

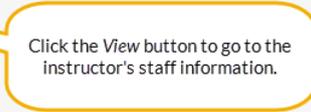
Assign Staff / Instructors to Classes

Last Modified on 12/02/2021 2:29 pm EST

To assign an Instructor to a class, they must first be added using *Staff > Add Staff*. See [Add a Staff Member / Instructor](#) for more information.

1. Go to **Classes** (menu) > **All Classes** and select the correct class.
2. Click the **Instructor** tab.
3. Add up to four instructors in the appropriate fields using the drop-down list.
4. Click **Save Changes**.

Class: Cheer Essentials

Class Roll	Enroll Student	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)
Instructor 1	Stephanie Andrews	▼	View									
Instructor 2	Livy Wallace	▼	View									
Instructor 3		▼	View									
Instructor 4		▼	View									



Click the **View** button next to an Instructor's name to go to their Staff record.