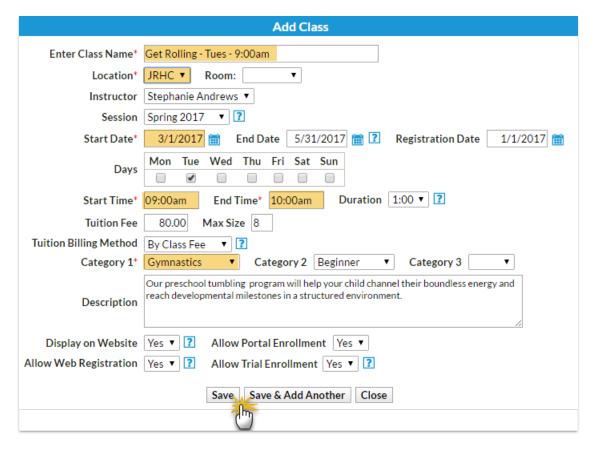
## Add a Class from the Classes Menu

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The Add Class window allows you to enter the majority of the class information that is found on the Class record > Summary tab (excluding gender and age settings). You can choose to enter as much of this information initially as you wish but at a minimum you must enter the required fields (marked with '\*').

- 1. Point to the Classes in the menu bar and click Add Class.
- 2. In the Add Class box enter a Class Name.
- 3. If you have more than one **Location** in your database, select the appropriate drop-down.
- 4. Optionally, select a **Room** and **Instructor** for the class.
- 5. You may opt to assign a Session. If you designated a Start Date, End Date and Registration Date for the Session when you were customizing your drop-down lists (Tools > Edit Settings > Drop-down Lists) these fields will automatically populate. Edit as needed.
- 6. Although not a required field, it is recommended to check the box for the day(s) the class meets. Note: Days the Class meets should be checked in order for Classes to display on Calendars and Schedules.
- 7. Enter the class **Start Time** and **End Time**. The *Duration* will automatically calculate based on those times but can be edited if needed.
- 8. You can add the **Tuition Fee**, **Max Size**, and **Tuition Billing Method** at this time or you can add them later.
- 9. Select the <u>Category 1</u> and optionally choose a <u>Category 2</u> or <u>Category 3</u>. To learn more about Category 1 check out our <u>Customize Drop-down Lists</u> section.
- 10. Enter the class **Description** now or leave it for later.
- 11. Set your preferences for **Display on Website**, **Allow Web Registration**, **Allow Portal Enrollment**, and **Allow Trial Enrollment**. See the **Class Fields Explained** section of this article for more information about these fields.
- 12. Click Save or Save & Add Another.



After the class is created, the Class record displays open to the Summary tab.



Click the *Copy Class* button to copy a class with similar details. Change the name when prompted and make changes to details as needed.

Another option to make changes to a group of classes at one time is to use Classes > Edit All Classes. The How To Guide has more on copying / editing classes in the Classes / Lessons section.