How to set up your pool sections

Overview

The sections page helps you define where a lesson will take place, this helps staff get equipment in the correct place for lessons and support staff to guide attendees to them.

Accessing the Section Management page

The **Section Management** page can be accessed either by pressing **System Configuration** on the Main Menu, then **Manage Locations** on the secondary menu **and** then pressing the relevant **area** and **sections** button. If you are configuring a course, you will find pressing Add/Edit option in the section selector will open the page too.

Defining the Section

Once the sections management page is open, press the **Add New Section** button and define the section name. Add all your section names, if you divide the pool into lanes one day and width the next, simply add them all.

If the section name has been spelt incorrectly you can simply press the **Edit** button and correct it. Sections can only be deleted if they have not been used as part of a course configuration, if you try and delete a section that has been used, you will simply see a warning advising that it cannot be deleted. If the section has not been used, you will be warned that you are about to make a deletion and must confirm you want to proceed.

Sections can be placed in an order to suit your business needs, once you have created two or all more sections you can rearrange them by clicking (and holding) on the number found in the **Order Number** column simply drag the number up or down the list to the desired location before releasing the mouse button.