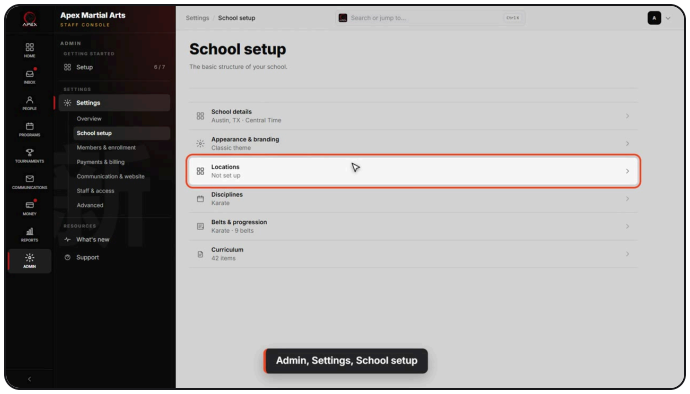
Add your classes and schedule

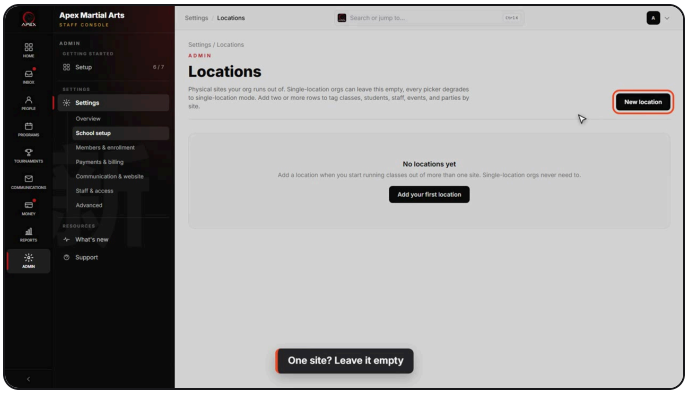
Add a class with its days, times, who it's for, how many fit and who teaches it, then read your weekly schedule.

18 steps



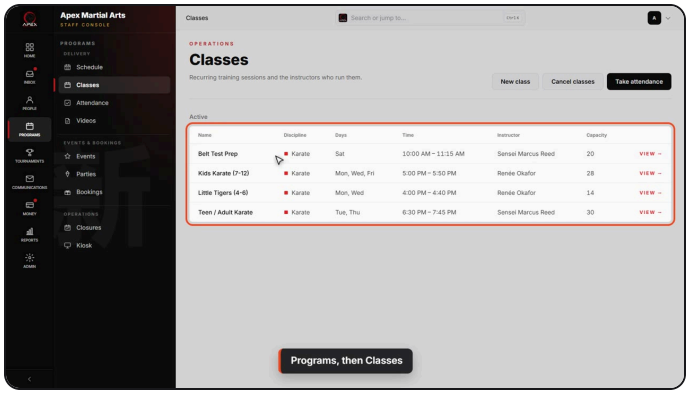
1 Admin, Settings, School setup

Start with locations. Click Admin, then Settings, then School setup, then Locations.



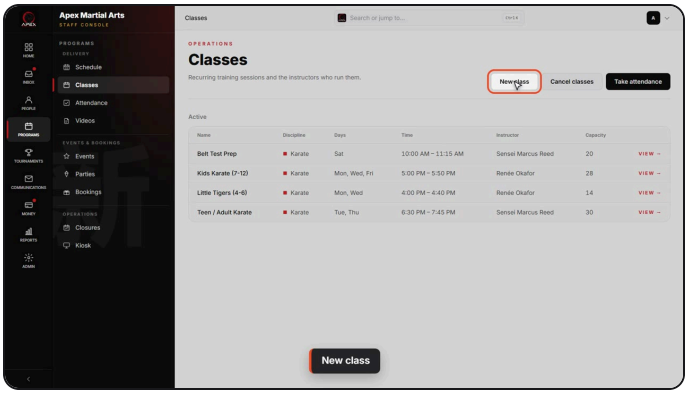
2 One site? Leave it empty

If you teach at one site, leave this empty, like Apex. When you open a second site, add each one with New location, and every class gets a Location to pick.



