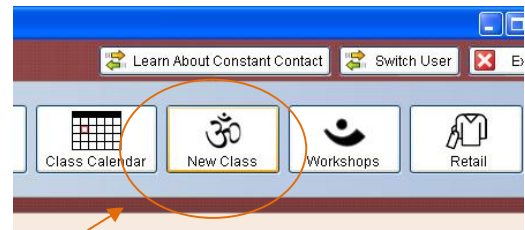


Tutorial 6: Creating a Recurring Class

This tutorial explains how you can set up a class to recur regularly such as every other day or the second Tuesday of every month.



Step 1: Create the New Class

1. On the “Switchboard” form, click the “New Class” button.

2. Fill in the *Class Details*¹

3. Clicking on *Recurrence* brings up the following form:

A screenshot of the 'Class Details' form. The form has several fields: 'Type of Class' (Beginner Level 1), 'Class Name (optional)', 'Date' (Apr 14, 2008), 'Start Time' (1:00 PM), 'End' (2:30 PM), 'Studio Room' (Beginner's Room), and 'Max Students' (Unlimited). There is a 'Select Teacher(s)' list with checkboxes for Hillary Snow, Tim Johnson, Jane Baker, and Nicole Peters. A 'Recurrence' button is circled in orange. Other buttons include 'Delete Class', 'Add Students', and 'Class Notes'.

Enter the date of the first class.

Then you may enter either the total number of classes or the date of the last class.

A screenshot of the 'Create Series of Classes' form. It has two main sections: 'Series Length' and 'Recurrence Pattern'. In the 'Series Length' section, there are two options: 'End after: 1 occurrences' (selected) and 'End by: Apr 14, 2008'. The 'End after' field is circled in orange. There is a 'Preview' button and a 'Preview' area.

To enter the total number of class, including the first class, be sure the *End after* option is chosen and then either enter the correct number or use the up and down arrows to locate the correct number.

Or, to enter the date of the last class, be sure the *End by* option is selected and then choose the date from the calendar provided.

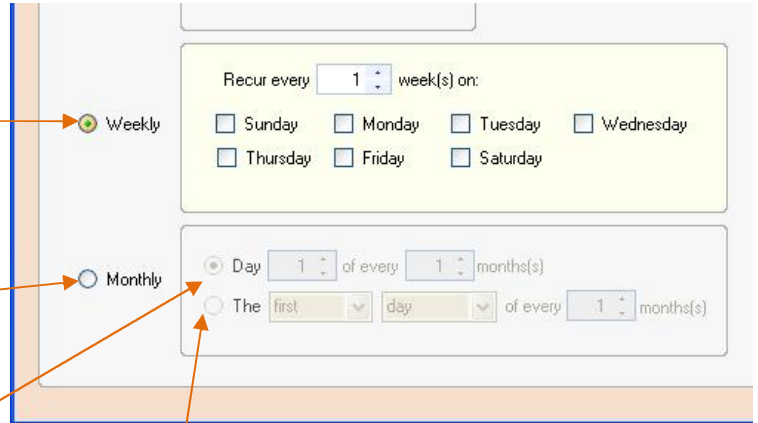
¹ See Tutorial 4: Managing Classes, Step 2

In the *Recurrence Pattern* area you indicate whether the classes are daily, weekly or monthly.

If the class occurs on a daily cycle click *Daily* and then enter the number of days or use the up and down arrow. E.g., every day is 1; every other day is 2, every third day is 3; etc.



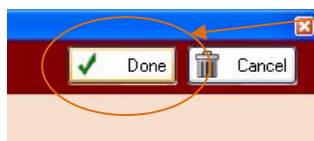
If the class occurs on a weekly cycle, click *Weekly*. Then choose the day(s) of the week and finally enter a number or use the up and down arrows for *Recur every*. E.g., every week is 1, every other week is 2, etc.



If the class occurs on a monthly cycle, click *Monthly*.

If the class is always on the same day of the month, (e.g. the 11th), chose *Day*. Then enter the day of the month and the monthly cycle. E.g. for the 11th day every other month, choose Day 11 of every 2 months.

Alternatively, if the class is on a certain day in a specific week (e.g., the second Tuesday of the month) click the second line beginning *The*. Then choose the ordinal, the day and the monthly cycle manually or using the up and down arrows. E.g., The second Tuesday of every 2 months.



Lastly, click "Done."