

Add a Class from the Classes Menu

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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.
 - o You may opt to assign an **Instructor** and **Session**.
 4. Enter a **Class Start Date**.
 - o 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 **Category 1** and optionally choose **Category 2** or **Category 3**. To learn more about Category 1 check out our **Customize Drop-down Lists** 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.
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Add Class

Enter Class Name*

Location* Room:

Instructor

Session [?](#)

Class Start Date* [📅](#) End Date [📅](#) Registration Date [📅](#)

Days

| Mon | Tue | Wed | Thu | Fri | Sat | Sun |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

Start Time* End Time* Duration

Has a Registration Fee

Tuition Fee Max Size Max Wait

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

This swim class is designed for the beginner with no swim experience. Skills and lessons are taught using fun themes and games.

Display on Website Allow Portal Enrollment

Allow Online Registration Allow Trial Enrollment



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.