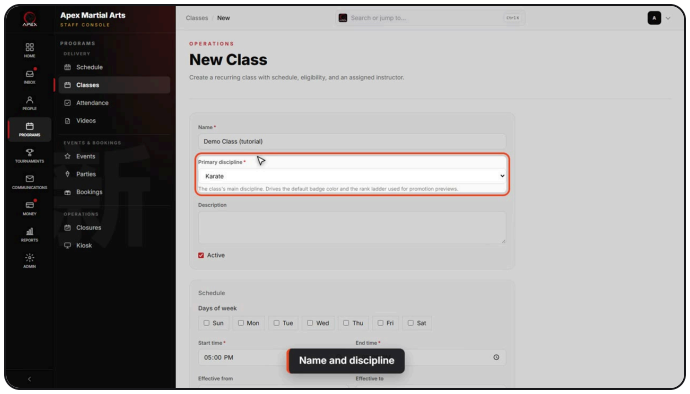
3 Programs, then Classes

Your classes are under Programs, then Classes. On the list, active classes are at the top. Classes you switch off move to an Inactive list below them.



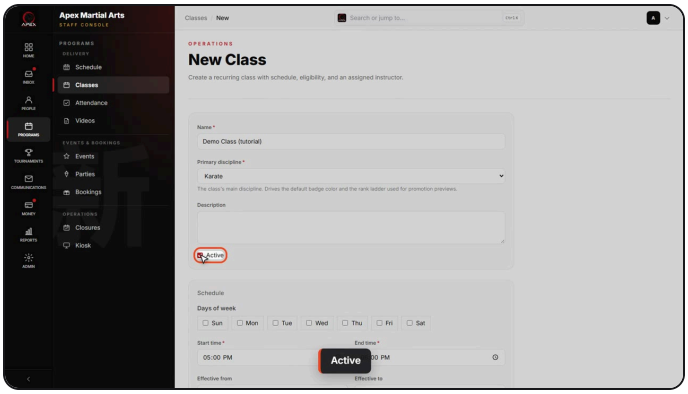
4 New class

To add one, click New class. Let's set up a demo class.



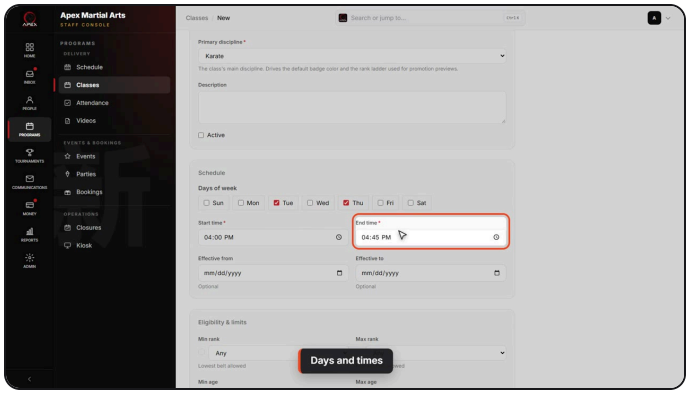
5 Name and discipline

Give it a name, and pick its discipline. That decides which belt ladder applies to it.



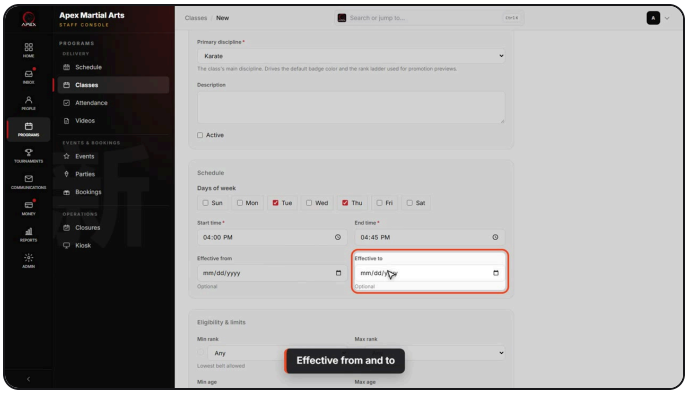
6 Active

Active puts the class on your schedule and in the parent app. Untick it to set a class up quietly, and tick it when it's ready.



