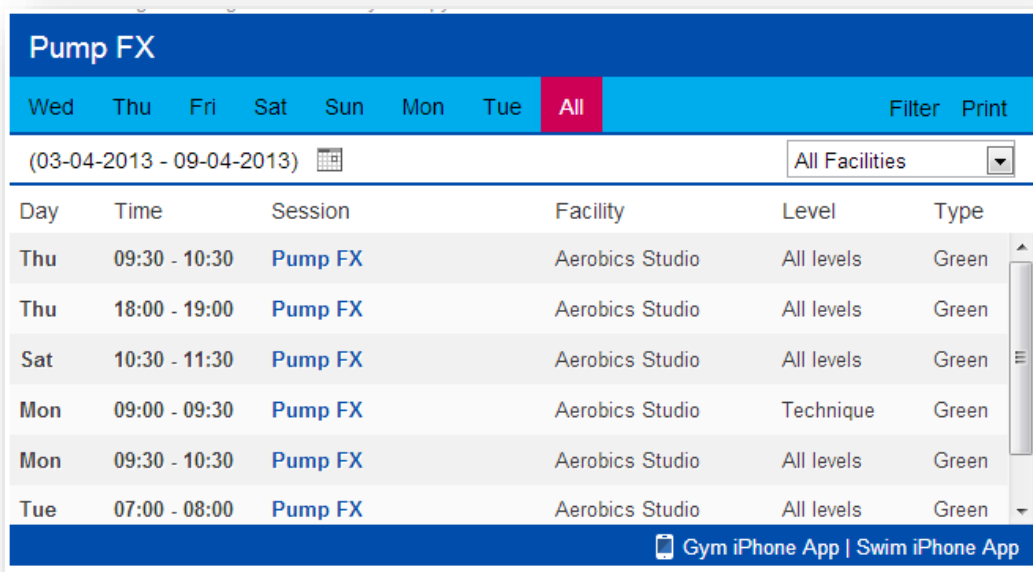
Gym iPhone App | Swim iPhone App

Timetables

Within AiT there is no limit to how many embeddable timetables you can combine to create. You can also combine more than one timetable to create a wider activity timetable – eg. Press shift to select both a swimming and fitness timetable to create a site level timetable.

Prefiltered session

If you choose to prefilter by a session you can create a timetable which only shows timetable entries for a particular session type - eg Zumba. In combination with the 'Default to All Days' option this can allow you to create an embeddable timetable to place on an activity specific web page on your site.



Pump FX

Wed Thu Fri Sat Sun Mon Tue All Filter Print

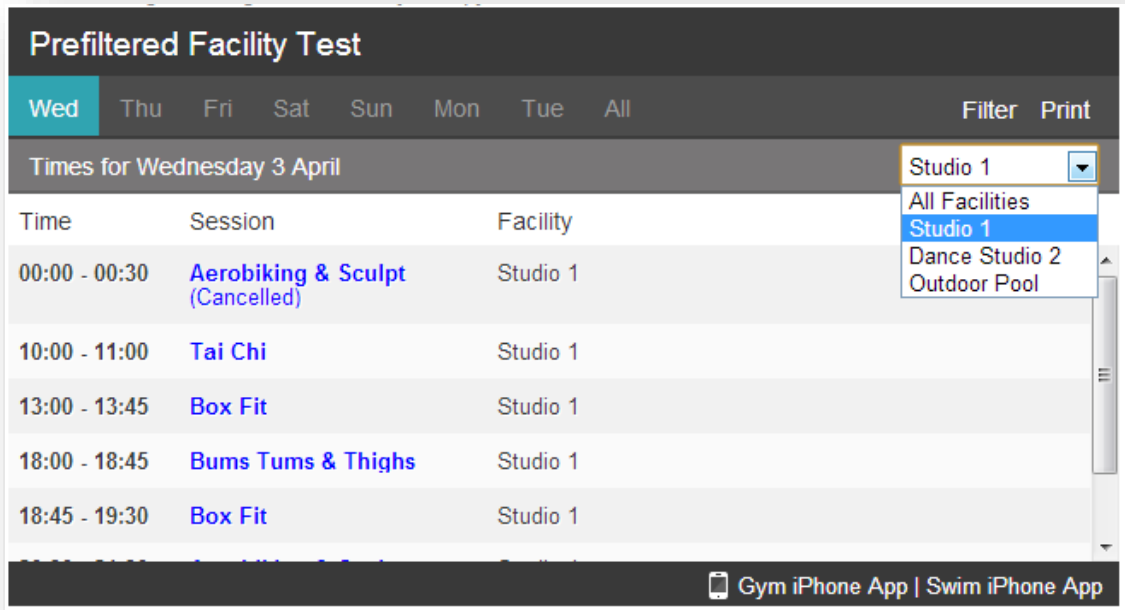
(03-04-2013 - 09-04-2013) All Facilities

