

Adding a Class in an event

37 Steps [View most recent version](#) 

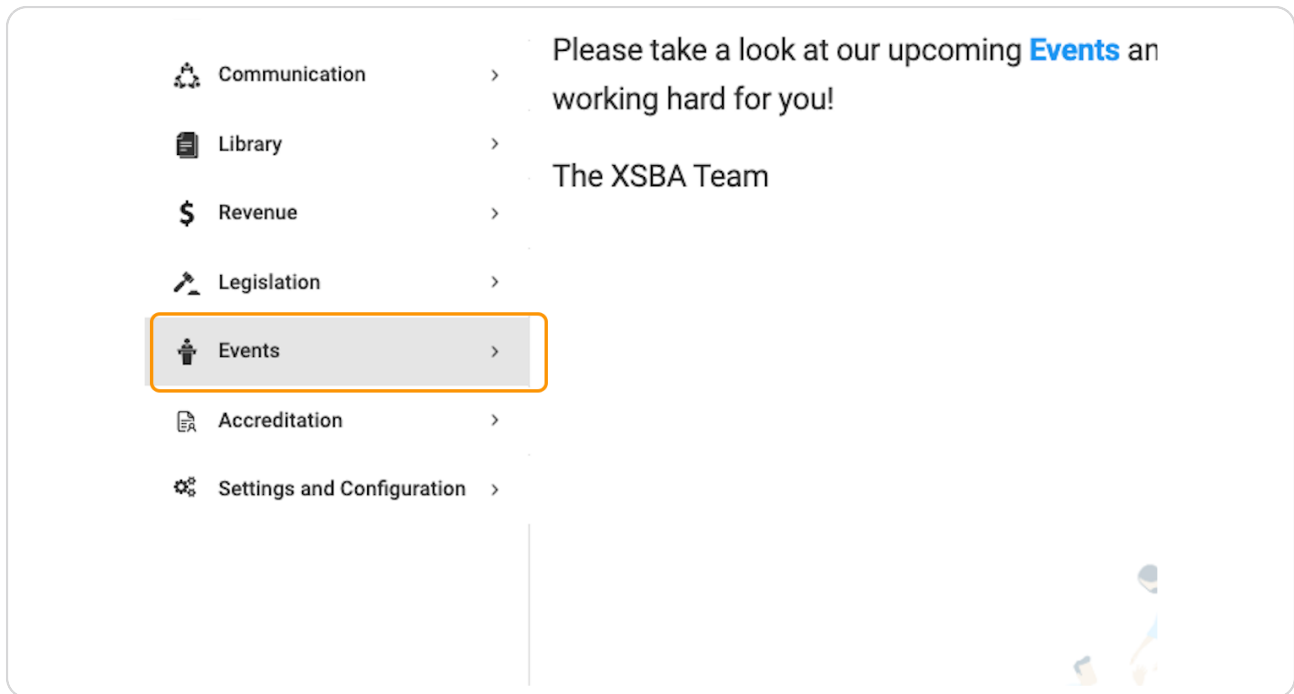
Created by
Engagifii Inc.

Creation Date
November 17, 2023

Last Updated
November 17, 2023

STEP 1

Click on Events



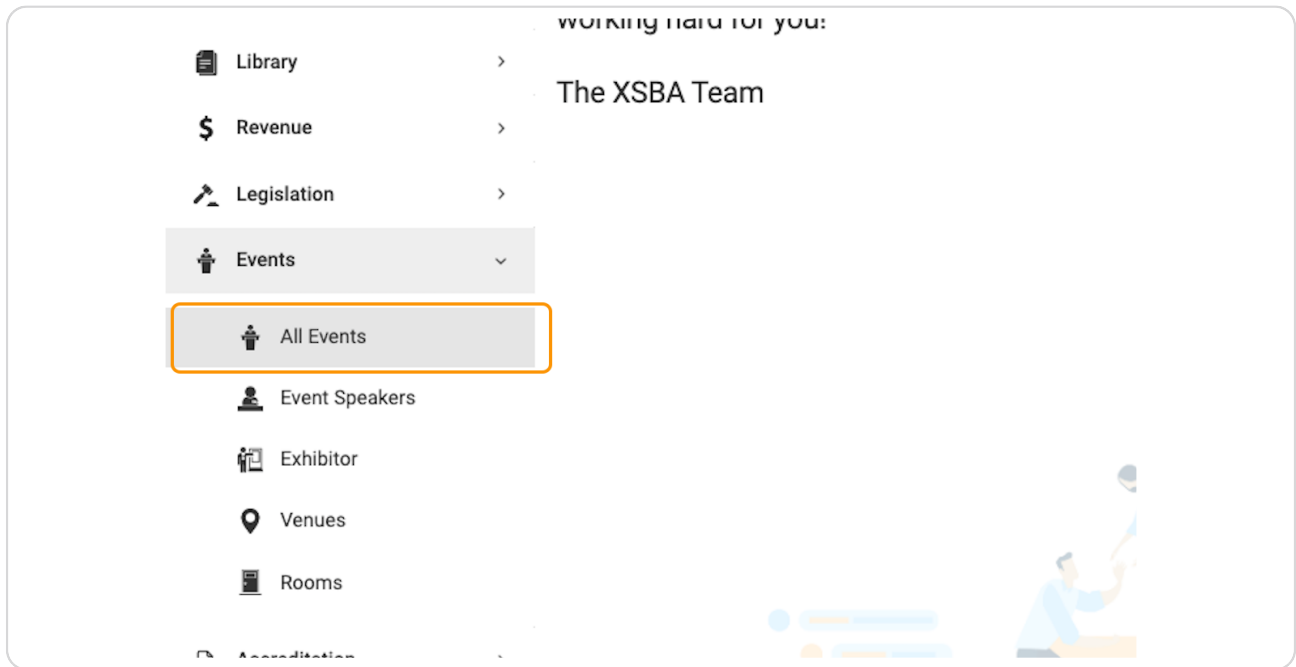
The screenshot shows a navigation menu on the left with the following items:

- Communication >
- Library >
- Revenue >
- Legislation >
- Events >** (highlighted with an orange border)
- Accreditation >
- Settings and Configuration >

The main content area displays a message from 'The XSBA Team' that reads: 'Please take a look at our upcoming **Events** an working hard for you!'.

