

 coordinatesport

**H A F P**

**Project Setup**

 Quick Start Guide

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# Step 1 Creating a Project

1 To create a new Project, navigate to "Bookings > Projects > All > + New Course"

The screenshot displays the 'coordinatesport HAFP' interface. On the left is a sidebar with navigation items: Dashboard, Your Timetable, Timetable, Bookings (selected), and Session Evaluations. The main content area is titled 'Projects' and features a top navigation bar with buttons for '+ New Course', '+ New Event', 'Use Template', and 'Go Back'. A red arrow points to the '+ New Course' button. Below the navigation bar is a search and filter section with a search input, a search button, and filter dropdowns for Name, Project Type, Booking Type, and Bookings Site. At the bottom of the main content area, a purple banner displays the message: 'No bookings found. Do you want to create a [course](#) or an [event](#)?'.

# Step 2 Project Details



- Dashboard
- Your Timetable
- Timetable
- Bookings
- Dashboard
- Projects
- All
- Funded
- Session Evaluations
- Records
- Customers
- Resources
- Messages
- Reports
- Staff

coordinatesport HAFP

Hi, David D Settings

HAF Football Projects • Course

Go Back

Details Blocks Sessions Booking Site Exceptions Attachments

Overview

Project Name \*  
HAF Football  
If applicable, this name will also appear on the bookings site.

Booking Type \*  
Direct  
Select Direct if you have a direct relationship with Customers and will be delivering these sessions at venues you have booked or manage. Select Indirect if you are running these sessions on behalf of a school or an external organisation.

Start Date \*  
14/11/2022

End Date \*  
31/01/2023  
If you have a contract with a customer, this will relate to the Start and End dates specified there.

Register Type \*  
HAFP Booking Site

Booking Requirement \*  
Select  
All Weeks  
All Weeks (Remaining Sessions Only)  
Select Weeks

Cancel

- 2 From here fill in all fields with a red asterisk next to it:
- For the "Register Type" select "HAFP Booking Site"
  - For "Booking Requirement", click "Select Weeks". For more information on this, hover over the "i" tooltip next to the field



# Step 3 Block Details

1 Click "+ Create New" on the top-right to create a new Block



- Dashboard
- Your Timetable
- Timetable
- Bookings
- Dashboard
- Projects
- All
- Funded
- Session Evaluations
- Records
- Customers
- Resources

Hi, David Settings

Blocks Projects • Course • HAF Football

[+ Create New](#)

Project has been created successfully, continue to add a block below.

Details Blocks Attachments

Search Saved Filters

No blocks found. Do you want to [create one?](#)



# Step 3 Block Details



Dashboard

Your Timetable

Timetable

Bookings

- Dashboard

- Projects

• All

• Funded

- Session Evaluations

Records

Customers

Resources

Messages

Reports

Staff

Hi, David D Settings

Week 1 Projects • Course • HAF Football • Blocks Go Back

Details **Blocks** Sessions Booking Site Exceptions Attachments

### Details

Name \*  Start Date \*  End Date \*

If applicable, this name will also appear on the bookings site.

Minimum Age  Years Maximum Age  Years Send Thanks Email  Yes

If not set, a default of 3 will apply. Can be overridden per session. If not set, a default of 99 will apply. Can be overridden per session. This email will be sent to Customers at the end date of the block.

### Location

Booking Type \*  Delivery Address \*

Select Direct if you have a direct relationship with Customers and will be delivering these sessions at venues you have booked or manage. Select Indirect if you are running these sessions on behalf of a school or an external organisation. [Add Address](#)

Save Cancel

2 For "Delivery Address", select the venue where you are hosting your HAF Sessions



# Step 4 Creating Sessions

1 Click "+ Add Session" on the bottom right-hand side to create a new Session

2 Fill in the necessary fields

3 Repeat the above steps until you have all your sessions listed

The screenshot displays the 'coordinatesport HAFP' interface. On the left is a sidebar with navigation items: Dashboard, Your Timetable, Timetable, Bookings, Projects, Records, Customers, Resources, Messages, Reports, and Staff. The main area is titled 'Sessions' and shows a breadcrumb trail: Sessions > Projects > Course > HAF Football > Week 1. There are buttons for '+ Create New' and 'Participants'. Below this is a search bar and a 'Select Blocks' section with 'Week 1 (Sheffield Local Park)' and an 'Add Block' button. The 'Session List' table has the following structure:

| <input type="checkbox"/>      | Day * | Start Time * | End Time * | Activity * | Participants | Staff |
|-------------------------------|-------|--------------|------------|------------|--------------|-------|
| <a href="#">+ Add Session</a> |       |              |            |            |              |       |



# Step 5 Duplicating the Block

The screenshot shows the HAFP (HAF Football) interface. On the left is a navigation menu with options like Dashboard, Your Timetable, Timetable, Bookings, Projects, Records, Customers, and Resources. The main area is titled 'Blocks' and includes a breadcrumb trail: 'Blocks > Projects > Course > HAF Football'. There is a '+ Create New' button in the top right. Below the breadcrumb is a tabbed interface with 'Details', 'Blocks', 'Sessions', 'Booking Site', 'Exceptions', and 'Attachments'. The 'Blocks' tab is active. A search bar is present with 'Saved Filters' on the right. Below the search bar is a table with the following data:

| Start Date | End Date   | Name   | Register | Targets | Duplicate | Edit | Remove |
|------------|------------|--------|----------|---------|-----------|------|--------|
| 14/11/2022 | 20/11/2022 | Week 1 |          |         |           |      |        |

The 'Duplicate' icon in the table is highlighted with a red box, and a red arrow points to it from below.

1 Once your first week is completed, go to the "Blocks" tab and click the green Duplicate icon

# Step 6 Going Live



- Dashboard
- Your Timetable
- Timetable
- Bookings
  - Dashboard
  - Projects
    - All
    - Funded
  - Session Evaluations
- Records
- Customers
- Resources
- Messages
- Reports
- Staff

Hi, David D Settings

Booking Site Projects • Course • HAF Football Go Back

Details Blocks Sessions **Booking Site** Exceptions Attachments

**Details**

Show on Bookings Site  
 Yes  
Once enabled, individual blocks can be turned off by editing each block.

Participant Booking Criteria  
  
Set criteria for which participants will be able to book onto this project.

Customer Booking Instructions  
  

P

These instructions will be attached to the event confirmation and also shown in the Customers's account

Save Cancel

1 When you are ready to go live, click on the "Booking Site" tab of the Project and tick "Show on Bookings Site" then save

**Top Tip:** Once you tick 'Show on Bookings Site' you can add Marketing Images and Web Site Descriptions to tell Parents what sessions you are offering



# Step 7 Need Help?



## Contact Us:

**Phone:** 0330 088 4595

**Email:** [support@coordinate.cloud](mailto:support@coordinate.cloud)



## Visit our Help Centre

[support.coordinate.cloud](https://support.coordinate.cloud)



## Chat with Support

via the Need Help? Icon  
in the application

