SPEEDY GRID

Scheduling Solution for Gyms
Schedule your rotations at lightning fast speeds!

COMPLETE SET UP GUIDE

SETTING UP YOUR ACCOUNT
Settings→ Account Settings
- ☐ Input Gym Information
- ☐ Set Gym Hours
- ☐ Set Time Blocks—ex 5 min refers to scheduling in 5 min rotations (can be changed but not recommended due to needing to restructure classes after a change)

SETTING UP CLASS TYPES
Manage Classes→ Class Types
- ☐ Enter All the Types of Classes (ex-boys, preschool, rec, ninja, compulsory, etc.) This will be used in scheduling coaches as they will only be scheduled for class types they are assigned to.

SETTING UP USERS
Settings→ User Accounts
- ☐ Add Users, Select All the Types of Classes They Can Coach
- ☐ Either You, the Admin, or They Upon Login Can Add the Remaining Information

SETTING UP EQUIPMENT
Manage Equipment→ Add Equipment
- ☐ Add ALL Simple Equipment (anything that can be used separately by a class) – e.g. floor panel 1, floor panel 2, floor panel 3, preschool bars, single rails, big bars, etc.
- ☐ Add Alias Equipment (pieces of equipment that are used together) - e.g. All Floor = floor 1 + floor 2 + floor 3
- ☐ Add Equivalence Equipment (this is an either/or area) – e.g. a class needs one of the floor panels and it does not matter which one
- ☐ Add an Equivalence Piece Named Warmup. Check the box 'warm up area.' Save. Add all the areas a class could warm up at. Save.

SETTING UP YOUR CLASSES
Manage Classes→ Import Classes
- ☐ Select Class Management System. Enter ID.
- ☐ Select Classes to Import OR Import All

SETTING UP YOUR CLASSES
Manage Classes→ Edit Classes
- ☐ Under Class Options, Add A Class If Adding Manually
- ☐ Select A Class . Select a Color for The Class for The Schedule
- ☐ Select A Class Type
- ☐ Add Equipment by Clicking the Boxes to Add
- ☐ Each Box Represents the Number of Minutes You Selected as Time Blocks When Setting Up the Gym (e.g. 5 min, 10, 15, etc.)
- ☐ Continue for All Classes

SETTING UP MASTER GRID
Manage Schedules→ Master Grid
- ☐ Create a Master Grid and Name (ex-Summer, Fall, Week A, Week B, etc)
- ☐ Click A Day to Edit
- ☐ Grid Actions (at the top)→Generate Master Grid
- ☐ The Red Boxes At the Top Represent Rotations That Could Not Be Scheduled – each one represents a time block from set up (5 min, 10, 15, etc)
- ☐ Drag and Drop to Edit, Double Click to Delete
- ☐ It Saves Automatically
- ☐ Repeat For Each Day
- ☐ Create As Many Master Grids As Wanted

VIEWING A SCEDULE
Manage Schedules→ View Schedule
- ☐ At the Top -Schedule Options – Select "Generate Using Master Grid'
- ☐ Select the Master Grid to Use
- ☐ Generating a New Schedule-it mixes it up and creates a new schedule without any previous edits
- ☐ Drag and Drop to Make Any Edits
- ☐ All Changes Are Automatically Saved

PRINTING A SCEDULE
- ☐ Manage Schedules→ View Schedule→Select A Day→Schedule Options→ Print (rec. landscape)
- ☐ OR View By Class (under the date) & Follow the Same Instructions to Print (rec. portrait)