

A person in athletic wear is stretching on a running track at sunrise. The scene is bathed in a warm, golden light, with the sun low on the horizon, creating a long shadow of the person. The track has white lane markings, and a guardrail is visible in the background.

A NEW DAWN

RELEASE 1.0

GYM AND SWIM RESERVATIONS

HOW TO GUIDE

JUNE 2020



As a direct result of the COVID-19 epidemic, leisure operators must adapt their facilities to meet the challenges ahead. One example of this is the management of gym and swimming pool facilities and the requirement for advanced bookings.

Gym and Swim Reservations

Bookings allow leisure operators to control the number of customers and maintain key requirements such as social distancing.

Gladstone provides 2 primary methods of controlling bookings for gym and swimming pool facilities:

Option 1: Density Bookings

Density bookings allow you to control the number of customers using a resource or area at any one time. Advantages include providing site with the ability to view busy and quiet times and well as minimal configuration requirements. Density bookings can be made online however depending on the slot size can provide large numbers of slots to the customer. For further information on the configuration of Density bookings, please refer to [Density Bookings: How To Guide](#).

Option 2: Using Reservations

When using Reservations, customers book into a slot in the same way as they would for a standard class such as Pilates or Zumba. Slots are bookable online and allow the customer to select their preferred time until the maximum limit of the slot is reached. To configure gym or swimming pools using the Reservations approach, please following the guide below.

Please note in this example a Fitness Session in the Fitness Suite is configured. This configuration can also be used for Swim, Climbing, Weights Room Sessions.