Day	Time	Session	Facility	Level	Type
Thu	09:30 - 10:30	Pump FX	Aerobics Studio	All levels	Green
Thu	18:00 - 19:00	Pump FX	Aerobics Studio	All levels	Green
Sat	10:30 - 11:30	Pump FX	Aerobics Studio	All levels	Green
Mon	09:00 - 09:30	Pump FX	Aerobics Studio	Technique	Green
Mon	09:30 - 10:30	Pump FX	Aerobics Studio	All levels	Green
Tue	07:00 - 08:00	Pump FX	Aerobics Studio	All levels	Green

Gym iPhone App | Swim iPhone App

Prefiltered facility

If you choose a prefiltered facility option this enables you to create an embeddable timetable which is prefiltered to a particular facility and only displays timetable entries linked to that facility. Other facilities and 'All Facilities' options will still be selectable by customers.



Prefiltered Facility Test

Wed Thu Fri Sat Sun Mon Tue All Filter Print

Times for Wednesday 3 April

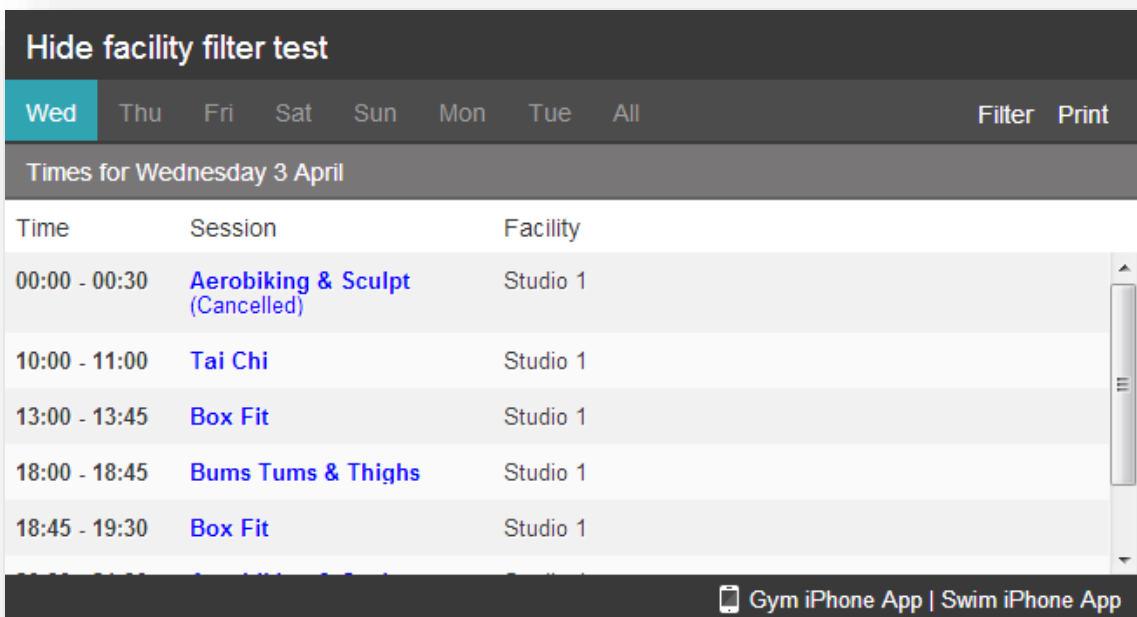
Time	Session	Facility
00:00 - 00:30	Aerobiking & Sculpt (Cancelled)	Studio 1
10:00 - 11:00	Tai Chi	Studio 1
13:00 - 13:45	Box Fit	Studio 1
18:00 - 18:45	Bums Tums & Thighs	Studio 1
18:45 - 19:30	Box Fit	Studio 1

