

# Email an Archived Class

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You can easily email the students that were enrolled in an archived class.

## Class: Advanced Tumbling

← RETURN

SAVE CHANGES

DELETE

Class Roll

Email/Text Class

Enter Absences

Absence/Attendance

Post Class Transactions

Copy Class

Mass Drop

Sizes/Measurements

Archive Class

Summary

Roll List

Drop List

Absences

Makeups

Wait List

Instructors

Lesson Plan

Skills/Levels

Misc

Class Name

Advanced Tumbling

Status

Archived

Restore

?

Location

JET-Cheer

?

Room

Floor A

Session

2019 Winter Session

?

Class Start Date

1/28/2019

End Date

2/15/2019

?

Registration Start Date

mm/dd/yyyy

Days

Mon

Tue

Wed

Thu

Fri

Sat

Sun

To locate the archived class you want to email:

1. Point to *Classes* and click on **List Archived Classes**.
2. Use the *Search Criteria* to narrow down the results.
3. Click on the **Class** name to go to the Class record.

After you have located the archived class, the remaining steps are the same as emailing a class. Follow the instructions in our Help article for [Email a Class](#).