

Add a Class from the Classic Weekly Class Calendar

Adding a class from the Classic Weekly Class 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 [The Classic Weekly Class 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.

The screenshot shows the 'Add Class' form with the following fields and values:

- Enter Class Name*: [Empty]
- Location*: EDU
- Room*: [Empty]
- Instructor: [Empty]
- Session: [Empty]
- Class Start Date*: 1/19/2022
- End Date: mm/dd/yyyy
- Registration Date: mm/dd/yyyy
- Days: Mon [], Tue [], Wed [x], Thu [], Fri [], Sat [], Sun []
- Start Time*: 02:00pm
- End Time*: 03:00pm
- Duration: 1:00
- Has a Registration Fee: [checked]
- Tuition Fee: [Empty]
- Max Size: 8
- Max Wait: 8
- Tuition Billing Method*: [Empty]
- Tuition Billing Cycle*: [Empty]
- Prorate Tuition: [checked]
- Category 1*: [Empty]
- Category 2: [Empty]
- Category 3: [Empty]
- Policy Groups: [Open dropdown menu showing options: None, Dance Classes, Default Policies, Special Events, Summer Camps, Swim Classes]
- Description: [Empty text area]
- Display on Website: Yes
- Allow Portal Enrollment: Yes
- Allow Online Registration: Yes
- Allow Trial Enrollment: No

Callouts in the image:

- "Fields are pre-filled based on the time slot that was clicked on the calendar." (points to Location, Room, Start Time, End Time, and Duration)
- "Adjust class end time as needed." (points to End Time)

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).

