

Manage Activities

Overview

Activities are something you do, for example, Swimming Lessons, Crash Courses, Gymnastics. The instructions on the following pages will show you how to Create, Delete, Edit and Search for an Activity. Activities need to be created before creating your courses.

Creating Activity

Manage Activities

The screenshot shows the 'Manage Activities' interface. At the top, there is a search bar and a dropdown menu set to '10 entries'. Below this is a table with columns for 'Edit', 'Activity', and 'Delete'. The table contains four rows of activities: 'Crash Course', 'Private', 'Swimming', and 'Yoga'. Each row has an edit icon on the left and a delete icon on the right. Below the table, there is a pagination bar showing 'Showing 1 to 6 of 6 entries' and buttons for 'Previous', '1', and 'Next'. At the bottom, there are buttons for 'Copy', 'CSV', 'Excel', 'PDF', 'Print', 'Exit', and 'New Activity'. A callout bubble points to the 'New Activity' button with the text 'Click New Activity'.

The box below will appear, add your activity and click on the **Create** Button

The screenshot shows the 'Create Activity' dialog box. It has a title bar with 'Create Activity' and a close button. Inside, there is a text input field labeled 'Activity Name *' with the text 'Swimming Lessons' entered. Below the input field are two buttons: 'Cancel' and 'Create'.

The activity will now appear on your list of activities.

Edit Activity

To edit an existing activities name click the **Edit** button.

The screenshot shows the 'Manage Activities' page. At the top, there is a search bar and a dropdown menu set to '10 entries'. Below this is a table with columns for 'Edit', 'Activity', and 'Delete'. The table contains four rows: 'Crash Course', 'Private', 'Swimming', and 'Yoga'. Each row has a blue pencil icon in the 'Edit' column and a red trash icon in the 'Delete' column. A callout bubble with a blue border and white background points to the pencil icon for 'Crash Course', containing the text: 'Click Here to Edit the activities name'. Below the table, there is a pagination bar showing 'Showing 1 to 6 of 6 entries' and buttons for 'Previous', '1', and 'Next'. At the bottom, there are buttons for 'Copy', 'CSV', 'Excel', 'PDF', 'Print', 'Exit', and 'New Activity'.

The following box will appear.

The screenshot shows the 'Update Activity' dialog box. It has a title bar with 'Update Activity' and a close button. The main content area has a label 'Activity Name *' followed by a text input field containing 'Crash Courses'. The input field has a green pencil icon on the left and a green checkmark on the right. Below the input field are two buttons: 'Cancel' (orange) and 'Save' (green). A callout bubble with a blue border and white background points to the input field, containing the text: 'You can overwrite the activity name and click Save to update the Activities name.'

Deleting an Activity

You can delete activities, however, you can not delete an activity that is associated with either historic or active courses.

Manage Activities

Manage Activities interface showing a list of activities with edit and delete options. A callout bubble indicates to click the delete icon for the 'Swimming' activity.

You will receive the following message to confirm you want to delete the activity.

Confirmation dialog for deleting the activity 'Swimming'. The dialog asks for confirmation and provides 'Cancel' and 'Delete' options. A callout bubble points to the 'Delete' button.

If you attempt to delete an activity that has been used to support courses you will receive the following message, all you can do is press OK which stop the deletion process, basically, you can't delete an activity that has been used to support courses.

Error dialog indicating that the activity cannot be deleted because it is associated with classes. The message states: 'This activity cannot be deleted as there are classes associated with it. Please delete the classes before deleting the activity.' An 'Ok' button is present.