

# Add Classes - Overview

Last Modified on 03/25/2021 12:18 pm EDT

The **Add Class** modal (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 '\*').

**Add Class**

Enter Class Name\*

Location\*

Instructor

Session

Class Start Date\*

End Date

Registration Date

Days

Start Time\*

End Time\*

Duration

Tuition Fee

Max Size

Max Wait

Tuition Billing Method\*

Tuition Billing Cycle\*

Tuition Discount Rule

Prorate Tuition

Category 1\*

Category 2

Category 3

Description

Display on Website

Allow Portal Enrollment

Allow Web Registration

Allow Trial Enrollment

SAVE

SAVE & ADD NEW CLASS

SAVE & COPY CLASS

CLOSE

\* Required fields



Many of the fields on the *Summary* tab of the *Class* record affect class management, including enrollment and tuition posting. Refer to [Class Summary Tab - The Fields Explained](#) for a description of each of the fields on the *Summary* tab.

To accommodate different workflows, Jackrabbit offers several ways to open the **Add Class** modal to add a new class:

- **Add a class from the Weekly Calendar**

Adding a class from the [Weekly Calendar](#) is a great way to build your class schedule as it offers a visual of open time slots.

The Calendar is easily accessible in the top navigation of Jackrabbit, no matter where you are in Jackrabbit.

[Learn more about adding a class from the Weekly Calendar.](#)

- **Add a class from the Classes menu**

**Add Class**, from the *Classes* menu, is a convenient way to open the Add Class modal and add a class on the fly.

The Classes menu is easily accessible from wherever you are in Jackrabbit.

[Learn more about adding a class from the Classes menu.](#)

- **Add a class from the All Classes page**

[All Classes](#) is a powerful one-stop-shop for working with your classes, including adding a class!

Use the **Add New Class** button  to open the Add Class modal.



Classes can also be added by [copying an existing class](#) or [copying a group of classes](#) when working with sessions.

---