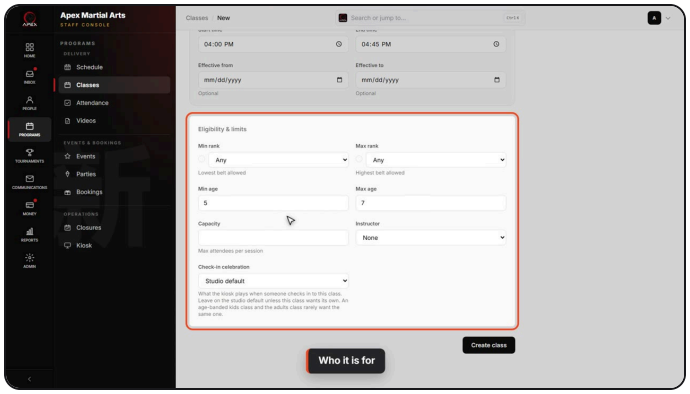
7 Days and times

Under Schedule, tick the days it runs, then set the start time and the end time, just below. This one runs Tuesdays and Thursdays, four to four forty-five.



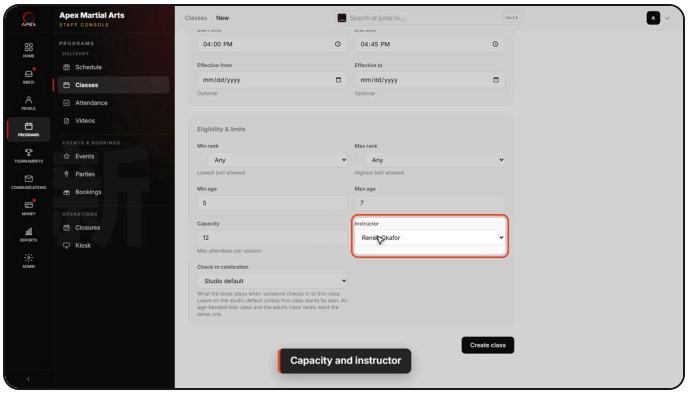
8 Effective from and to

Effective from and Effective to are optional. Use them for a class that starts later, or only runs for a season.



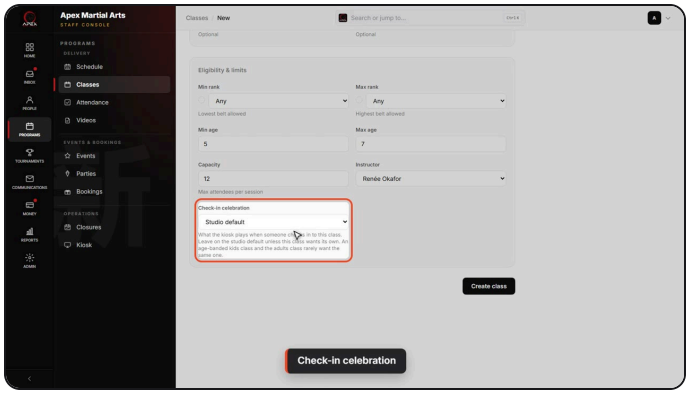
9 Who it is for

Eligibility sets who it's for: the lowest and highest belt, and the youngest and oldest age. Families only see a class on their schedule when a child fits.



