

Archive a Single Class

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1. Make sure you are viewing the correct class.
2. Click the **Archive Class** Button.
3. A warning pop-up window will appear asking if you are sure you want to archive the class? If certain, click **OK**.
4. Click **Save Changes**.
5. Once archived, the *Class Status* changes to *Archived*.

Class: Cheer Ready - Fri 6pm

[← 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

Enroll List

Drop List

Absences

Makeups

Wait List

Instructors

Lesson Plan

Skills/Levels

Misc

Costumes

Notes (0)

Resources (0)

Class Name

Cheer Ready - Fri 6pm

Status Archived Restore ?

Location

SUP ?

Room

Floor B

Session

Summer 2020 ?

Class Start Date

6/1/2020

End Date

8/31/2020

Registration Start Date

5/1/2020

Days

Mon

Tue

Wed

Thu

Fri

Sat

Sun

Start Time

06:00pm

End Time

06:45pm

Duration

:45

Tuition Fee

67.50

Per-Day

No

Tuition Billing Method

By Class Fee

Exclude from Multi-Class Discount

Tuition Billing Cycle

Monthly

Tuition Discount Rule

Rec Classes

Edit Rule

Gender

All

Min Age

8 years

months

Max Age

years

months

Cutoff Date

mm/dd/yyyy

Category1

Cheer

Category2

Beginner

Category3

Enrollment

Openings

Size

Max Size

Future Drops

Future Enrolls

Wait

Max Wait

Makeups

4

1

5

0

0

0

3

0

Click to Archive the Class.

Class Status changes to Archived. To restore the class to Active Status, click Restore.