

have used for all the private classes, for example, PVT, as above. The classes you imported will be displayed in the class list.

12. Update each class as needed.

Use the Classes > Edit All Classes feature to edit settings on multiple classes on a single page. You can easily find the classes you just imported by searching for classes with a Class Name = PVT.

See our Help article on [Edit Multiple Classes at Once](#) for step-by-step instructions on how to use this powerful, time-saving feature.

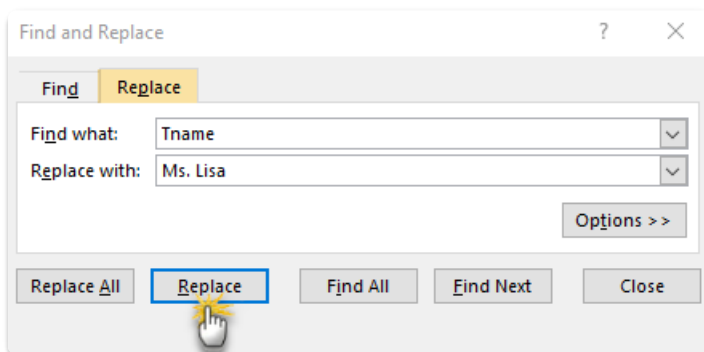


Once you have entered all time slots, save the file again. You'll be able to reuse it as a master template.

Update Class Names in the Importer Spreadsheet

Reopen the same file and save it with a new name. If you use the instructor name in your Class Name, you can easily replace the *TName* placeholder using the Find and Replace function.

1. Click on the first class in your Excel sheet and hold down **Ctrl** and the **F** key (Command + F key on a Mac).
2. Click the **Replace** tab in the Find and Replace window and enter **TName** in the *Find what* field.
3. Enter an instructor's name in the **Replace with** field and click **Replace**.
4. Continue to click **Replace**, moving through the *Class Name* fields until you have updated all classes for that instructor. You can use the **Find Next** button to skip over a class or classes.
5. Enter another instructor's name in the **Replace with** field and repeat the steps above to update classes for this instructor. Continue for each instructor until all classes are updated.
6. Save your file regularly.



7. Go back to the Jackrabbit Importer Spreadsheet under the Gear icon > Set Up > Import Data when your spreadsheet is complete, and click **Browse**. Select the Excel file you just completed.
8. Click **Import**. A successful import will indicate the number of rows imported properly.
9. Locate your saved file using the **Choose File** button and click **Import**. A successful import will indicate the number of rows imported properly.

Your new classes may need some updating. Use the Edit All Classes feature to edit settings on multiple

classes on one screen. You can easily find the classes you just imported by searching for classes with a Class Status = blank. See our Help article on [Edit Multiple Classes at Once](#) for step-by-step instructions on how to use this powerful, time-saving feature.



Be sure to select Show All (if there are more than 50 classes that meet your search criteria) before making global changes.

Our Imports team is happy to help with the importing process as needed. Contact imports@jackrabbitech.com for assistance!