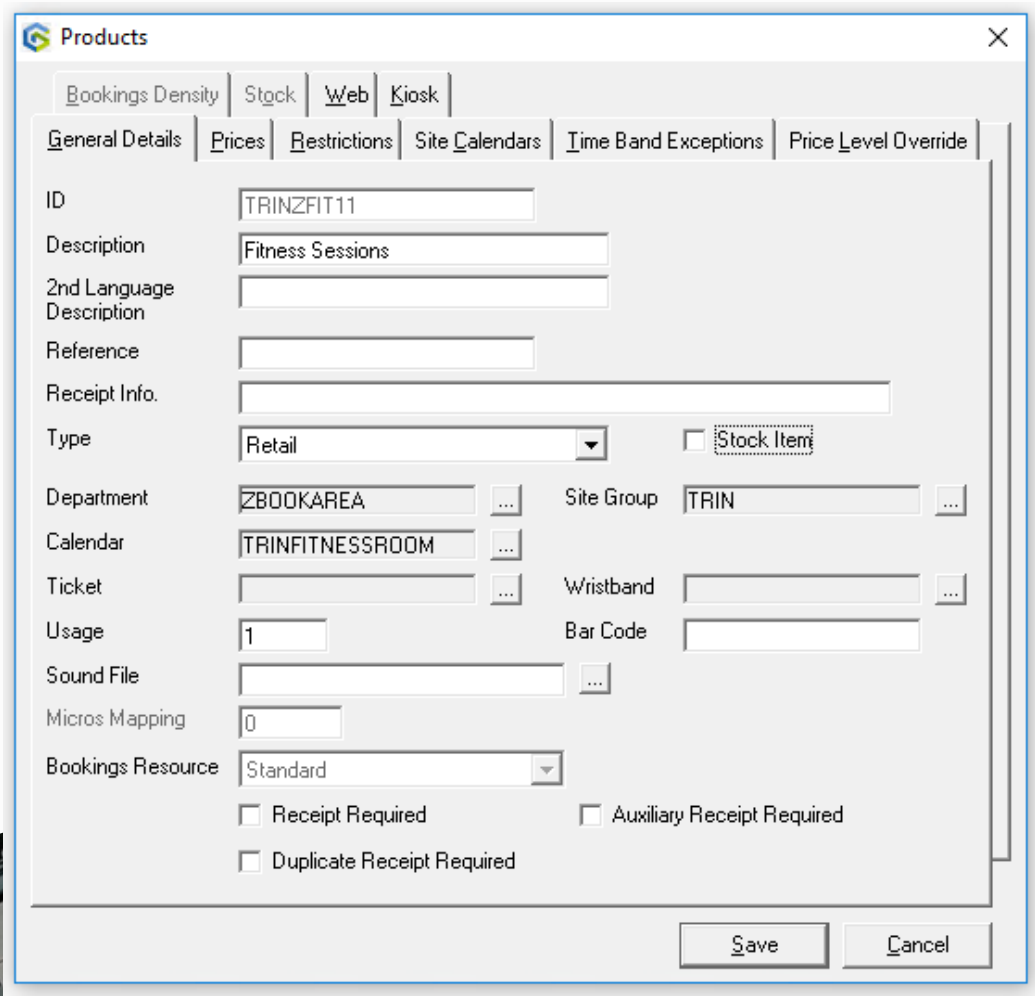


Gym and Swim Reservations

Creating the Resource Product

Within Plus2, navigate to **Configuration > Bookings > Resource Products > New**.

Create the Resource Product in the usual way, adding **ID**, **Description**, **Department**, **Site** and **Calendar**.



The screenshot shows the 'Products' window in the Plus2 software. The 'General Details' tab is active, displaying various fields for creating a new resource product. The fields are as follows:

- ID:** TRINZFIT11
- Description:** Fitness Sessions
- 2nd Language Description:** (empty)
- Reference:** (empty)
- Receipt Info:** (empty)
- Type:** Retail (dropdown menu)
- Stock Item:** ☐
- Department:** ZBOOKAREA (dropdown menu)
- Site Group:** TRIN (dropdown menu)
- Calendar:** TRINFITNESSROOM (dropdown menu)
- Ticket:** (empty)
- Wristband:** (empty)
- Usage:** 1 (text input)
- Bar Code:** (empty)
- Sound File:** (empty)
- Micros Mapping:** 0 (text input)
- Bookings Resource:** Standard (dropdown menu)
- Receipt Required:** ☐
- Auxiliary Receipt Required:** ☐
- Duplicate Receipt Required:** ☐

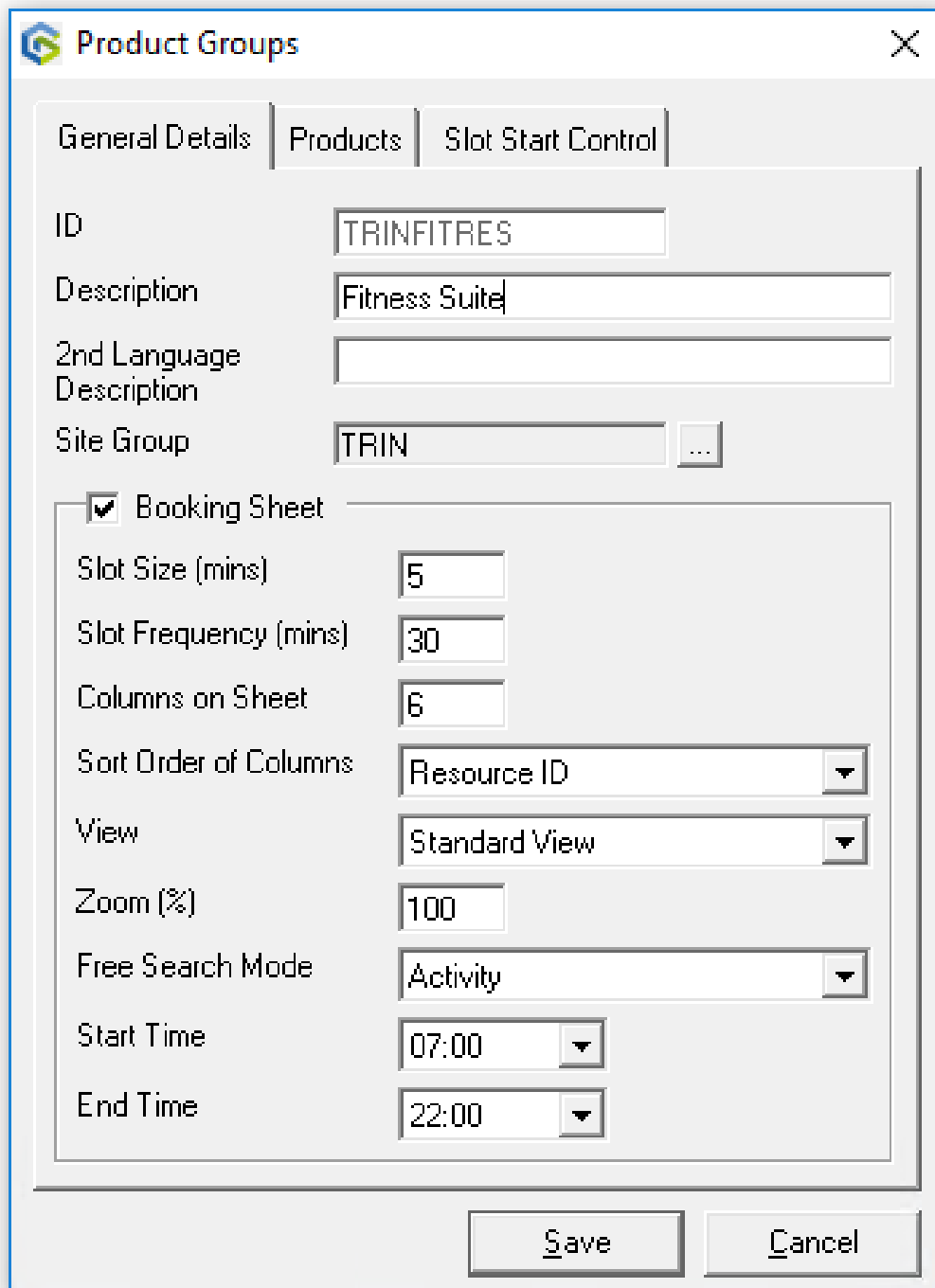
At the bottom right of the window are 'Save' and 'Cancel' buttons.

