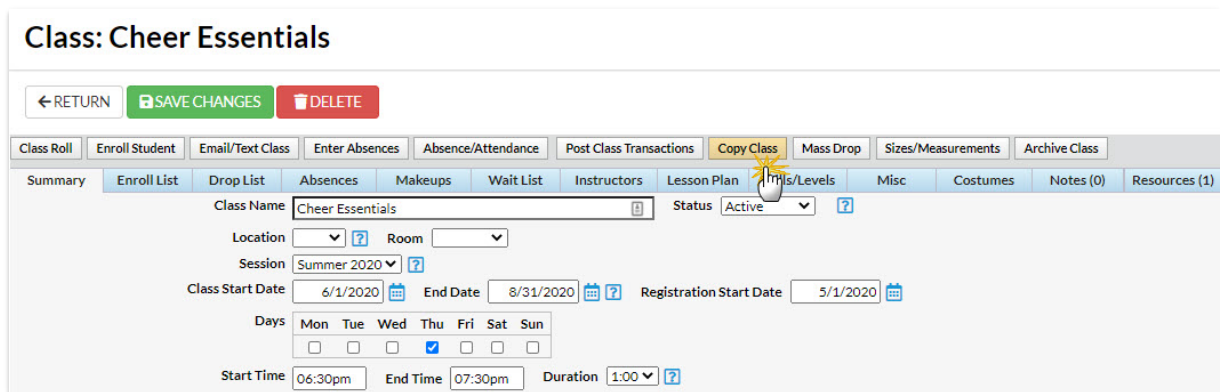


Copy a Single Class

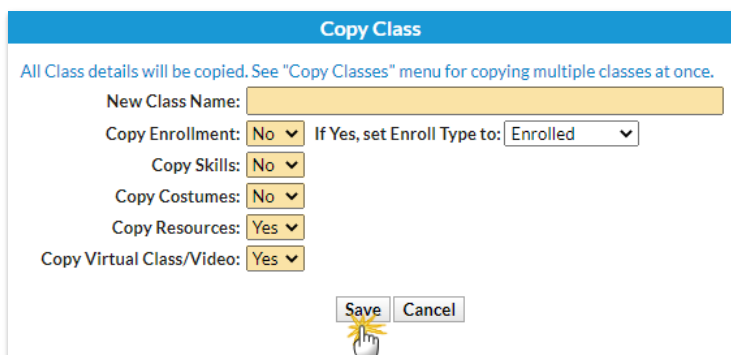
Last Modified on 11/16/2020 1:03 pm EST

1. Ensure that you are viewing the *Class* that you want to copy.
2. Click the **Copy Class** button.



The screenshot shows the 'Class: Cheer Essentials' page. At the top, there are buttons for 'RETURN', 'SAVE CHANGES', and 'DELETE'. Below these are tabs for 'Class Roll', 'Enroll Student', 'Email/Text Class', 'Enter Absences', 'Absence/Attendance', 'Post Class Transactions', 'Copy Class', 'Mass Drop', 'Sizes/Measurements', and 'Archive Class'. The 'Copy Class' tab is highlighted. Below the tabs, there are various fields for class details: 'Class Name' (Cheer Essentials), 'Status' (Active), 'Location' (dropdown), 'Room' (dropdown), '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' (06:30pm), 'End Time' (07:30pm), and 'Duration' (1:00). A mouse cursor is pointing at the 'Copy Class' button.

3. Enter the applicable information in the *Copy Class* pop-up box:
 - Enter the **New Class Name**.
 - Choose **Yes** or **No** in the *Copy Enrollment?* field. Choosing Yes will copy all existing enrolled students into the duplicated class. Future Drops and Makeups are NOT copied forward.
 - If *Copy Enrollment* = Yes, choose an **Enrollment Type**, if applicable. *The Enrollment Type defaults to Enrolled with the Enroll Date automatically set to the current date.*
 - Choose **Yes** or **No** in the *Copy Skills* field. Choosing Yes will copy all existing skills information into the duplicated class.
 - Choose **Yes** or **No** in the *Copy Costumes* field. Choosing Yes will copy all existing costume information into the duplicated class.
 - Choose **Yes** or **No** in the *Copy Resources* field. Choosing Yes will copy all existing resources information into the duplicated class.
 - Choose **Yes** or **No** in the *Copy Virtual Class/Video* field. Choosing Yes will copy all existing virtual class/video information into the duplicated class.



The screenshot shows the 'Copy Class' pop-up box. It has a title bar 'Copy Class' and a message: 'All Class details will be copied. See "Copy Classes" menu for copying multiple classes at once.' Below the message are several fields: 'New Class Name' (text input), 'Copy Enrollment?' (dropdown with 'No' selected), 'If Yes, set Enroll Type to:' (dropdown with 'Enrolled' selected), 'Copy Skills:' (dropdown with 'No' selected), 'Copy Costumes:' (dropdown with 'No' selected), 'Copy Resources:' (dropdown with 'Yes' selected), and 'Copy Virtual Class/Video:' (dropdown with 'Yes' selected). At the bottom are 'Save' and 'Cancel' buttons. A mouse cursor is pointing at the 'Save' button.

4. Click **Save** and the duplicate class displays. Make changes as applicable to the duplicate.

5. Click **Save Changes**.