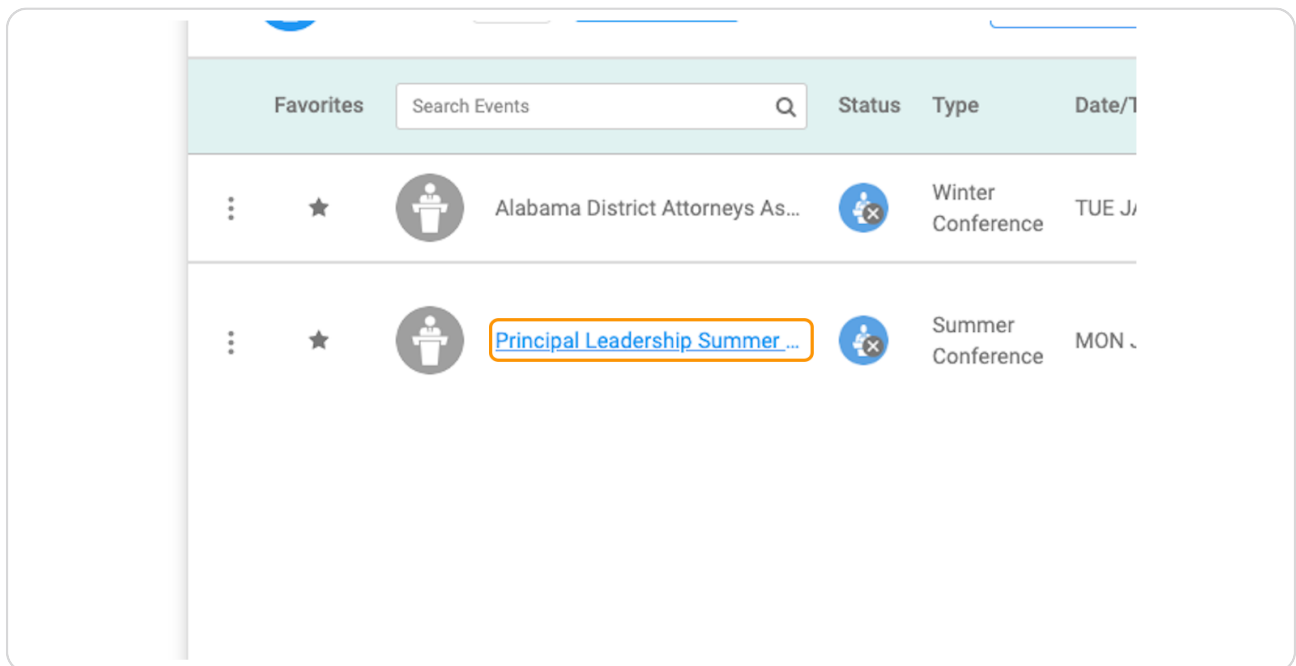
STEP 2

Click on All Events



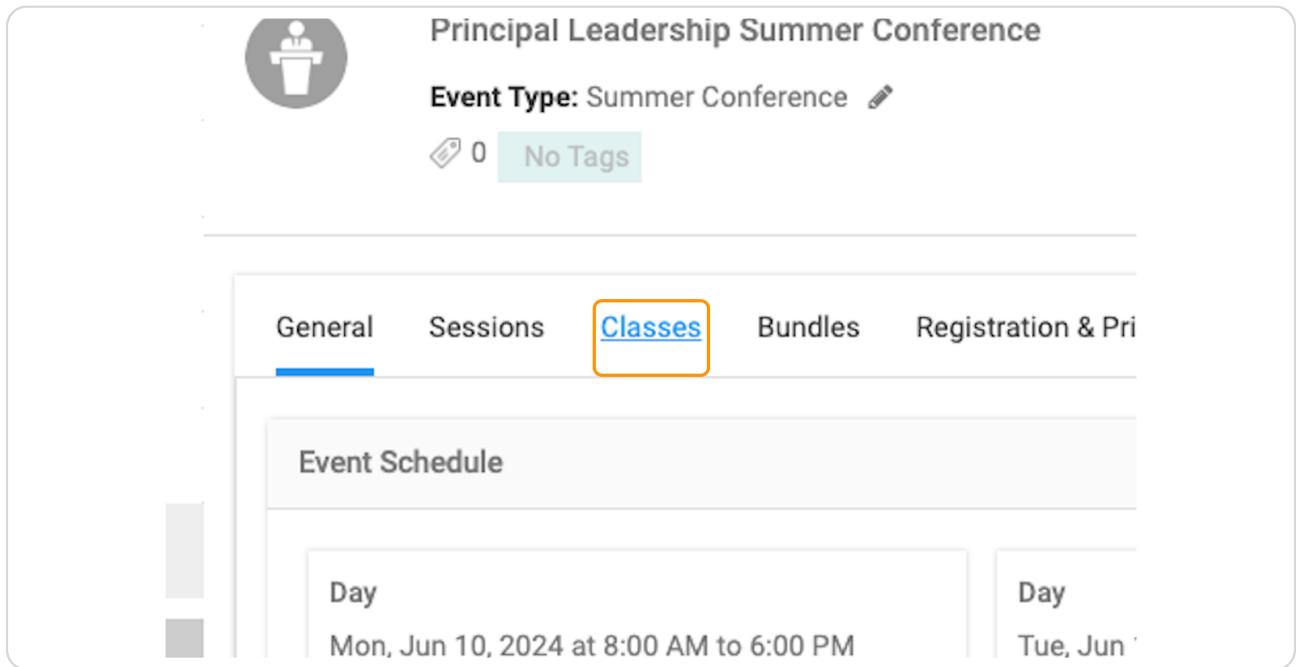
STEP 3

Select the event



STEP 4

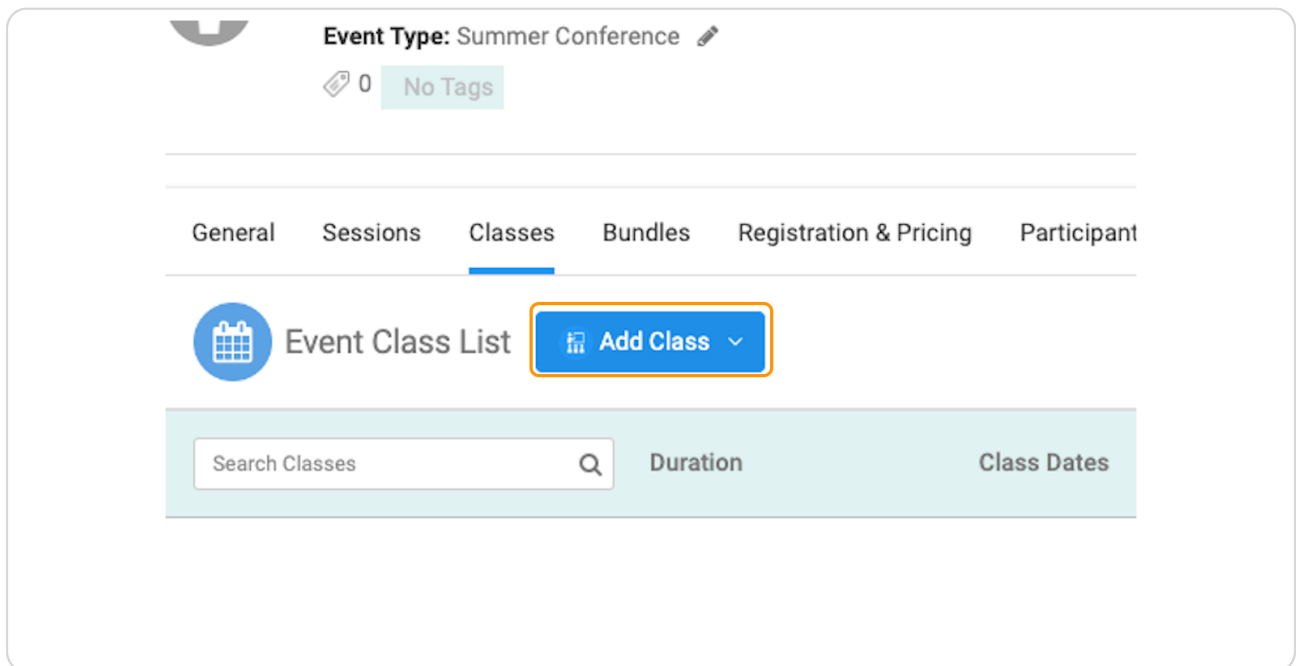
Click on Classes



The screenshot shows the event page for 'Principal Leadership Summer Conference'. At the top, there is a speaker icon, the event title, and 'Event Type: Summer Conference'. Below this, it says '0 No Tags'. A navigation bar contains tabs for 'General', 'Sessions', 'Classes', 'Bundles', and 'Registration & Pri'. The 'Classes' tab is highlighted with a blue underline and an orange border. Below the navigation bar is an 'Event Schedule' section with a table. The table has two columns, both labeled 'Day'. The first row shows 'Mon, Jun 10, 2024 at 8:00 AM to 6:00 PM' and the second row shows 'Tue, Jun '.