Studio 1 (dropdown menu open): All Facilities, Studio 1, Dance Studio 2, Outdoor Pool

Gym iPhone App | Swim iPhone App

Hide facility filter

In combination with the prefiltered facility this option allows you to remove the facility filter option from the embedded timetable. For example if you prefer to show a swimming timetable separately for a main pool and teaching pool at a site.



Hide facility filter test

Wed Thu Fri Sat Sun Mon Tue All Filter Print

Times for Wednesday 3 April

Time	Session	Facility
00:00 - 00:30	Aerobiking & Sculpt (Cancelled)	Studio 1
10:00 - 11:00	Tai Chi	Studio 1
13:00 - 13:45	Box Fit	Studio 1
18:00 - 18:45	Bums Tums & Thighs	Studio 1
18:45 - 19:30	Box Fit	Studio 1

Gym iPhone App | Swim iPhone App

Pre selected start date

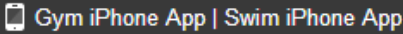
This option allows you to create an embeddable timetable which starts from is pinned to a particular start date. Examples of potential use would be to display a separate embeddable timetable showing holiday swimming timetable.

Pre selected start date test

Tue
Wed
Thu
Fri
Sat
Sun
Mon
All
Filter Print

Times for Tuesday 7 May

Time	Session	Facility
15:00 - 16:00	Circuits	Studio 1
19:00 - 20:30	Brazilian Dance	Studio 1
20:00 - 21:30	Capoeira	Studio 1
22:15 - 23:30	Body Conditioning	Studio 1
23:30 - 23:59	Aerobiking & Sculpt	Studio 1



Use Calendar

We would encourage this option to be ticked because it allows customers to pick future dates to view timetables – eg. Preview holiday timetables – using this interactive feature.

Pre selected start date test

Wed
Thu
Fri
Sat
Sun
Mon
Tue
All
Filter Print


Times for Wednesday 3 April

Time	Session	Facility
00:00 - 00:30	Aerobiking & Sculpt (Cancelled)	
10:00 - 11:00	Tai Chi	
13:00 - 13:45	Box Fit	
18:00 - 18:45	Bums Tums & Tummies	
18:45 - 19:30	Box Fit	Studio 1

◀
April 2013
▶

Mo	Tu	We	Th	Fr	Sa	Su
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
29	30					

Today
Close



Default to all days

Normally used in combination with prefiltered session – allows you to force the default view of a timetable to display timetable entries from all days. The day of the week is added at the start of the timetable entry.

Use 12 hour time

Changes embedded timetable timings styles from 24 hour clock (unticked) to am/pm view (ticked).

Unticked

Time
00:00 - 00:30
10:00 - 11:00
13:00 - 13:45

Ticked

Time
12:00 am - 12:30 am
10:00 am - 11:00 am
1:00 pm - 1:45 pm

Display facilities, instructors, levels, session categories, keys

Enables display of additional options. Only use if options are populated within timetable entries and the width of embedded timetables need to be considered.

Show gym app, swimming app link

Toggles between displaying link for Swimming app (Speedo Fit), Fitness app (GymJam) or both. One of the options must be selected.

Embed Code

Click on 'Copy Embed Code'.

Step 1:

- Customise the height, width and style of the timetable
- Press 'Update'

Step 2:

- Copy the entire embed code.
- Paste this code into the correct location in the source code of your website or give it to your web developer.
- The embed code will now generate a timetable to match this new look and feel you can see in your preview.
- The timetable will now appear wherever this code is placed.
- If you update your timetable information in AiT the timetable will be updated automatically.

Zoom Leisure Centre

Site Timetables
Facilities
Instructors
Phone Lines
Site Details
Manage Admins

Timetables
Embed Timetables
Holidays
Exclusive Events

Home / Blue Star Leisure Trust / Zoom Leisure Centre / Embeddable Timetables

Timetables

Manage the Timetables of your Site here. Edit the details and then edit the times.

