

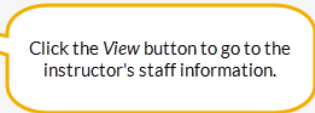
Assign Staff / Instructors to Classes

To assign an Instructor to a class, they must first be added using *Staff > Add Staff*. See [Add a Staff Member / Instructor](#) for more information.

1. Go to **Classes** (menu) > **All Classes** and select the correct class.
2. Click the **Instructor** tab.
3. Add up to four instructors in the appropriate fields using the drop-down list.
4. Click **Save Changes**.

Class: Cheer Essentials

[SAVE CHANGES](#) [DELETE](#)

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|--------------|-------------------|------------------|----------------|---|-------------------------|--------------------|-------------|--------------------|---------------|----------|-----------|---------------|
| Class Roll | Enroll Student | Email/Text Class | Enter Absences | Absence/Attendance | Post Class Transactions | Copy Class | Mass Drop | Sizes/Measurements | Archive Class | | | |
| Summary | Enroll List | Drop List | Absences | Makeups | Wait List | Instructors | Lesson Plan | Skills/Levels | Misc | Costumes | Notes (0) | Resources (0) |
| Instructor 1 | Stephanie Andrews | ▼ | View |  | | | | | | | | |
| Instructor 2 | Livy Wallace | ▼ | View | | | | | | | | | |
| Instructor 3 | | ▼ | View | | | | | | | | | |
| Instructor 4 | | ▼ | View | | | | | | | | | |



Click the **View** button next to an Instructor's name to go to their Staff record.