STEP 5

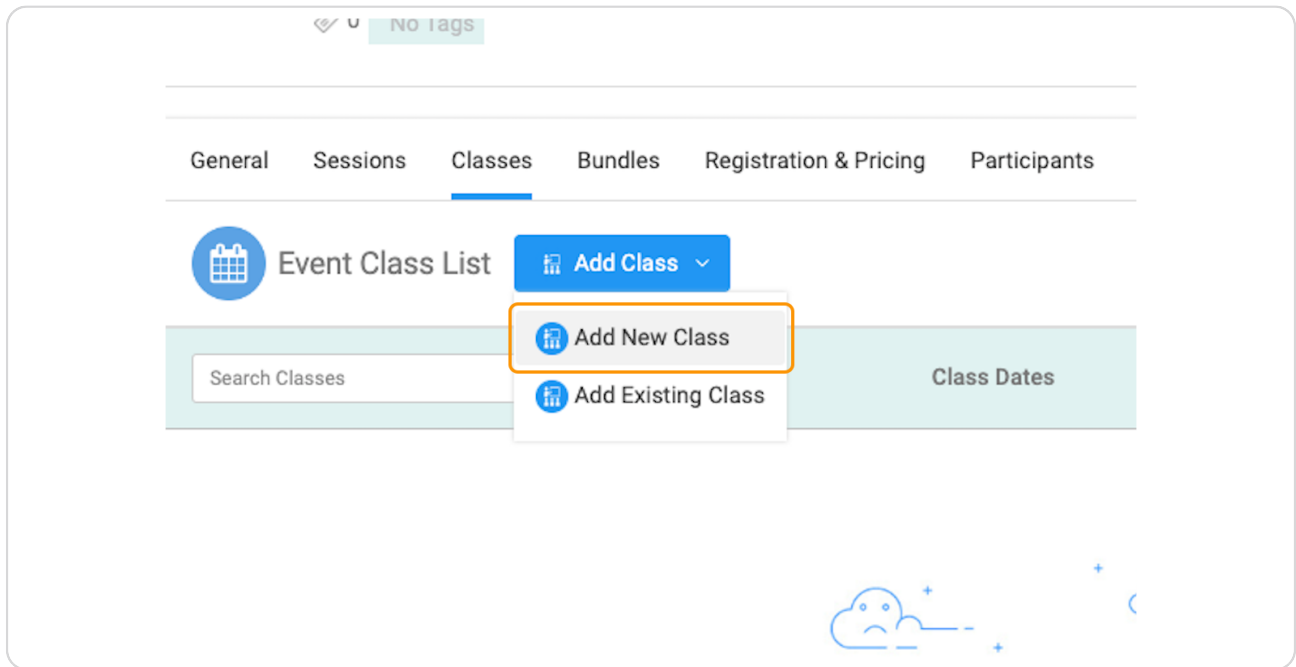
Click on Add Class



The screenshot shows the 'Event Class List' page. At the top, there is a speaker icon, the event title, and 'Event Type: Summer Conference'. Below this, it says '0 No Tags'. A navigation bar contains tabs for 'General', 'Sessions', 'Classes', 'Bundles', 'Registration & Pricing', and 'Participant'. The 'Classes' tab is highlighted with a blue underline. Below the navigation bar is a section titled 'Event Class List' with a blue 'Add Class' button that has a dropdown arrow. Below this is a table with a search bar labeled 'Search Classes' and a magnifying glass icon. The table has two columns: 'Duration' and 'Class Dates'.

