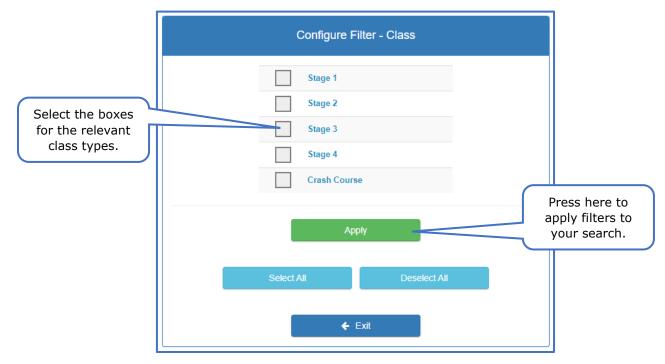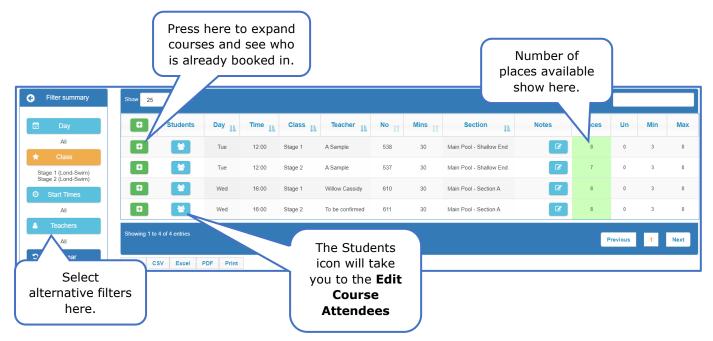# How to Search for Place Availability

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

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

Select the boxes for the relevant class types.

Press here to apply filters to your search.

Configure Filter - Class

- [ ] Stage 1
- [ ] Stage 2
- [ ] Stage 3
- [ ] Stage 4
- [ ] Crash Course

Apply

Select All   Deselect All

← Exit

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

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

Number of places available show here.

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

Filter summary

📅 Day
All

⭐ Class
Stage 1 (Lond-Swim)
Stage 2 (Lond-Swim)

🕐 Start Times
All

👤 Teachers
All

Show 25

Showing 1 to 4 of 4 entries

CSV   Excel   PDF   Print

Previous   1   Next

Select alternative filters here.

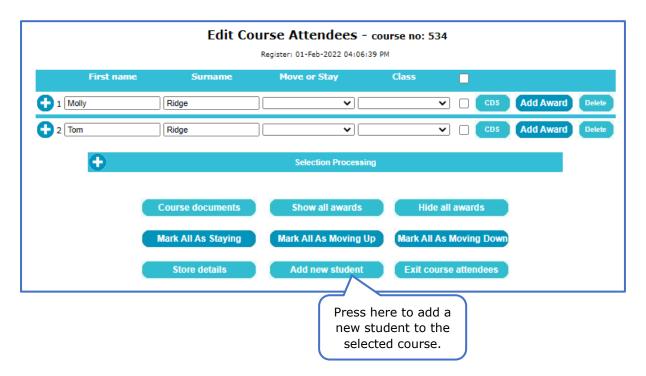The Students icon will take you to the **Edit Course Attendees**

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

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

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

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

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

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

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