

# CREATE A PUBLIC CLASS IN PLAYTOMIC

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1. [Log into Playtomic Manager](#)
2. In the left-hand menu, click on [Academy](#)
3. Go to the window [Public Classes](#). Click on the blue button Create class on the right side of the screen
4. Follow these instructions to guarantee that your session is created properly:
  - For what concerns the main settings, name of the event should contain the word “**Leveling**”
  - In order to guarantee a proper evaluation, activity should take between 30 and 60 minutes
  - In order to guarantee a qualitative session, minimum price of the event is set in 10€ (or equivalent in your currency)
  - In order to guarantee a proper evaluation, a maximum of 4 players are accepted on court during the session
  - We strongly recommend to update the description of the event with the following: *“This is a leveling session hosted by a certified Playtomic Coach. In this session, one of our coaches will review your abilities on the court analyzing several aspects and your performance during a brief match exhibition. Your level will be updated after the session according to what expressed on the court. Remember that also your reliability index will be updated and set to 50%.“*
  - Click on the final blue button “**Create public class**” after having completed the configuration

Name	Date ▼	Deadline	Duration	Price	Players
Leveling Playtomic	Nov 11, 2025, 12:00 PM	Nov 10, 2025, 12:00 PM	60 min	€10.00	0 / 4

# SUMMARY OF THE PROCESS



- In order to create a leveling session, Clubs should use the feature **Public Classes**, available in the Academy section.  
**Private classes won't be considered as valid Leveling sessions.**
- Name of the event should contain the word “**Leveling**” [mandatory].
- Recommended number of players for the activity is 3, with a maximum of 4 players accepted on court.  
**Events with more than 4 players won't be considered as valid Leveling sessions.**
- Recommended duration for the activity is 60 minutes, to divide between technical assessment and match exhibition.  
**Events with a duration lower than 30 minutes won't be considered as valid Leveling sessions.**
- Players must register online, they cannot be invited by the Club.  
**This activity cannot be paid onsite at the Club.**
- There is a minimum price to consider for the activity, 10€ or the equivalent in your local currency.
- The day after the leveling session, if the event has not been cancelled, players who joined will automatically appear in the Google Sheet file shared by Playtomic.
- If they don't appear in the file, any of the rules explained above has not been respected.
- To communicate the new level, you will just update the column D “**new\_level**”.