

Add Classes - An Overview

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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* Starfish

Location* CCD Room: Pool 1

Instructor John Linton

Session Summer 2021

Class Start Date* 6/1/2021 End Date* 8/31/2021 Registration Date 5/1/2021

Days Mon Tue Wed Thu Fri Sat Sun

Start Time* 10:00am End Time* 10:30am Duration :30

Tuition Fee 89.00 Max Size 4 Max Wait 4

Tuition Billing Method* By Class Fee

Tuition Billing Cycle* Monthly

Tuition Discount Rule Summer Swim

☒ Prorate Tuition

Category 1* Swim Category 2 Beginner Category 3

Description This class is designed for beginner students (age 3-5) with no swim experience. Skills and lessons are taught using fun themes and games.

Display on Website Yes Allow Portal Enrollment Yes

Allow Web Registration Yes Allow Trial Enrollment No

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.
