



FOR OFFICE USE ONLY



<i>Billing details</i>	Name:
Address:	Post code:
Country	
<b>CREDIT CARD DETAILS</b>	Card type:
Expiration:	
<b>BILLING TRASACTIONS</b>	<b>Show:</b> open Invoice..... <b>Generate Statement</b>
Client:	Date:
Total:	Paid:
Balance:	Due on:
Invoice ?	Invoice
Pay:	Edit:
Delete:	•
<i>Groups</i>	<b>Add .....Cancel</b>
Group Name	Description:
Total:	Paid:
Balance:	Due on:
Invoice:	Pay:
Remove:	<b>This member does not belong to any groups.</b>
Sub Groups..... <b>families?</b>	Description:
Total:	Paid:
Balance:	Due on:
Invoice:	Pay:
Remove:	<b>This contact does not currently belong to any sub-groups.</b>
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Packages?	
-----	<b>Schedule</b>
<b>Add .....Cancel</b>	• As above but with out,
<b>1. This member does not belong to any groups.</b>	<b>2. This contact does not currently belong to any subgroups.</b>
-----	<b>Check-in</b>
<b>Add .....Cancel</b>	As above,
-----	<b>Assessment</b>
<b>Add .....Cancel</b>	As above,
-----	<i>Attendance</i>
<b>Scheduled sessions</b>	1. please select the start date:
2. please select the end date:	3. Filter by resource:
4. filter by Attendance:	5. Get Scheduled Classes
Set checked as: Scheduled	Attended
No show	Re scheduled / early cancel
Late cancel	Pay trainer.