

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. Use the *Change Criteria* button to customize the calendar view, for example for only a specific room or a specific instructor. Learn more about the powerful Weekly View calendar in our Help Center article [Executive Dashboard: Weekly Calendar](#).

1. Click **Weekly Calendar** on the *Executive Dashboard* to view the *Calendar* and change the criteria if needed.
2. Click the **Add Class** button or double click a **time slot** on the calendar where you want to add the class.

Criteria
Class Status: Active

Refresh Change Criteria Add Class Day View Room View Print Settings Close ? Help

Prev 1/17/2022 Next Show Students on Hover: Show Full Classes:

0 Classes

Tip: Double Click on a Time Slot to Add a New Class

All Day	Monday 1/17/2022	Tuesday 1/18/2022	Wednesday 1/19/2022	Thursday 1/20/2022
5am :00				
6am :00				
7am :00				
8am :00				
9am :00				
10am :00				
11am :00				
12pm :00				
1pm :00				
2pm :00				
3pm :00				
4pm :00				
5pm :00				
6pm :00				
7pm :00				
8pm :00				

Add Class

Enter Class Name*

Location* EDU Room:

Instructor

Session

Class Start Date* 1/19/2022 End Date mm/dd/yyyy Registration Date mm/dd/yyyy

Days Mon Tue Wed Thu Fri Sat Sun

Start Time* 02:00pm End Time* 03:00pm Duration 1:00

Has a Registration Fee

Tuition Fee Max Size 8 Max Wait 8

Tuition Billing Method*

Tuition Billing Cycle*

Prorate Tuition

Category 1* Category 2 Category 3

Policy Groups
None
Dance Classes
Default Policies
Special Events
Summer Camps
Swim Classes

Description

Display on Website Yes Allow Portal Enrollment Yes

Allow Online Registration Yes Allow Trial Enrollment No

SAVE CANCEL

3. Enter the class details in the *Add Class* window. At a minimum, you must enter all required (*) information. **Note:** If you select a Session for the class, and you have defined the start/end dates for the session in your drop-down list editor, you may get a *Potential Date Conflict* pop-up window. This is simply to alert you that the date you have used as the class start date (the date you clicked on the calendar) falls outside of the session's defined start/end dates. You can opt to leave the current dates or use the new session dates.
4. Click **Save**.

After the class is created you will be given the option to *Add Another Class*, *View Calendar*, *Enroll* (an existing student), or *Quick Reg* (add a new student).
