




Manage Site Level Settings

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Settings are created and managed at both the Site and **Business** levels. An Owner has the permissions to manage both levels, and an Administrator has the permissions to manage the site they are assigned to when they are added as a **Team Member**. Use Site Level Settings to:

-  Ensure site contact information is correct and up-to-date.
-  Manage schedules for multiple programs.
-  Add or remove spaces to easily keep track of class locations.

Site Level Settings

Go to **Settings** (left menu) > **Site Settings** card, and choose one of the three options below:

Expand/Collapse All

-  View Details
 -  Manage All # Schedules
 -  Manage All # Spaces
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