

Add a Class from the Classes Menu

Last Modified on 10/02/2023 8:22 pm EDT

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**.
 - 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 **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.

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.
