

# HOW TO CREATE A PUBLIC CLASS IN PLAYTOMIC

Schedule

Customers

Payments

Bookings

Matches

Academy

Tournaments

Leagues

Store

- ❑ [Login in Playtomic Manager](#)
- ❑ In the left-hand menu, click on [Academy](#)
- ❑ Go to the window [Public Classes](#). Click create public class button on the right.
- ❑ Follow these instructions to guarantee that your session is created properly:
  - 1) Name of the event should contain the wording **Leveling**
  - 2) Minimum price of the event is the one mentioned previously during the webinar
  - 3) Payment methods to be selected are **Apple Pay, Google Pay and Credit Card (+ other online payment methods of the specific region)**
  - 4) We strongly recommend to update the Description with the following sentence: *“This is a leveling session hosted by a certified Playtomic Coach. In this session, Coach will review your abilities on the court analyzing several strokes and your performance during a brief match exhibition. Your level will be updated after the session according to what expressed on the court. Remember that also your reliability index will be updated and set to 50%. “*
  - 5) Click on the blue **Update** button on the bottom left

Leveling Playtomic

9/26/2024, 09:00 AM

60 min

Padel

€10.00

0/3

Registration open

Until 9/25/2024, 10:00 PM

# SUMMARY OF THE PROCESS



- In order to create a leveling session, Clubs should use Public Classes feature available into the Academy section
- Name of the event should contain the word “**Leveling**”
- Recommended number of players for the activity is 3, remember there is a minimum price per country to respect for the activity
- Within the payments methods, Clubs will select **Apple Pay, Google Pay and credit card only**
- The day after the leveling session, if the event has not been cancelled, players who joined will automatically appear in the Google Sheet file shared by Playtomic. If they don't appear in the file, some of the rules explained above has not been followed or the Club has changed name in Playtomic Manager
- To communicate the new level, you will just update the column D “**new\_level**”