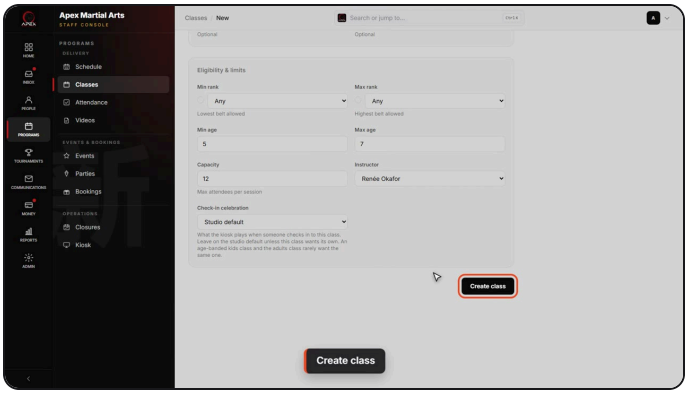
10 Capacity and instructor

Capacity is the most students in one session. Once it's full, families can't book a trial or a make-up into it. Then pick the instructor who teaches it.



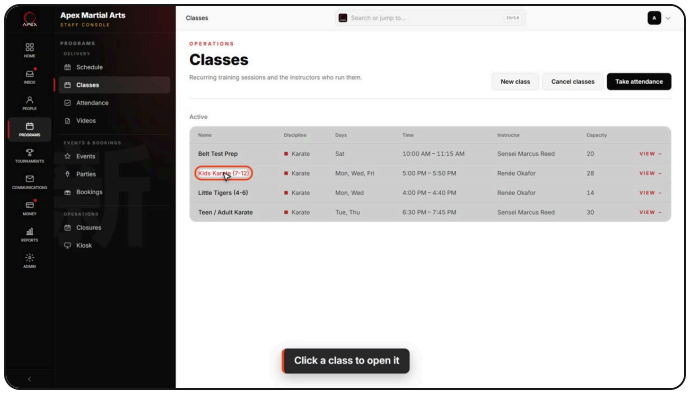
11 Check-in celebration

Check-in celebration is what the front desk kiosk plays when a student checks in. Leave it on Studio default unless this class wants its own.



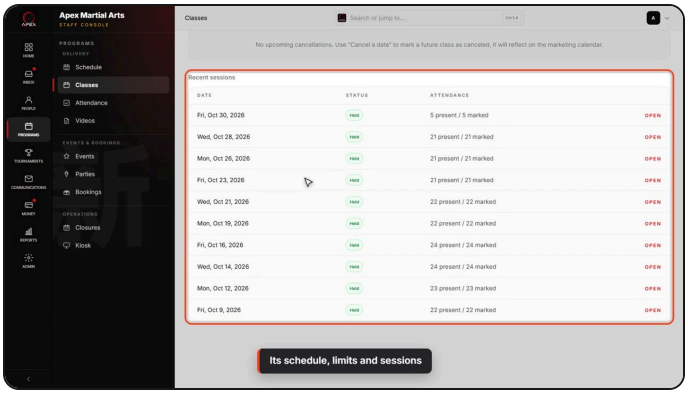
12 Create class

Click Create class, and it's on your schedule from its first day. We'll leave this demo unsaved.



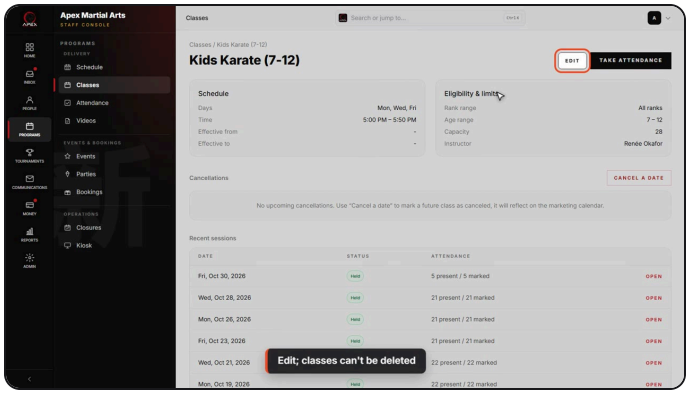
13 Click a class to open it

Back on the list, click a class to see everything about it. Here's Kids Karate.



