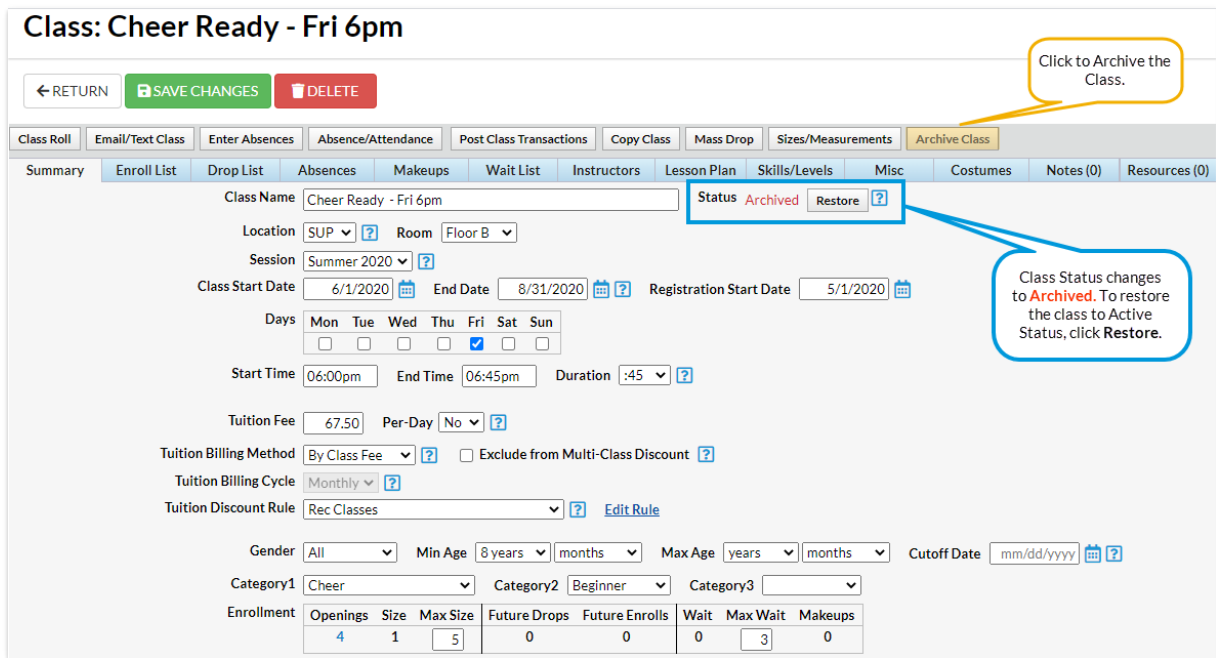


Archive a Single Class

Last Modified on 06/05/2019 8:48 pm EDT

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

Callout 1: Click to Archive the Class.

Callout 2: Class Status changes to **Archived**. To restore the class to Active Status, click **Restore**.