Displaying 2 Timetables

Title	Actions	Facilities	Published?
Swimming Timetable	Edit Times Edit Timetable Settings	Indoor Pool (25.0m), Outdoor Pool (75.0m), and Teaching Pool (12.0m)	✔ Delete
Workout Class Timetable	Edit Times Edit Timetable Settings	Indoor Pool (25.0m)	✔ Delete

New Timetable



Step 1 - Customize the Timetable

Width

Pixels

Height

Pixels

Embed size

'Normal' has a min width of 475px

[Update](#)

Step 2 - Copy the Code

Just paste the code below into the HTML of a webpage and the above Timetable will appear.

Embed code

```
<iframe src="http://www.activeintime.com/embeddable_timetable/14334?size=normal&width=650&height=350" wic
```

APPENDIX: Temporary Pool Closures – or other facility closures.

How to quickly inform customers about temporary pool closures in AiT

- 1) Create a new session which contains the text which you would like to display to your customers regarding the closure. This should be set up by an operator admin.

Blue Star Leisure Trust

Sites **Timetable Management** Instructors Management Details Manage Admins

Timetable Sessions Session Categories Levels Timetable Templates Embed Templates Holidays Exclusive Events Keys

Home / Blue Star Leisure Trust / Timetable Sessions / New

New Timetable Session

Name *

Description

Session category * [Manage your Session Categories here.](#)

Basic Attributes

Gender Male Female

Age Child Adult Senior

Coached Un-Coached Coached Lessons

Disability Disability Specific Session

- 2) Create an exclusive event for your centre which covers the period of the closure and tick the option which links it to the swimming timetable.

Zoom Leisure Centre

Site Timetables Facilities Instructors Phone Lines Site Details Manage Admins

Timetables Embed Timetables Holidays Exclusive Events

Home / Blue Star Leisure Trust / Zoom Leisure Centre / Exclusive Events / New

New Exclusive Event

Event Name *

Start Date

End Date

Note

Used by Zoom Leisure Centre Fitness Timetable Zoom Leisure Centre Swimming Pool Timetable

3) Go to Edit Timetable Settings and tick the added closure session to link it to the swimming timetable.

Zoom Leisure Centre

Site Timetables
Facilities
Instructors
Phone Lines
Site Details
Manage Admins

Timetables | [Embed Timetables](#) | [Holidays](#) | [Exclusive Events](#)

[Home](#) / [Blue Star Leisure Trust](#) / [Zoom Leisure Centre](#) / Timetables

Timetables

Manage the Timetables of your Site here. Edit the details and then edit the times.

Displaying 2 Timetables

Title	Actions	Facilities	Published?
Zoom Leisure Centre Fitness Timetable	Edit Times Edit Timetable Settings	Studio 1, Dance Studio 2 , and Outdoor Pool	✔ Delete
Zoom Leisure Centre Swimming Pool Timetable	Edit Times Edit Timetable Settings	Outdoor Pool	✔ Delete

[New Timetable](#) ▼

- Carido Circuits
- Brazilian Dance
- Hatha Yoga
- Body Conditioning
- Bums Tums & Thighs
- Yoga
- Capoeira
- Tai Chi
- Box Fit
- Ashtanga Yoga
- Power Pump
- Pilates Based Exercise
- Street Beat
- Body Combat

▲ Swimming [Select All](#) | [Select None](#)

- Swim For All
- Lane Swimming
- Family Swim
- Inflatables
- Swimming Pool Closed Until Further Notice

[Save Timetable](#)

- Go to the edit times page for the swimming timetable.

- Go to 'Exclusive Event Timetable' and select the relevant closure event. The timetable will appear blank initially.

- 6) Add a timetable entry covering normal centre opening hours if pools are closed all day. If it's a closure for just part of the day you can quickly use the copy another day function to import in morning sessions for example and then add the pool closure session in the afternoon. Add this session to all affected pool facilities.

- 7) As soon as you have done this your embedded timetable will automatically display this information on the affected date and within the Speedo Fit & GymJam iPhone app and website.