

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 Category 1 and optionally choose a Category 2 or Category 3. To learn more about Category 1 check out our [Customize Drop-down Lists](#) 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**.
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Add Class

Enter Class Name*

Location* Room:

Instructor

Session ?

Start Date* ? Registration Date

Days

Mon	Tue	Wed	Thu	Fri	Sat	Sun
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Start Time* End Time* Duration ?

Tuition Fee Max Size

Tuition Billing Method ?

Category 1* Category 2 Category 3

Description

Our preschool tumbling program will help your child channel their boundless energy and reach developmental milestones in a structured environment.

Display on Website ? Allow Portal Enrollment

Allow Web Registration ? Allow Trial Enrollment ?

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.