Create a New Class for an Existing Course

Follow these instructions to "copy" the information from last year's courses into this year's new classes. Most fields from the previous year will autofill except Publish/Remove Dates and Schedule, which must be updated for the new year's sessions.

Create a New Class for an Existing Course

1. Log in to RegWerks.
2. Navigate to the **Main** menu and select **Course**.
3. Double click into the **Course**.
4. Select **Add Class** in the bottom left corner.
5. Click **OK** when asked "Are you sure you would like to create a new class?" The **Class** window will appear.
6. Complete the following fields:

   **Review last year's Classes to confirm prior set-up and organization of classes.

   a. **Class Number**: Each Class Number must be unique and cannot be reused.
   b. **Conf. Email**: Admin or staff email address which receives automatic email confirmations of registrations.

Client Support: support@regwerks.zendesk.com

c. **Publish Date/Remove Date**: Defines when the Class displays publicly on your organization's website.

d. **Reg. Begins/Ends**: Defines the open registration period for families.

e. As the Class is created, consider whether to **Allow Waitlist Registrations**.

f. **Show on Year End Statement**: Childcare classes will select this option for reporting purposes.

g. Review all other fields for accuracy (Price, Reg. Limit, etc.).

7. For Classes that do not require a Facility Reservation, do not change "Use Facility Reservation" or "Group" fields. Navigate to the **Schedule** tab:

a. Select the days of the week for this new Class' schedule.

b. Click the green plus button on the left side of the Schedule tab, and a **NEW Event** window will open.

    c. Select the class location from **Building** dropdown and/or fill in the Location (Optional).

    d. Define the Class schedule by choosing **Start Dates** and **Start Times**. **Save**.

8. Classes which require a facility reservation to reserve space over an extended timeline will add both a Facility Reservation and Reservation Group. See RegWerks article, "Create a New Reservation" to first create a Reservation for this Class.

    i. Once the Reservation has been created, add this new reservation to this Class by selecting it from drop-down options in **Reservation Group**. The schedule for the Class will autofill based on the parameters of the Reservation.
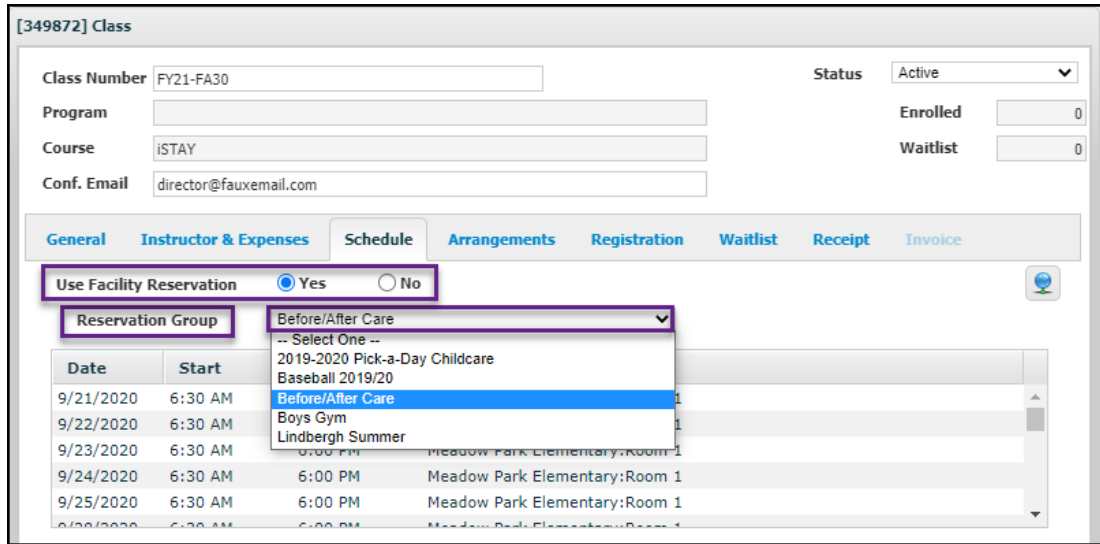
9. In the **Schedule** tab, add a *brief* text description of important class information in **Schedule Description**. Information in the **Schedule Description** automatically prints on customers' receipts upon completing registration in the Web Store.
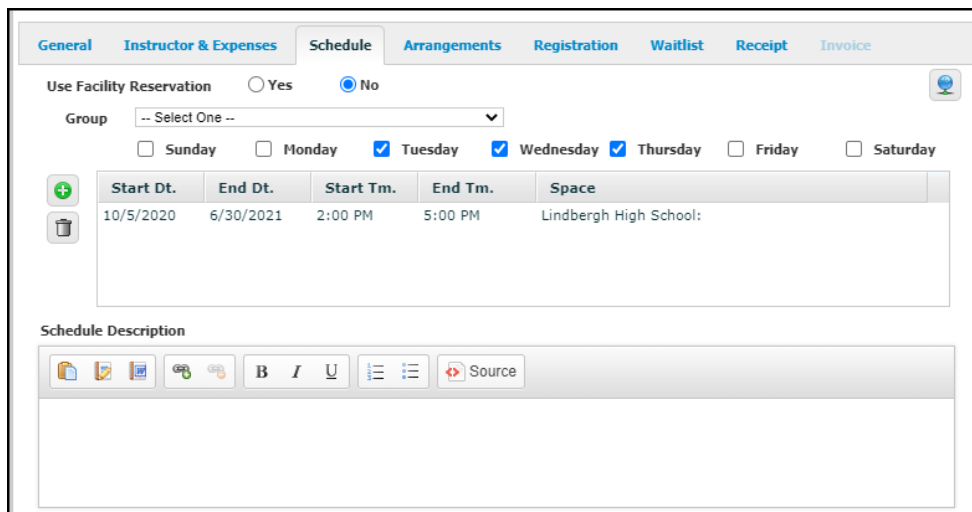

