Calendar | ~ WORKOUT ~

~ BASIC ~

The tab shows **who is in the slot** — members who booked a place and those who cancelled their booking. Members are entered into and removed from the slot here, without going to the Members form.

The dialog title is the name of the resource the slot belongs to — *Group*, *Semi-individual* and the like — entered in resources.

1. Slot header

Below the tabs are the slot date on the left and the time span on the right, e.g. *31.10.2026.* and *09:00 - 10:00*. The data is informational and is not changed here.

Below them is a drop-down with the **trainer running the slot**. The drop-down can be changed, and the **{×}** icon next to it removes the trainer from the slot. The change, like every other action on this tab, takes effect immediately.

2. Starting the workout

The **Start workout** icon opens the workout across the full screen — exercise by exercise, with the recording of the performance and the instruction for the member. What the display shows and how to move through it is described on ~ WORKOUT ~.

- The **administrator** can start the display in every slot of the company, past and future, with no time limit.
- The **trainer** can start it in **their own slots and in slots with no trainer entered**, also with no time limit. A slot belonging to another trainer cannot be started — the trainer takes it over by entering themselves in the trainer drop-down in the header of this tab.
- The **gym screen** has no logged-in user and shows only the **shared** workout of its own room, from **15 minutes before the start to 15 minutes after the end** of the slot. There the display is started by whoever is in the room — the trainer or a member booked into that slot.
- The **member** does not start the display from the calendar. They see their workout on the ***~ WORKOUT ~*** tab and open the recording of a single exercise from its preview.



The 15-minute tolerance is a setting and is changed per gym or per company. A workout regularly runs a few minutes past the slot, so the allowance is symmetrical — the same before the start as after the end.



The feature is being introduced gradually, so some users do not see the icon yet. Workouts a member watches away from the gym and outside a slot are separate

content and are described on their own page.

3. Adding a member to the slot

The green icon next to the **Add member to slot** label opens the member picker. This is how the trainer or administrator enters a member who did not book themselves — for instance one who arranged attendance by phone or at the reception.

4. Booked

Green rows list the members holding a place in the slot. Next to each member's name is **who made the booking and when** — the member themselves, the trainer, or the system on automatic entry.

The icon on the right edge of the row **cancels the booking**. The member moves to the **Canceled** section and the place in the slot is freed.

5. Canceled

Pink rows list the members who cancelled their booking. Next to the name is **who cancelled and when**, so it is visible afterwards whether the member or a staff member cancelled.

The green icon on the right edge of the row **restores the booking** — the member returns among the booked and takes the place in the slot again.

6. Limitations

- The tab **has no save button**. Every action — changing the trainer, adding a member, cancelling and restoring a booking — takes effect immediately on click.
- A cancelled booking **is not deleted** from the list. It stays in the **Canceled** section as a record of who cancelled and when.
- The ability to book depends on the member's quota and the package validity deadline, as described in Calendar. Cancelling within the allowed deadline returns the slot to the quota.

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