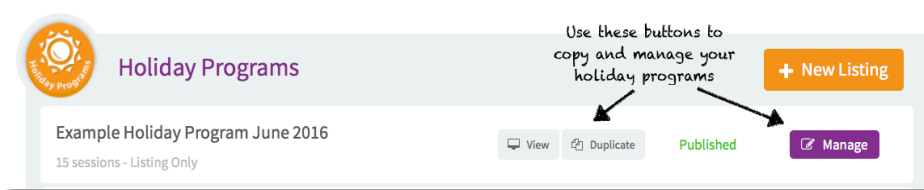
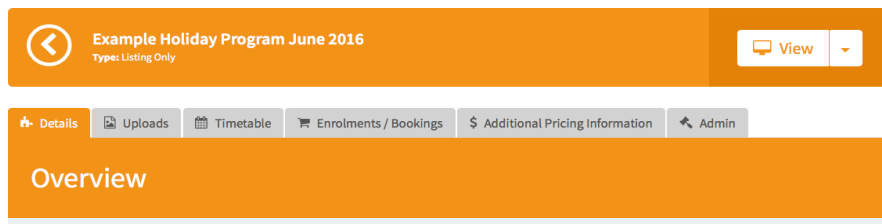


Updating An Existing Holiday Program

1. Login to your **Dashboard** at playz.com.au.
2. Go to the **Holiday Program** category.
3. Go to the Holiday Program you want to update and select **Manage**.

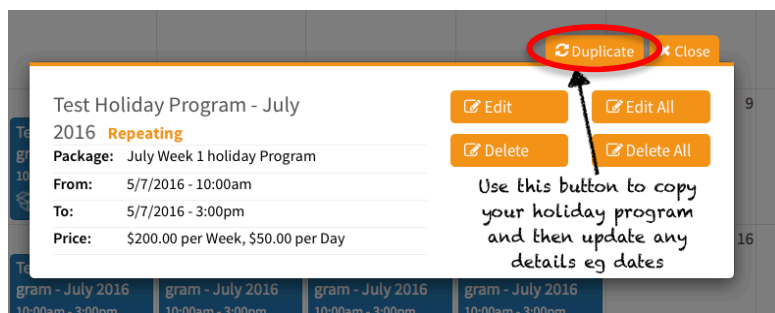
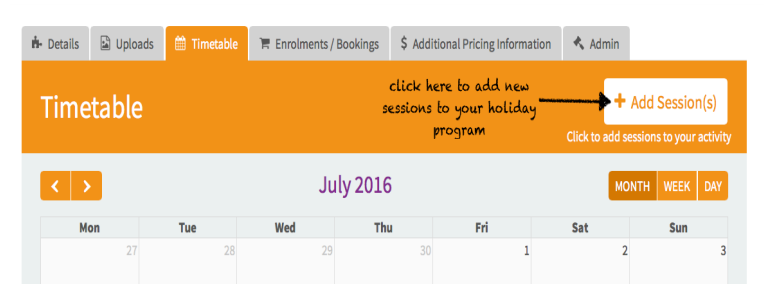


4. Go into each relevant grey tab to update details as needed.



5. The **Timetable** tab is where you add new session dates, times and costs. There are two ways to add these.

1. Create a whole new session from scratch by clicking on **+ Add Session(s)** then follow the prompts; or

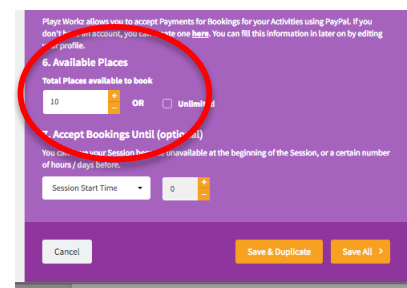


2. Click on a previous session. Select the Duplicate tab on the pop-up menu. Follow the prompts, updating details as needed.

Want to take Online Bookings?

Take online bookings and be paid instantly with Playz Workz!

1. From your Playz Dashboard select **Manage** beside the activity you want to take bookings for.
2. Open the **Admin** Tab and tick the **Playz Workz** box, then follow the prompts. Click [here](#) for features and booking fees.
3. Remember to set the number of **Available Places** for booking. You can update this from the Timetable Tab: select the session you want to take bookings for, click on **Edit** or **Edit All** and update Section 6.



Need help? E-mail us at info@playz.com.au or call 1300 33 4 59 to speak to our local based staff.