**To set up a Course Service on your site**

**Step 1** Fill out this document.

**Step 2** Send the form, Gallery photos & cover image in a single email to [ivyoptic@yahoo.com](mailto:ivyoptic@yahoo.com)

Courses cannot be connected to membership plans!

If you have multiple courses you wish to set up, duplicates this form, fill them out & send each on separate emails with the provided cover image for each form.

(\*) means this information is required

\*Cover images are required

Services can have up to 10 gallery images

**The Form: Fill out the bullet points below**

**SERVICE [Course]**

* \*Course title: (40 character limit)
* Course subtitle: (70 character limit)
* Course Description: (2500 character limit, Include the amenities if applicable)
* Price for course:
* Capacity of participants:

**Course Hours**

- Course start date: (Month/Day/Year)

- Course end date: (Month/Day/Year)

- State your time zone:

(State what time the course sessions start & end)

Format this way –> Day: from --:-- am to --:-- pm (repeats every [0/1/2/3] weeks)

Mon:

Tue:

Wed:

Thu:

Fri:

Sat:

Sun:

- If you have staff that also provide this service provide their name here: (you’ll also need to provide their hours on the **web dev** [**Staff**] Document – www.ivyoptic.com/staff)

* course Location/s: (Service addresses are locations beyond your business address, where the service is provided. If the class is at more than one location, then separate times must be stated for each location.)

If the Service is provided at a Virtual location (video calls)

* Integrate this bookable class service with the video calling app Zoom: (yes/no)

or

* Provide a link that directs clients to a functioning video calling service:

- Let clients book after the start date: (enable/disable)

(enabling will let clients book this course after its started, even if you’ve set up late booking limitations in the **[booking policy]** document.)

- enable group bookings & let clients book multiple participants for the course: (yes/no)

If yes state the max participants a client can book:

* Booking requirements fill out sheet: (This is a fill out sheet that your clients must complete before they can book the service, you can add things like “name”, “phone number”, “email address”, etc. list the input fields for your form)
* Agreement of liability: (write up an agreement of liability and paste it here)

(a check box will be added to agreement of liability that clients must tick before they can book)