

Archive a Single Class

Last Modified on 09/13/2021 5:27 pm EDT

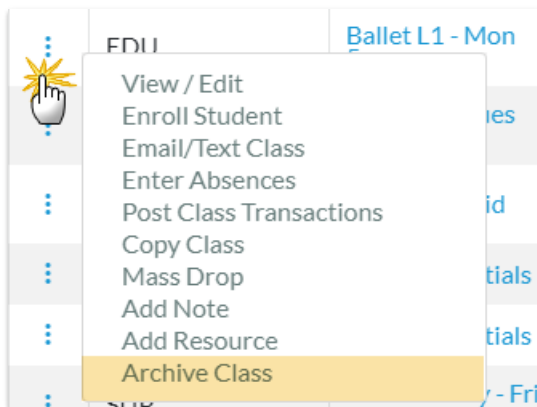
We recommend you archive a class **only** after the class has ended. All of the enrolled students in the class will be dropped and the class status changes to *Archived*.

If you are ready to archive a class, you have these options to access and archive the class.

- ★ Archive a class from the *Classes (menu) > All Classes > row menu* :
- ★ Archive a class from the *Class record*

Archive a Class from the Classes (menu)

1. Go to the **Classes (menu) > All Classes**.
2. Locate the class:
 - Enter the name of the class in the column search field under the **Class** column in the grid or use the global (*find a class...*) search field at the top of the page.
3. Click the row menu **:** for the class and select **Archive Class**.
 - A warning pop-up window will appear asking if you are sure you want to archive the class? If certain, click **OK**. Once archived, the *Class Status* changes to *Archived*.



Archive a Class from a Class Record

1. Make sure you are viewing the correct class.
2. Click the **Archive Class** button.
 - A warning pop-up window will appear asking if you are sure you want to archive the class? If certain, click **OK**. Once archived, the *Class Status* changes to *Archived*.

Class: Cheer Ready - Fri 6pm

[← RETURN](#)
[SAVE CHANGES](#)
[DELETE](#)

[Class Roll](#)
[Email/Text Class](#)
[Enter Absences](#)
[Absence/Attendance](#)
[Post Class Transactions](#)
[Copy Class](#)
[Mass Drop](#)
[Sizes/Measurements](#)
[Archive Class](#)

[Summary](#)
[Enroll List](#)
[Drop List](#)
[Absences](#)
[Makeups](#)
[Wait List](#)
[Instructors](#)
[Lesson Plan](#)
[Skills/Levels](#)
[Misc](#)
[Costumes](#)
[Notes \(0\)](#)
[Resources \(0\)](#)

Class Name:
 Status: Archived [Restore](#) [?](#)

Location: [?](#) Room:

Session: [?](#)

Class Start Date: [?](#)
 End Date: [?](#)
 Registration Start Date: [?](#)

Days:

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

Start Time:
 End Time:
 Duration: [?](#)

Tuition Fee:
 Per-Day: [?](#)

Tuition Billing Method: [?](#)
 Exclude from Multi-Class Discount [?](#)

Tuition Billing Cycle: [?](#)

Tuition Discount Rule: [?](#) [Edit Rule](#)

Gender:
 Min Age: years months
 Max Age: years months
 Cutoff Date: [?](#)

Category1:
 Category2:
 Category3:

Enrollment			Future Drops		Future Enrolls		Wait		Makeups	
Openings	Size	Max Size			Wait	Max Wait				
4	1	5	0	0	0	3	0			

Click to Archive the Class.

Class Status changes to **Archived**. To restore the class to Active Status, click **Restore**.



If you want to find an archived class, use the [List Archived Classes report](#) (Classes menu > Class Reports > List Archived Classes).