

The Class Record

The Class record provides a central location for storing and accessing all class information. Each Class record includes tabs to organize information, action buttons for specific tasks, and links to related records or actions.

The quickest way to access a Class record is by using the **Global Search** field above the main menu. In the *find a class...* field, enter a class name or use a * wildcard search to locate the record. You can also easily navigate to a Class record from the [All Classes](#) page (Classes menu).

The screenshot shows the 'Class: Allstars Youth' record page. At the top, there are two buttons: 'SAVE CHANGES' (green) and 'DELETE' (red). Below these is a horizontal menu of tabs: 'Class Roll', 'Enroll Student', 'Email/Text Class', 'Enter Absences', 'Absence/Attendance', 'Post Class Transactions', 'Copy Class', 'Mass Drop', 'Sizes/Measurements', and 'Archive Class'. A blue callout bubble points to the 'SAVE CHANGES' and 'DELETE' buttons, stating: 'Buttons are used to perform actions for the class.' Below the tabs is a secondary row of tabs: 'Summary', 'Enroll List', 'Drop List', 'Absences', 'Makeups', 'Waitlist', 'Instructors', 'Lesson Plan', 'Skills/Levels', 'Misc', 'Costumes', 'Notes (0)', 'Resources (2)', and 'Policy Groups (1)'. A yellow callout bubble points to the 'Summary' tab, stating: 'Tabs organize the class information. The Summary tab is displayed.' The main content area contains form fields for: 'Class Name' (Allstars Youth), 'Status' (Active), 'Location' (E-Cheer), 'Room' (Gym - Floor 2), 'Session' (2024-2025), 'Class Start Date' (9/3/2024), 'End Date' (8/31/2025), 'Registration Start Date' (8/1/2024), 'Days' (Mon checked, Tue, Wed, Thu, Fri, Sat, Sun), 'Start Time' (06:00pm), 'End Time' (07:00pm), 'Duration' (1:00), and a checked checkbox for 'Has a Registration Fee'.

Expand/Collapse All

▢ [Class Tab Descriptions](#)

▢ [Class Button Descriptions](#)

▢ [Frequently Asked Questions](#)