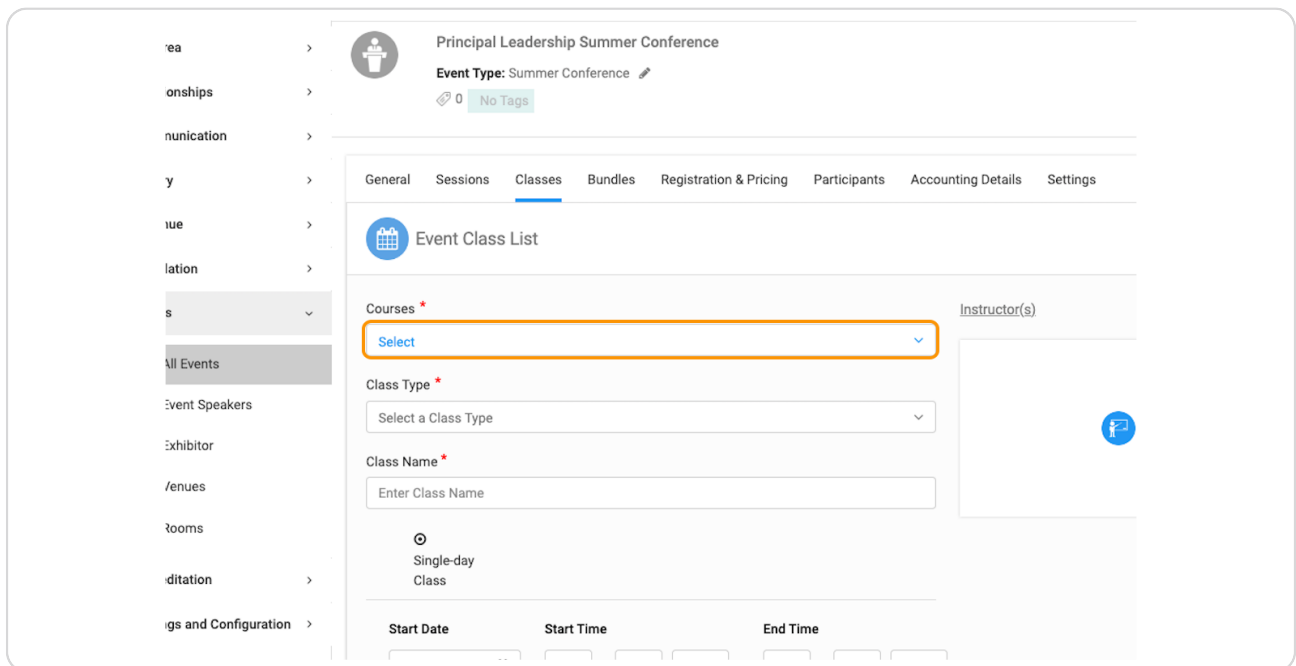
STEP 6

If you would like to add a new class click on **Add New Class**



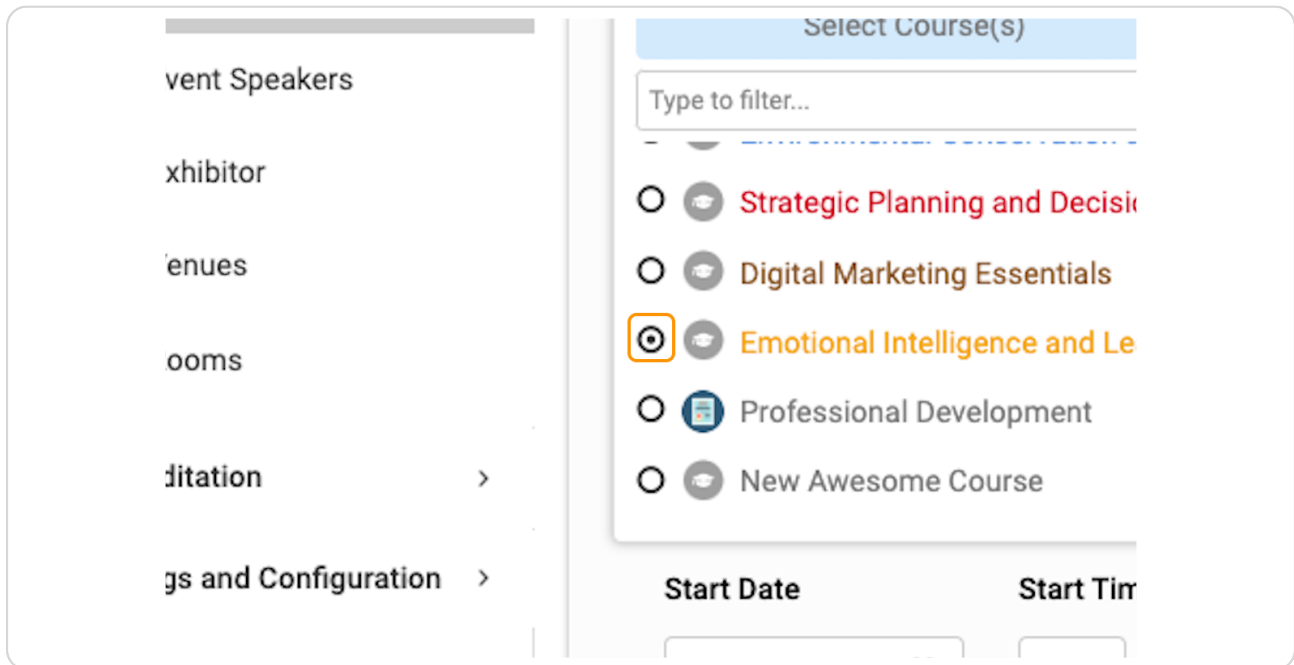
STEP 7