10. Lastly, **Save** out of the Class, and **Save** again out of the Course. Repeat steps 1-9 as needed.

Validation

Run the following two reports to confirm accuracy:

1. Go to **Class** under the **Main** menu.
2. Select **Reports** in the top left corner of the Menu.
3. When the Report window appears, choose **Active Classes – Brochure** and click **OK**. If an error message appears regarding the file and format extension of the report, select **Yes**.
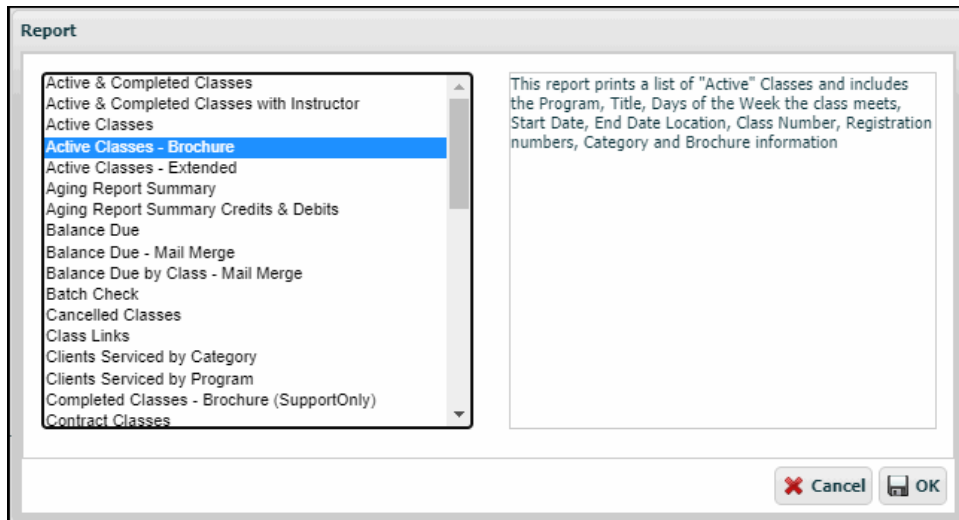
4. After reviewing this first report, follow steps 1&2 again. Select **Reports** again, then choose **Publish Schedule** report. Select **OK**.