

Add a staff member and assign them to a class.

1. Add a staff member with a fake name and address by going to Staff on the menu bar and clicking on Add Staff.
 2. Open a class by going to Classes > All Classes and select a class (link) in the Class column.
 3. Click on the Instructors tab and select the staff member from the drop-down list. If the staff member isn't listed, check your staff member has the Instructor field set to "Yes" on their Staff Record.
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