Click on **Select**



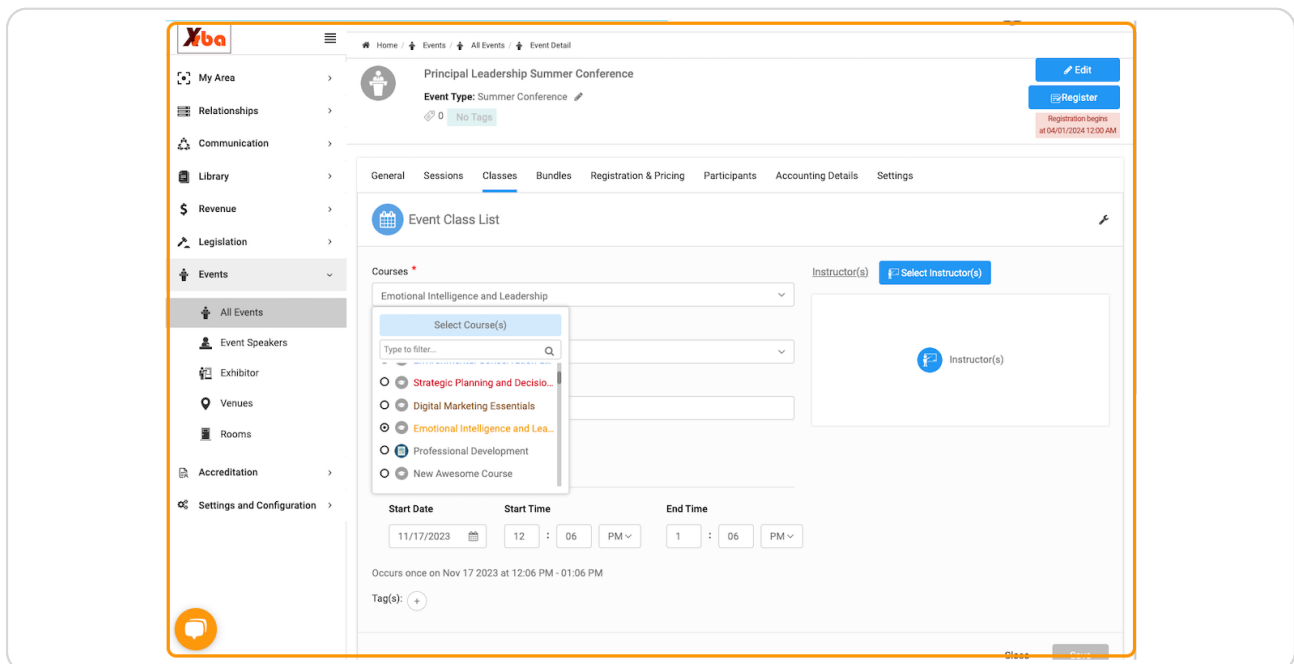
STEP 8

Select the course



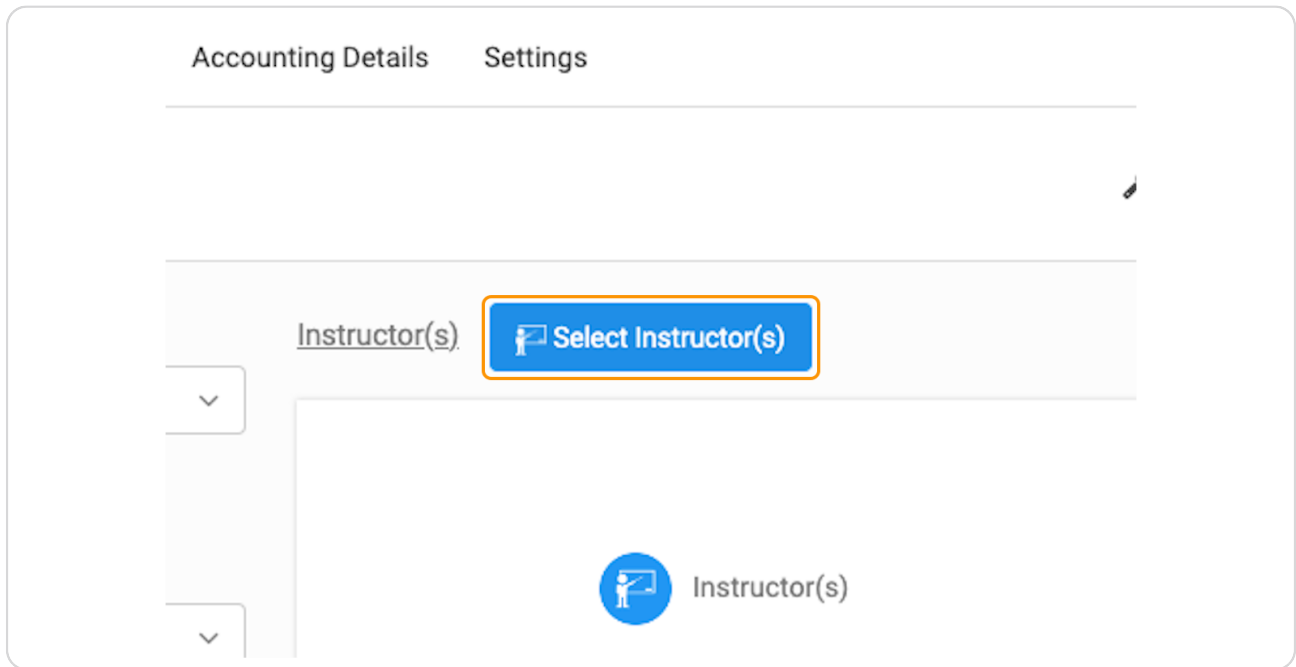
STEP 9

Click on Select Course(s)...