Gym and Swim Reservations

Creating the Resource Group

Navigate to **Configuration > Bookings > Resource Products Groups > New**.

Create the **Resource Product Group** in the usual way, adding **ID** and **Description**. See the configuration example below, making appropriate changes (E.g. Zoom, Start and End Times).



The screenshot shows a 'Product Groups' dialog box with three tabs: 'General Details', 'Products', and 'Slot Start Control'. The 'General Details' tab is active. It contains the following fields and controls:

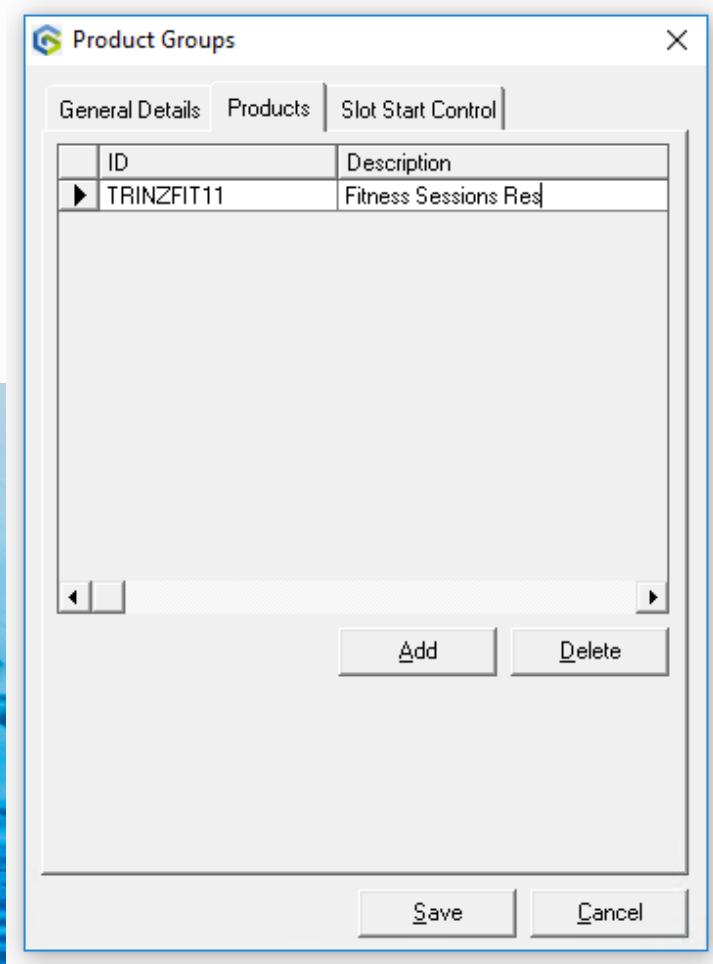
- ID**: Text input field containing 'TRINFITRES'.
- Description**: Text input field containing 'Fitness Suite'.
- 2nd Language Description**: Empty text input field.
- Site Group**: Text input field containing 'TRIN' and a dropdown arrow.
- ☒ **Booking Sheet**: A sub-section containing:
 - Slot Size (mins)**: Text input field containing '5'.
 - Slot Frequency (mins)**: Text input field containing '30'.
 - Columns on Sheet**: Text input field containing '6'.
 - Sort Order of Columns**: Dropdown menu showing 'Resource ID'.
 - View**: Dropdown menu showing 'Standard View'.
 - Zoom (%)**: Text input field containing '100'.
 - Free Search Mode**: Dropdown menu showing 'Activity'.
 - Start Time**: Time selection field showing '07:00'.
 - End Time**: Time selection field showing '22:00'.

