Staff / Instructor Skills

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Many organizations use Instructor Skills to indicate which skill/instrument an instructor can teach. Recorded Staff Skills are displayed on the **Day View - Classic Calendar.**

Make sure that *Skills* have been created in your drop-down lists. To add a skill, go to *Gear (icon) > Settings > General > Drop-down Lists (left menu) > Staff section > Skills.***See** **Getting Started: Drop-down Lists for more information.**

Add a Skill to a Staff Member

1. Go to **Staff** (menu) > **Active Staff**.
2. Select a staff member.
3. Click the **Skills** tab for the staff member.
4. Click the **Add Skill** button.
5. Choose a **Skill** from the drop-down list and add **Notes** if needed.
6. Click **Save Changes**.

To delete a staff skill click the **Trash Can** icon.

A Jackrabbit User's access to the Skills tab on staff records can be restricted using the *Staff Skills Tab* user permission in the *Staff* category. Edit user permissions from the *Gear (icon) > Settings > Users & Permissions.*