

Email an Archived Class

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

You can easily email the students that were enrolled in an archived class.

Class: Advanced Tumbling

← 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 **Roll List** Drop List Absences Makeups Wait List Instructors Lesson Plan Skills/Levels Misc

Class Name Status **Archived** Restore ?

Location ? Room ?

Session ?

Class Start Date ? End Date ? Registration Start Date ?

Days

Mon	Tue	Wed	Thu	Fri	Sat	Sun
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

To locate the archived class you want to email:

1. Point to *Classes* and click on **List Archived Classes**.
2. Use the *Search Criteria* to narrow down the results.
3. Click on the **Class** name to go to the Class record.

After you have located the archived class, the remaining steps are the same as emailing a class. Follow the instructions in our Help article for [Email a Class](#).