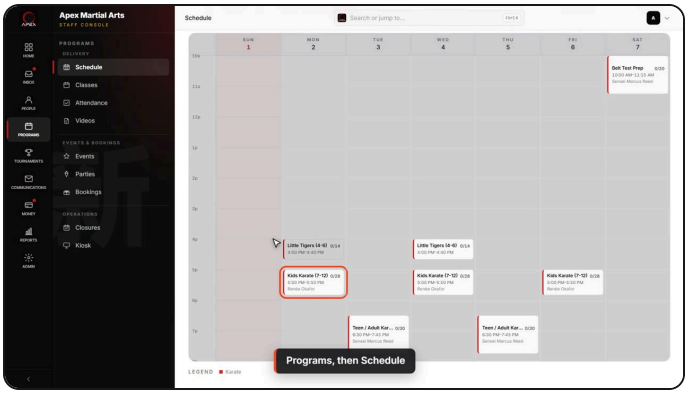
14 Its schedule, limits and sessions

Its page shows the days and time, who it is for, its capacity and instructor, and the recent sessions with their attendance.



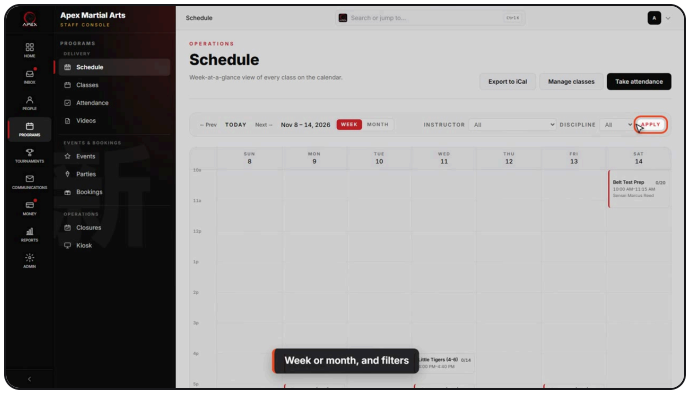
15 Edit; classes can't be deleted

Click Edit to change anything. A class can't be deleted. To stop running one, untick Active, or set an Effective to date.



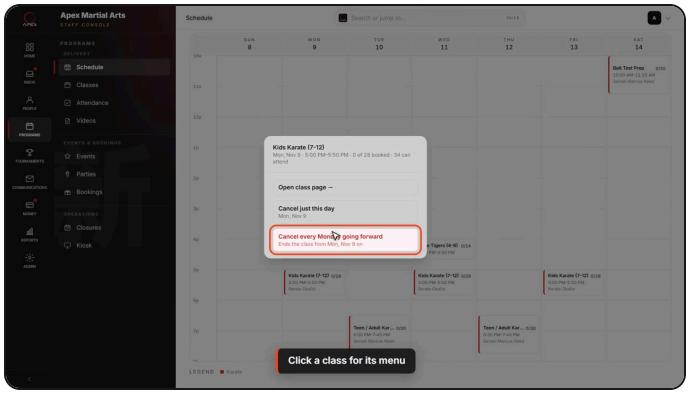
16 Programs, then Schedule

To see the whole week, click Schedule, under Programs. Every active class is on the grid, with its time and instructor.



17 Week or month, and filters

Switch between Week and Month, or click Next to move a week ahead. To see one instructor or discipline, pick it and click Apply.



18 Click a class for its menu

Click a class on the grid to open its page, or cancel just that day, or cancel it every week from then on. Cancelling has a video of its own, so we'll close this.

What happens next

1. **Next: Get paid**
   Check your Stripe connection, choose how families pay, decide which fees you pass on, and set sales tax. Watch it at quickkicks.app/learn/schools/getting-paid

Watch the video

Point your phone's camera at the code, or go to quickkicks.app/learn/schools/classes-and-schedule

Stuck?

In QuickKicks, open **Admin**, then **Support** (or **Help**, in the simpler menu), and send us a message. Or email **hello@quickkicks.app**.

Shown with a demo school. Your screens show your own school, and may look a little different.