

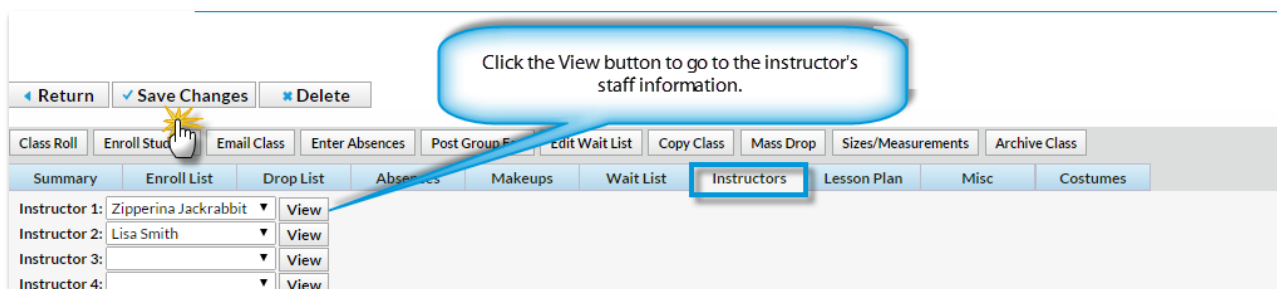
Assign Staff / Instructors to Classes

Last Modified on 06/05/2019 8:45 pm EDT

Watch a (1:14) video tutorial on Adding, Assigning, and Deleting Staff **Assign Staff / Instructors to Classes**

To assign an Instructor to a class, they must first be added using *Staff > Add Staff*. See [Add a Staff Member / Instructor](#) for more information.

1. Be sure you're viewing the correct class.
2. Click the **Instructor** tab.
3. From the drop down list, add up to 4 instructors in the appropriate fields.
4. **Save Changes**.



Click the View button to go to the instructor's staff information.

Summary	Enroll List	Drop List	Absences	Makeups	Wait List	Instructors	Lesson Plan	Misc	Costumes
Instructor 1:	Zipperina Jackrabbit	▼	View						
Instructor 2:	Lisa Smith	▼	View						
Instructor 3:		▼	View						
Instructor 4:		▼	View						

Click the **View** button next to an Instructor's name to go to their Staff record.

