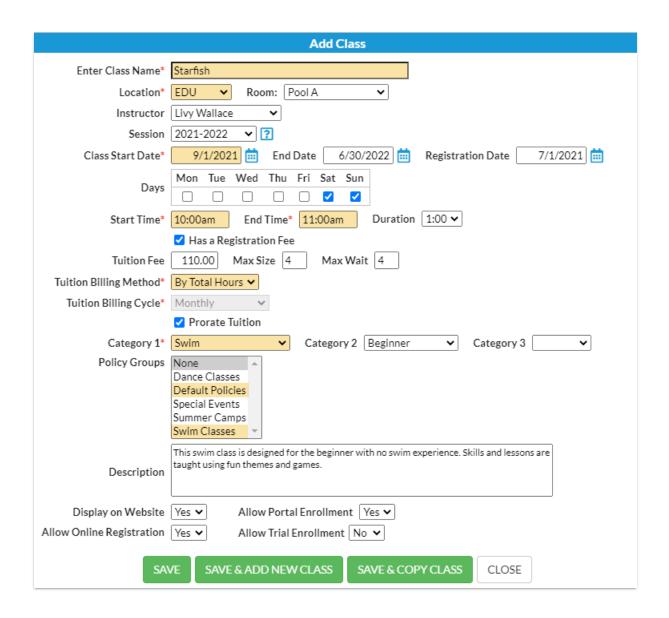
Add a Class from the Classes Menu

You can add a class from the *Classes* (*menu*) > *Add Class*. The *Add Class* pop-up modal (window) allows you to enter the majority of the class information that is found on the *Class* record > *Summary* tab (excluding gender and age settings). You can choose to enter as much of this information initially as you wish but at a minimum, you must enter the required fields (marked with '*').

- 1. Go to the Classes (menu) > Add Class to open the Add Class window.
- 2. Enter a Class Name.
- 3. Select the appropriate drop-down if you have more than one **Location**.
 - o Optionally, select a **Room** and **Instructor** for the class.
 - You may opt to assign an Instructor and Session.
- 4. Enter a Class Start Date.
 - If you designated a Start Date, End Date, and Registration Date for the Session when you
 were customizing your drop-down lists (Gear icon > Settings > General > Drop-down Lists) these
 fields will automatically populate. Edit as needed.
- 5. Check the box for the day(s) the class meets. **Note:** Days the Class meets should be checked in order for Classes to display on Calendars and Schedules.
- 6. Enter the class **Start Time** and **End Time**. The *Duration* will automatically calculate based on those times but can be edited if needed.
- 7. Add the Tuition Fee, Max Size, and Tuition Billing Method at this time or you can add them later.
- 8. Select <u>Category 1</u> and optionally choose <u>Category 2</u> or <u>Category 3</u>. To learn more about Category 1 check out our <u>Customize Drop-down Lists</u> section.
- 9. Select the Policy Group(s) for the class when applicable.
- 10. Enter the class **Description** now or leave it for later.
- 11. Set your preferences for Display on Website, Allow Online Registration, Allow Portal Enrollment, and Allow Trial Enrollment. See Class Summary Tab The Fields Explained for more information about these fields.
- 12. Click **Save**, **Save** & **Add Another**, or **Save** & **Copy Class**. Once a class is created, the new *Class* record opens to the *Summary* tab.





Click the Save & Copy Class button to copy a class with similar details. Change the name when prompted and make changes to details as needed.