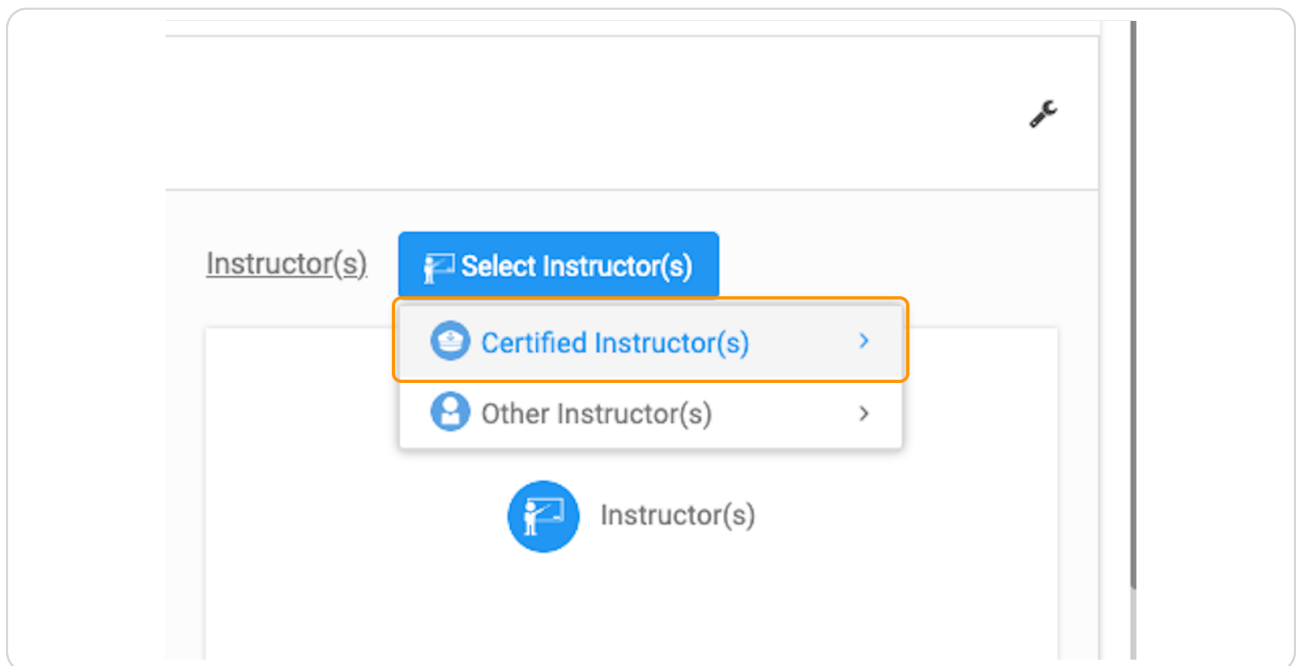
STEP 10

Click on **Select Instructor(s)**



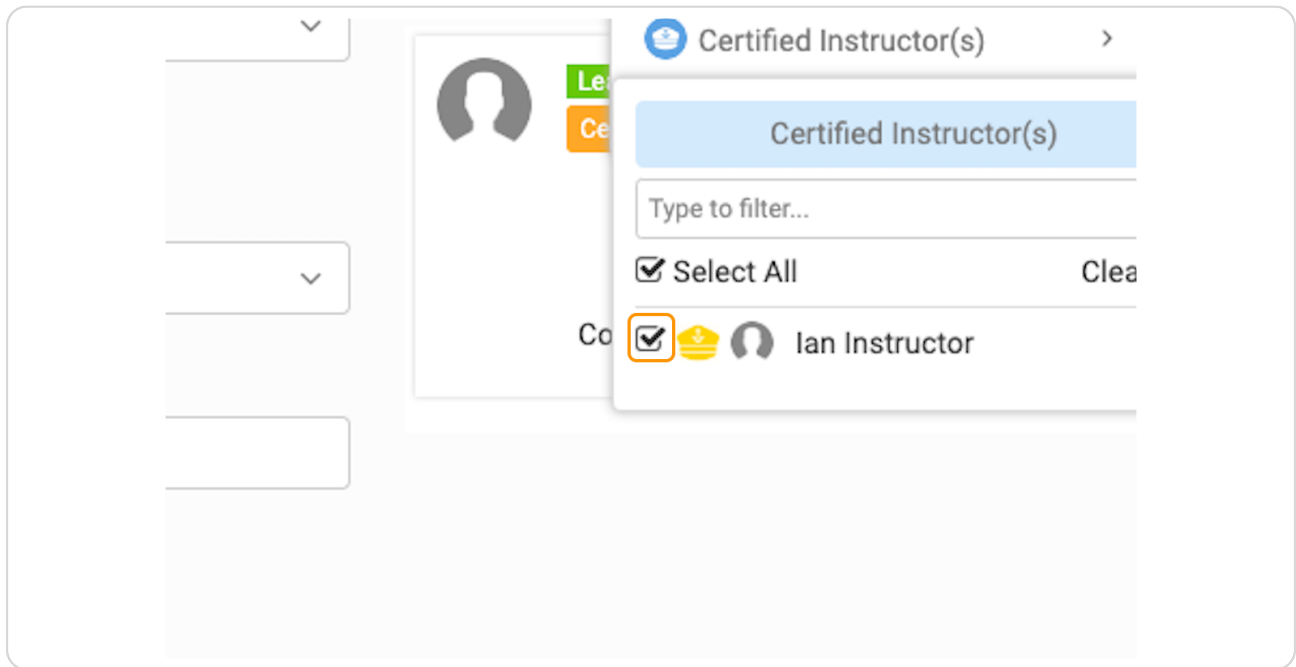
STEP 11

Click on **Certified Instructor(s)**



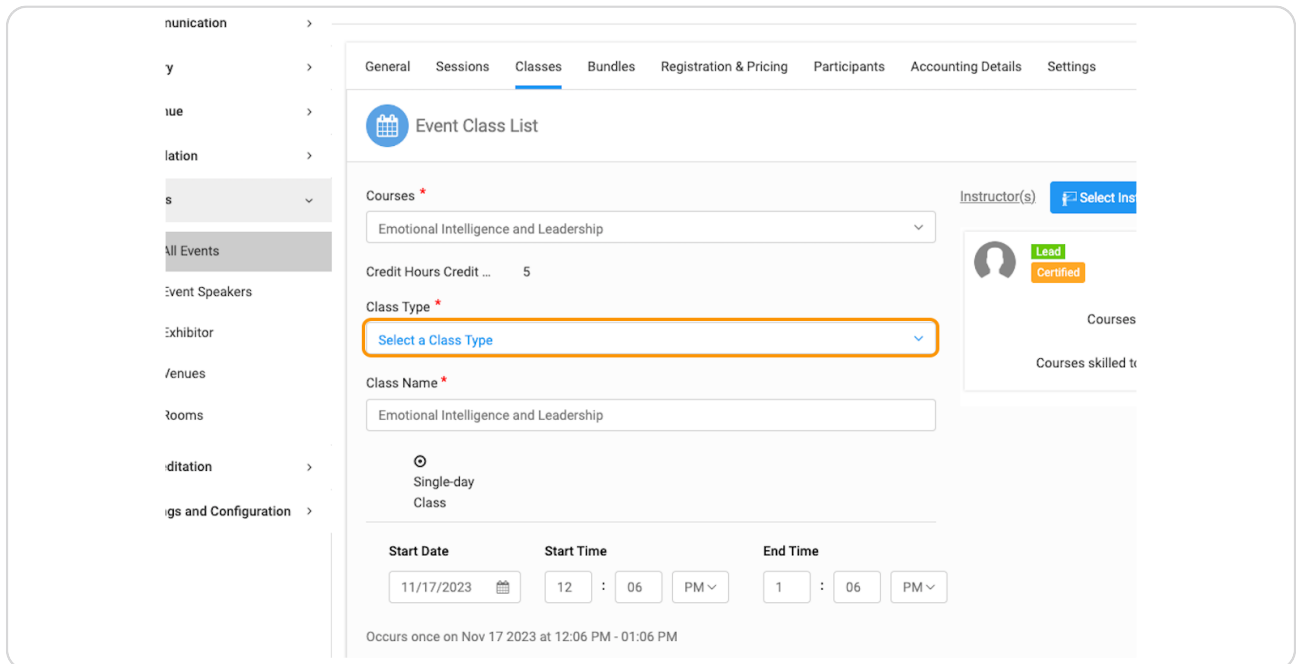
STEP 12

Add Instructor



STEP 13

Click on Select a Class Type



STEP 14

Select class type

The screenshot shows a sidebar on the left with menu items: 'venues', 'rooms', 'Registration', and 'Settings and Configuration'. The 'Settings and Configuration' item is expanded, showing a dropdown menu titled 'Select Class Type'. The dropdown contains a search input 'Type to filter...' and several radio button options: 'Orientation', 'General', 'Professional' (which is selected and highlighted with an orange box), 'Ethics', 'Event Day', and 'Exhibitor Registration'. Below the dropdown, the text 'Occurs once on Nov 17 2023 at 12:06' is visible.

