

How To Guide - Entering Classes

The system allows you to group the students or participants into classes, teams or grades based on the selection in the **"Edit Application Profile"** where you can set **"Participants Are Grouped By"** to the group you want to implement.

To define the groups or classes:

1. Go to the **"ADMINISTRATION"** tab => select **"Classes"** => click **"Insert New"**. The menu will display the grouping choice you have made in the **"Edit Application Profile"**.
2. If you have defined teachers or group leaders, then there will be a drop-down list for you to select one or two group leaders of each group or class.
3. Fill out the other fields as required. All fields are optional but allow you to provide information to parents so that they put the children into the correct class. As a minimum for school classes it is recommended that you enter the grade and a description.
4. Click the **"Insert"** button to insert the new class.
5. Students can now be assigned to classes when parents register their children.

Class entries can be **edited** by clicking the **"pencil"** icon beside their entry. 

You can view the students in the class or print the class list using the other icons on the screen.