

The Classic Class Calendar - Monthly Schedule

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The Classic Monthly Class Calendar is accessed by pointing to *Classes (menu) > Class Reports > Monthly Schedule/Calendar*.

- Use the *Category 1* drop-down and/or the *Session* drop-down to filter the results.
 - Check the **Show Instructors** checkbox to show instructors and substitutes names with classes.
 - Select a month by clicking **Previous Month/Next Month** or the **Month/Year** drop-down.
 - Click any **Class Name** to display the Class page.
 - Classes are listed in the following format: *Class Start Time, Class Name, (# Openings)*
 - Hover over a class to open a small summary pop-up with *Class Name, Start/End Times, Current Size, Current Openings, Current Waitlist #, Start / End Dates, Instructor's Name/Substitute Name, Meeting Day, and Class Fee*.
 - Print the *Classic Monthly Class Schedule Calendar* by clicking the **Print** link in the upper right corner of the screen.
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