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Set Up a Friday Night Lights or Open Event

Mavilyn Carlos - 2026-08-17 - [Events: Classes, Appointments & Locations](#)

Hosting a Friday Night Lights or Open event? □ Follow the steps below to get everything set up properly in your system — from creating the class to making it available for registration.

Step 1: Add the Event to Classes

1. Navigate to **Classes**.

Click **Add New Class**.

Enter the class name (example: *Friday Night Lights*).

Select the appropriate:

- Location
- Capacity limit
- Duration
- Set Additional Setting for reservation window

2. Save the class.

Step 2: Create a Package and Billing Plan

This ensures athletes can register properly without being charged.

1. Navigate to **Packages**.

Click **Add a time-based Package**.

Name the package (example: *Friday Night Lights Entry*).

Configure any necessary:

- Athlete status - no status change
- Validity settings

- Usage limits (if applicable — usually 3 visits)
- 2. Add **Billing Plan** —> set the price to **\$0**.
- 3. Save the package.

Step 3: Add the Package to the Athlete Sales Portal

To allow athletes to register themselves:

1. Click the blue action tab - **Sales Portal Options**.
2. Enable **Athlete App Visibility** and enable **billing plan**
3. Save changes.

This ensures athletes can 'purchase' and register for the event from their Athlete App.

Step 4: Add the Event to the Schedule

1. Go to **Schedule**.

Select the correct date (Friday).

Add the Friday Night Lights class you created earlier.

Confirm:

- Time
 - Coach
 - Capacity
2. Save.

Your event is now live and ready for athlete registration! ☐

☐ Final Check

Before announcing the event, test the flow:

- Confirm the class appears on the schedule.
- Confirm the \$0 package is visible in the Sales Portal.
- Ensure registration works as expected.

