Add a Class from the Classes Menu

The *Add Class* 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 '*').

1. Point to the **Classes** in the menu bar and click **Add Class**.

2. In the *Add Class* box enter a **Class Name.**

3. If you have more than one **Location** in your database, select the appropriate drop-down.

4. Optionally, select a **Room** and **Instructor** for the class.

5. You may opt to assign a **Session**. If you designated a **Start Date**, **End Date** and **Registration Date** for the Session when you were customizing your drop-down lists *(Tools > Edit Settings > Drop-down Lists)* these fields will automatically populate. Edit as needed.

6. Although not a required field, it is recommended to check the box for the day(s) the class meets.

7. Enter the class **Start Time** and **End Time**. The *Duration* will automatically calculate based on those times but can be edited if needed.

8. You can add the **Max Size** and **Max Wait** at this time or you can add them later. The Tuition Fee is only needed if your database is setup for **Class Based Billing**.

9. Select the Category 1 and optionally choose a Category 2 or Category 3. To learn more about Category 1 check out our **Customize Drop-down Lists** section.

10. Enter the class **Description** now or leave it for later.

11. Set your preferences for **Display on Website**, **Allow Web Registration**, and **Allow Portal Enrollment**. See the **Class Fields Explained** section of this article for more information about these fields.

12. Click **Save** or **Save & Add Another.**

After the class is created, the *Class* record displays open to the *Summary* tab.

Click the *Copy Class* button to copy a class with similar details. Change the name when prompted and make changes to details as needed.

Another option to make changes to a group of classes at one time is to use **Classes > Edit All Classes**. The *How To Guide* has more on copying / editing classes in the **Classes / Lessons** section.