STEP 15


Select the date


The screenshot shows a sidebar on the left with menu items: 'venues', 'Add Speakers', 'Exhibitor', 'Dates', 'Rooms', 'Registration', and 'Settings and Configuration'. The 'Settings and Configuration' item is expanded, showing a configuration screen for a class titled 'Emotional Intelligence and Leadership'. The class type is 'Single-day Class'. The 'Start Date' is set to '11/17/2023' (highlighted with an orange box) and the 'Start Time' is '12 : 06 PM'. Below this, the text 'Occurs once on Nov 17 2023 at 12:06 PM - 01:06 PM' is displayed. At the bottom, there is a 'Tag(s):' field with a plus sign icon.

STEP 16

Add the time

Single-day Class


Start Date: 5/10/2024 

Start Time: 3 : 00 PM 

End Time: 3 : 06


Start time should be before end time

once on Jun 10 2024 at 03:06 PM - 03:06 PM



STEP 17

Click on Save

Close 

ides Status Credit Types

STEP 18

Select the course you just added.

The screenshot shows the Xba dashboard interface. On the left is a navigation menu with categories like My Area, Relationships, Communication, Library, Revenue, Legislation, Events, and Settings. The main content area displays the course details for 'Emotional Intelligence and Leadership'. At the top right, the user is identified as 'Crescerance Admin'. Below the course title, there are tabs for 'General', 'Classes', 'Participants', and 'Documents'. The 'Classes' tab is active, showing a table with one entry:

Favorite	Classes	Duration	Class Type	Class dates	Instructors	Attendees	Status	Credit Types	Tags
★	Emotional Intelligence and Leadership 10 JUN 2024 at 3:00 PM - 5:00 PM	1 Day	Professional				Not Setup	1 Credit Types	

At the bottom of the page, there is a copyright notice for ENGAGIFJII Inc. and the Engagifjii logo.

STEP 19

Click on Edit to set it up

This is a close-up view of the course details page. At the top right, the user 'Crescerance Admin' is shown. Below the course title, there are icons for 'Credit Types', a group of people, a share icon, and a close icon. A blue button with a pencil icon and the text 'Edit' is highlighted with an orange border, indicating it is the target for the next step.

STEP 20

Check This class requires registration

The screenshot shows a sidebar on the left with menu items: All Events, Event Speakers, Exhibitor, Venues, Rooms, editation, and ngs and Configuration. The main content area displays event details: a date field with '06/10/2024', a time field with '3 : 00', and a note 'Occurs once on Jun 10 2024 at 03:00 PM - 05:00 PM'. Below this is a section titled 'Pricing & Registration Details' containing a toggle switch for 'This class requires registration' (which is turned on), a toggle for 'Allow registrants with "Pending" status to count toward total registra', a 'Registration Limit' field with the value '0', and 'Registration Start on' and 'Start Time' fields with values '11/17/2023' and '00 : 00' respectively.

STEP 21

Add registration limit

The screenshot shows the same sidebar as in Step 20. The main content area shows 'Not Setup' and 'Registration Not Setup' buttons, a 'Tag(s): +' button, and a 'Registration Limit' field with the value '150'. Below this are 'Registration Start on' and 'End Date' fields with values '11/17/2023' and 'MM/DD/YYYY' respectively.

STEP 22

Add registration period dates.

The screenshot shows the registration setup interface for a class titled "Emotional Intelligence and Leadership". At the top, there is a dropdown menu with the class name, a "Credit Types" button, and a "Save" button. Below this, there are fields for "Not Setup", "Registration Not Setup" (with a red icon), and "Participation 0 / 0". A "Tag(s)" field with a plus icon is also present. The "Registration Limit" is set to "150". The "Registration Start on" field is highlighted with an orange box and contains "11/17/2023". The "Start Time" is set to "00 : 00 AM". The "End Date" field is empty and shows the placeholder "MM/DD/YYYY". The "End Time" is set to "00 : 00 AM". Below these fields, the "Default Price for All" is set to "\$0.00". At the bottom, there is a "Class Detail" section with a "Description" field and a rich text editor toolbar.

STEP 23

Select class type

The screenshot shows the class type selection interface. On the left, there is a sidebar with a list of categories: "venue", "location", "ts", "All Events", "Event Speakers", and "Exhibitor". The "ts" category is selected, and a dropdown menu is open. On the right, the "Class Format" section is highlighted. It contains two radio buttons: "In-person Class" (which is selected and highlighted with an orange box) and "Online C". Below this, there is a "Class Location & Address:" field. At the bottom, there are two required fields: "Venue: *" and "Room: *".

STEP 24

Select your venue and room

- ry >
- nue >
- ilation >
- ts ▾
- All Events
- Event Speakers
- Exhibitor
- Venues
- Rooms
- editation >
- ngs and Configuration >

Class Format *

In-person Class Online Class

Class Location & Address:

Venue: *

Room: *

Contacts

No Contact Person selected.

STEP 25

Click on Select Room

- ilation >
- ts ▾
- All Events
- Event Speakers
- Exhibitor
- Venues
- Rooms
- editation >
- ngs and Configuration >

Class Format *

In-person Class Online Class

Class Location & Address:

Venue: *

Address: World Congress Center-Executive Offices, 285 Andrew Young International Boulevard Northwest
Atlanta, GA, 30313
United States
[Show Map](#)

Room: *

Contacts

STEP 26

Select Grand Ball Room South

The screenshot displays the Engagifii event management interface. On the left is a navigation sidebar with categories: Relationships, Communication, Library, Revenue, Legislation, Events (selected), All Events, Event Speakers, Exhibitor, Venues, Rooms, Accreditation, and Settings and Configuration. The main content area shows event details for a class occurring on Jun 10 2024 at 03:00 PM - 05:00 PM. The 'Pricing & Registration Details' section includes a toggle for 'This class requires registration' (checked), a toggle for 'Allow registrants with "Pending" status to count toward total registrations' (unchecked), a 'Registration Limit' of 150, and fields for 'Registration Start on' (11/17/2023), 'End Date' (MM/DD/YYYY), 'Start Time' (00:00 AM), and 'End Time' (00:00 AM). The 'Default Price for All' is set to \$0.00. Below this is the 'Class Detail' section with a rich text editor for the 'Description'.

STEP 27

Press Save

STEP 28

If you would like to add a class that already exists in the system follow these next steps.

