

# Add a Class

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Use Jackrabbit's Add Class drawer to quickly create a new class from the [Activity Calendar, Classes > Add Class](#), or the [All Classes](#) page. Enter key details, customize fields to your preferences, assign or add instructors, and avoid scheduling issues with built-in conflict detection for instructors and rooms.

Follow the steps below to add a new class from the Activity Calendar, which displays all active classes at a glance making it easy to identify open time slots and avoid scheduling conflicts!

1. Use the **Calendar** link in your Jackrabbit system's header to access the Activity Calendar.
2. To add a new class, select **Add Class** in the top right corner. Alternatively, click directly on an empty time slot in the calendar- Jackrabbit will automatically fill in class details, such as the selected day and time.
3. In the Details section, assign a **Class Name** and **Category 1** and fill in any additional details that will help with reporting and filtering. If needed, create a new Category 1 value and Instructor from their designated drop-down menus ([User permissions required](#)).
4. Adjust the Timeframe details: enter the class **Start Date** and **End Date**, choose the **Active Days** the class meets, and specify the **Start Time** and **End Time**.

Tip: If any conflicts have been detected, Jackrabbit's conflict management tool will alert you. Click on the notification to view the conflicts.

5. To complete the Pricing section, enter the **Tuition Fee**, select the **Billing Cycle** and **Billing Method**, and adjust any additional pricing options as needed. These settings determine how and when families are charged.
6. Use the **Less/More** toggle to expand or hide additional optional data fields based on preference.
  - Additional Information: View and edit class age requirements, size, and policy groups.
  - Media: Assign camera groups for [Spot TV](#) (if applicable) and upload class resources.
  - Additional Settings: Set enrollment preferences - choose whether the class is available for Online Registration, Parent Portal enrollments, makeups, and trials.
7. Click **Save** to add the new class. To continue adding more classes, use the dropdown to choose **Save & Add Another Class** or **Save & Copy Class**.

When adding a class, be sure to assign an instructor, classroom, meeting days, and times to enable Jackrabbit's conflict detection.

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## Frequently Asked Questions

**Q.** *Why don't I see the add a class button?*

**A.** You may be missing the permission required for these workflows. There are several permissions related to using the activity calendar. Review the [Permissions Needed for the Activity Calendar](#).

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