

# Add Classes - Overview

The **Add Class** modal (window) allows you to enter the majority of the class information, including Policy Groups, that is found on the *Class record > Summary* tab (excluding gender and age settings). You can choose to enter as much of this information initially as you wish but at a minimum, you must enter the required fields (marked with '\*').

Add Class

Enter Class Name\*Starfish

Location\*EDURoom:Pool A

InstructorLivy Wallace

Session2021-2022?

Class Start Date\*9/1/2021End Date6/30/2022Registration Date7/1/2021

DaysMonTueWedThuFriSatSun  
☐☐☐☐☐☒☒

Start Time\*10:00amEnd Time\*11:00amDuration1:00

☒ Has a Registration Fee

Tuition Fee110.00Max Size4Max Wait4

Tuition Billing Method\*By Total Hours

Tuition Billing Cycle\*Monthly

☒ Prorate Tuition

Category 1\*SwimCategory 2BeginnerCategory 3

Policy GroupsNoneDance ClassesDefault PoliciesSpecial EventsSummer CampsSwim Classes

DescriptionThis swim class is designed for the beginner with no swim experience. Skills and lessons are taught using fun themes and games.

Display on WebsiteYesAllow Portal EnrollmentYes

Allow Online RegistrationYesAllow Trial EnrollmentNo

SAVESAVE & ADD NEW CLASSSAVE & COPY CLASSCLOSE



Many of the fields on the *Summary* tab of the *Class record* affect class management, including enrollment and tuition posting. Refer to [Class Summary Tab - The Fields Explained](#) for a description of each of the fields on the *Summary* tab.

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To accommodate different workflows, Jackrabbit offers several ways to open the **Add Class** modal to add a new class:

- **Add a class from the Weekly Calendar**

Adding a class from the [Weekly Calendar](#) is a great way to build your class schedule as it offers a visual of open time slots.

The Calendar is easily accessible in the top navigation of Jackrabbit, no matter where you are in Jackrabbit.

[Learn more about adding a class from the Weekly Calendar.](#)

- **Add a class from the Classes menu**

**Add Class**, from the *Classes* menu, is a convenient way to open the Add Class modal and add a class on the fly.

The Classes menu is easily accessible from wherever you are in Jackrabbit.

[Learn more about adding a class from the Classes menu.](#)

- **Add a class from the All Classes page**

[All Classes](#) is a powerful one-stop-shop for working with your classes, including adding a class!

Use the **Add New Class** button  to open the Add Class modal.



Classes can also be added by [copying an existing class](#) or [copying a group of classes](#) when working with sessions.

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