At the bottom of the dialog are two buttons: **Save** and **Cancel**.

Gym and Swim Reservations

Add the **Resource Product** (created previously) to the **Products** tab.

Please note in the example below, the Resource Product has the **Description** ending with RES. This is to distinguish between a Density Resource Product, so not a requirement for your configuration.



The screenshot shows a software window titled "Product Groups" with a close button (X) in the top right corner. It has three tabs: "General Details", "Products", and "Slot Start Control". The "Products" tab is selected, displaying a table with two columns: "ID" and "Description".

ID	Description
▶ TRINZFIT11	Fitness Sessions Res

Below the table is a scroll bar. At the bottom of the window are four buttons: "Add", "Delete", "Save", and "Cancel".

Gym and Swim Reservations

Creating Gym / Swim Reservations

Select **Configuration > Bookings > Reservations**.

The Reservation is created in the same way as other Class Reservations (which can also be configured from the Booking sheet).

Areas to consider are **Duration, Max/Min Bookees**. In this example a Fitness / Gym Session is configured for 60 mins with a Maximum of 20 spaces.

Please consider adding the start time to the Description as you will have multiple Reservations with the same name. In the example below the Reservation has a Description of Fitness Session Res 07:00.

The screenshot shows a 'Reservation' configuration window with the following fields and values:

Field	Value
ID	TRI8CFS07000620
Description	Fitness Session Res 07:00
2nd Language Description	
Activity Group	FITRES
Calendar	TRI8CFS07000620
Duration	60 (Minutes)
Start Frequency	(Minutes)
Max. Bookees	20
Min. Bookees	5
Site	TRIN
Free Search Period	120 (Minutes)
Swipe Check Period	1 (Hours)
Ticket	
Wristband	
Party Bookings	<input type="checkbox"/>
Waiting List	<input type="checkbox"/>

