

# Class Summary Tab - The Fields Explained

The Class Summary tab includes all class details. Expand each section for a brief description of the fields.

The field options on the Class Summary tab will vary based on the Tuition & Discounting Settings (Gear icon > Settings > Tuition & Discounting).



Note: The drop-down lists for the Class fields marked with an asterisk \* below are customizable. To customize them, select the **Gear** icon > **Settings** > **General** > **Drop-Down Lists** on the left menu and select the **Class**.

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**Expand/Collapse  
All**

▢ Class Name

▢ \*Status

▢ Location

▢ \*Room

▢ \*Session

▢ Class Start/End & Registration Start Dates

▢ Days

▢ Start/End Times & Duration

▢ Has a Registration Fee?

▢ Tuition Fee

▢ Per-Day

▢ Exclude from requiring payment during Parent Portal enrollment

▢ Tuition Billing Method

- ☐ Exclude from Multi-Class Discount
  - ☐ Exclude from Total Hours Count
  - ☐ Tuition Billing Cycle
  - ☐ Tuition Discount Rule
  - ☐ Prorate Tuition
  - ☐ \*Gender
  - ☐ Min Age/Max Age
  - ☐ Cutoff Date
  - ☐ \*Category 1, 2, and 3
  - ☐ Enrollment Max Size/Max Wait
  - ☐ Description
  - ☐ Display on Website
  - ☐ Allow Online Registration
  - ☐ Allow Portal Enrollment
  - ☐ Allow Trial Enrollment
  - ☐ Allow Makeups in Class
  - ☐ Class ID
  - ☐ Virtual Class/Video Link URL
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