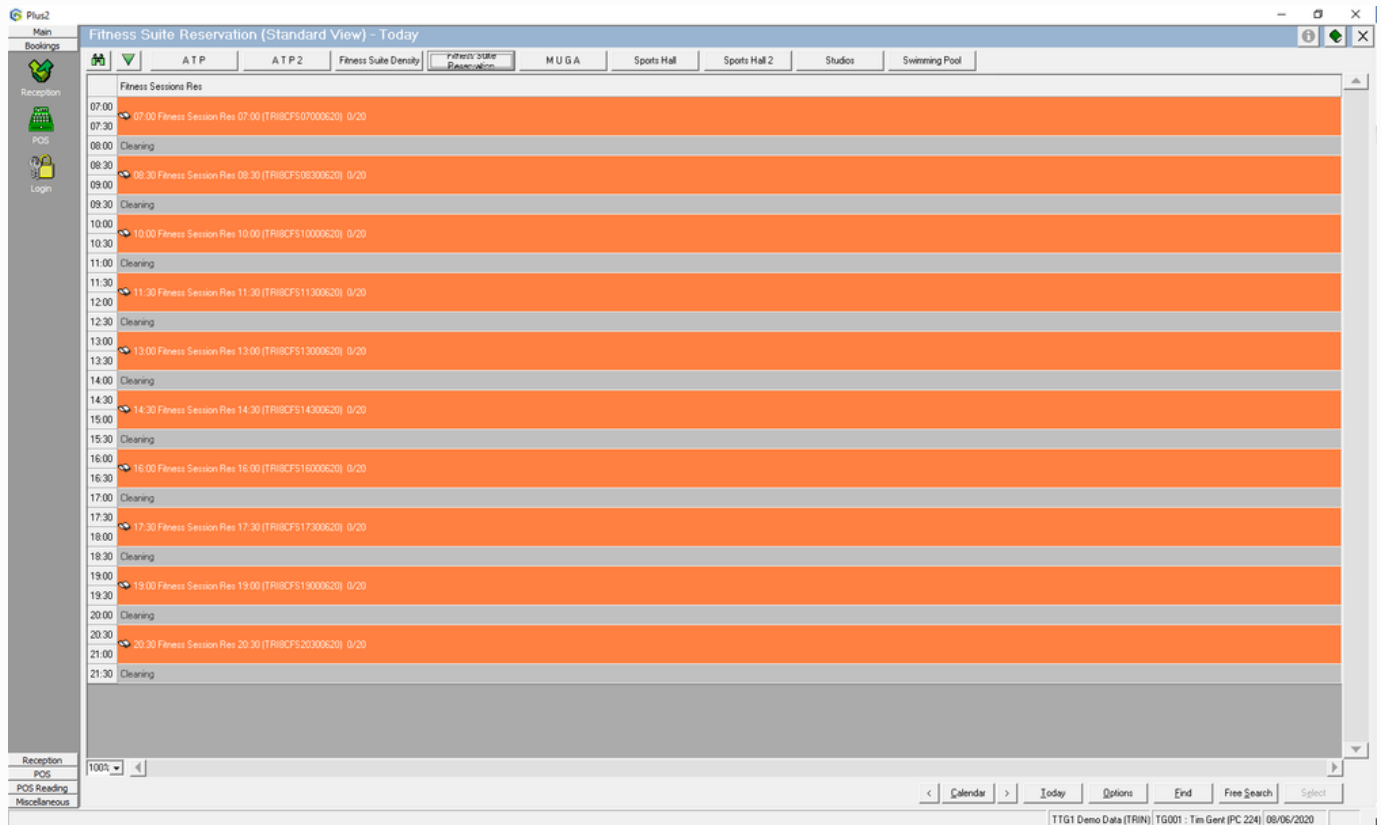
Buttons: Save, Cancel

Add the newly created **Resource Product** and relevant pricing Product to the **Products** tab completing other tabs as normal.

Gym and Swim Reservations

Once you have created all Reservations for the day, the Booking Sheet will look similar to the example shown below. Please note we have added Cleaning Exception Schedules between each 60 minute Fitness Session.

For further information on Exceptions, please see [Exceptions to Close Bookings: How to Guide](#).



Time	Activity	Duration
07:00	07:00 Fitness Session Res	0/20
07:30	07:30 Fitness Session Res	0/20
08:00	Cleaning	
08:30	08:30 Fitness Session Res	0/20
09:00	09:00 Fitness Session Res	0/20
09:30	Cleaning	
10:00	10:00 Fitness Session Res	0/20
10:30	10:30 Fitness Session Res	0/20
11:00	Cleaning	
11:30	11:30 Fitness Session Res	0/20
12:00	12:00 Fitness Session Res	0/20
12:30	Cleaning	
13:00	13:00 Fitness Session Res	0/20
13:30	13:30 Fitness Session Res	0/20
14:00	Cleaning	
14:30	14:30 Fitness Session Res	0/20
15:00	15:00 Fitness Session Res	0/20
15:30	Cleaning	
16:00	16:00 Fitness Session Res	0/20
16:30	16:30 Fitness Session Res	0/20
17:00	Cleaning	
17:30	17:30 Fitness Session Res	0/20
18:00	18:00 Fitness Session Res	0/20
18:30	Cleaning	
19:00	19:00 Fitness Session Res	0/20
19:30	19:30 Fitness Session Res	0/20
20:00	Cleaning	
20:30	20:30 Fitness Session Res	0/20
21:00	21:00 Fitness Session Res	0/20
21:30	Cleaning	

Making a Reservation Booking in Plus2/G360/Connect/MobilePro

Making a Reservation Booking can be made in the same way using other Gladstone Software products including Gladstone360, Connect or MobilePro.



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