XSBA Events: Powered by Engagifii

9 Steps

STEP 29

Click on Principal Leadership Summer Conference

The screenshot shows a list of events. At the top, there is a 'Favorites' section with a search bar labeled 'Search Events'. Below this, there are two event entries. The first entry is 'Alabama District Attorneys As...' with a 'Winter Conference' type and 'TUE JAN' date. The second entry is 'Principal Leadership Summer...' with a 'Summer Conference' type and 'MON JUN' date. The text 'Principal Leadership Summer...' is highlighted with an orange rectangular box.

STEP 30

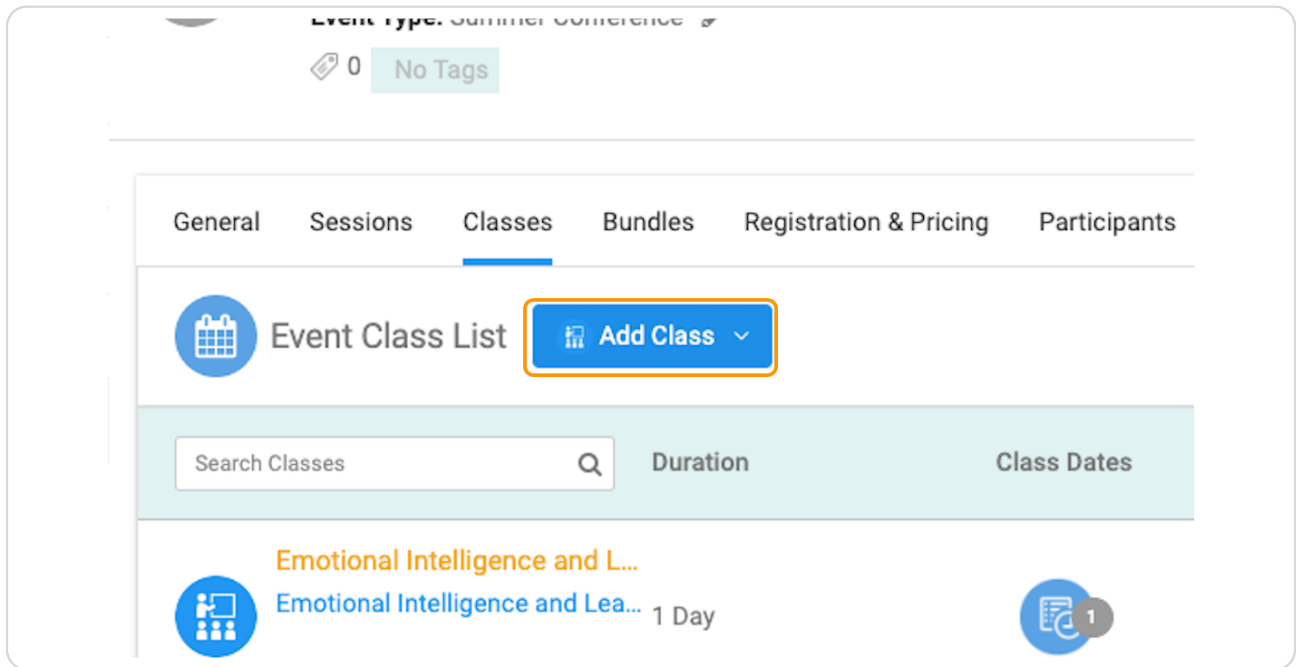
Click on Classes

The screenshot shows the details for the 'Principal Leadership Summer Conference'. The event type is 'Summer Conference'. There are '0' tags, with a 'No Tags' button. Below this, there are tabs for 'General', 'Sessions', 'Classes', 'Bundles', and 'Registration & Pricing'. The 'Classes' tab is highlighted with an orange rectangular box. Below the tabs is an 'Event Schedule' section with a table showing dates and times.

Day	Day
Mon .Jun 10 2024 at 8:00 AM to 6:00 PM	Tue .Jun 11 2024 at 8:00 AM to 6:00 PM

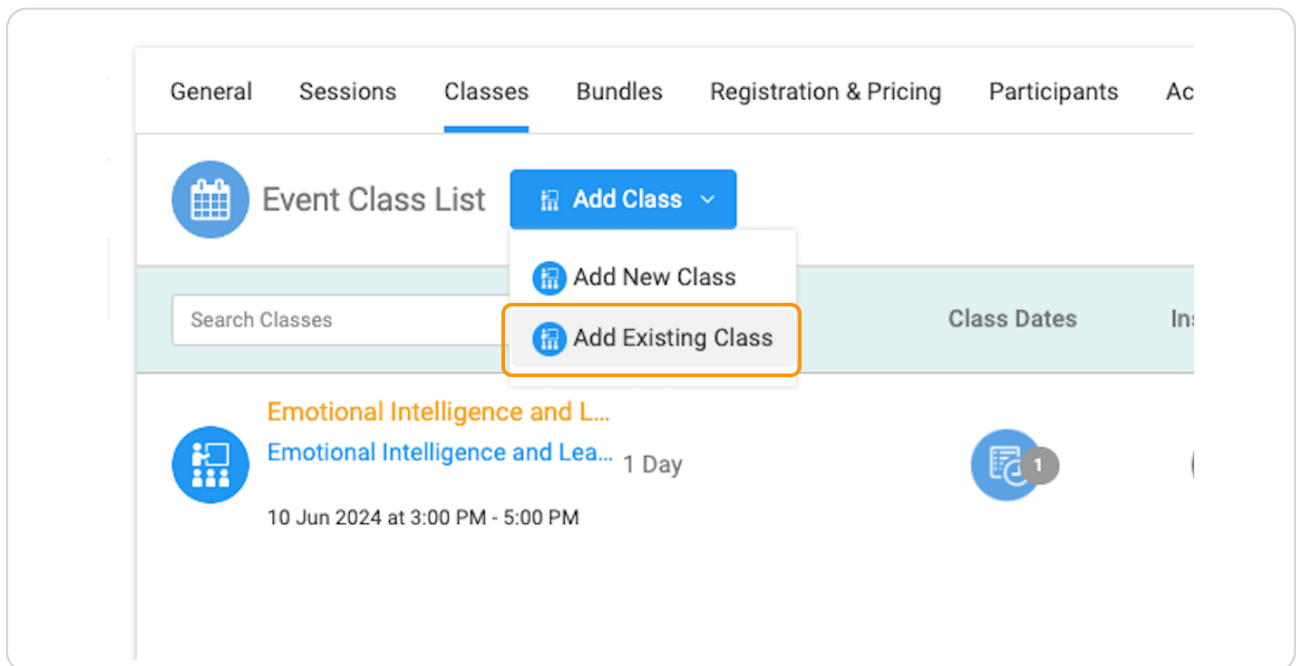
STEP 31

Click on Add Class



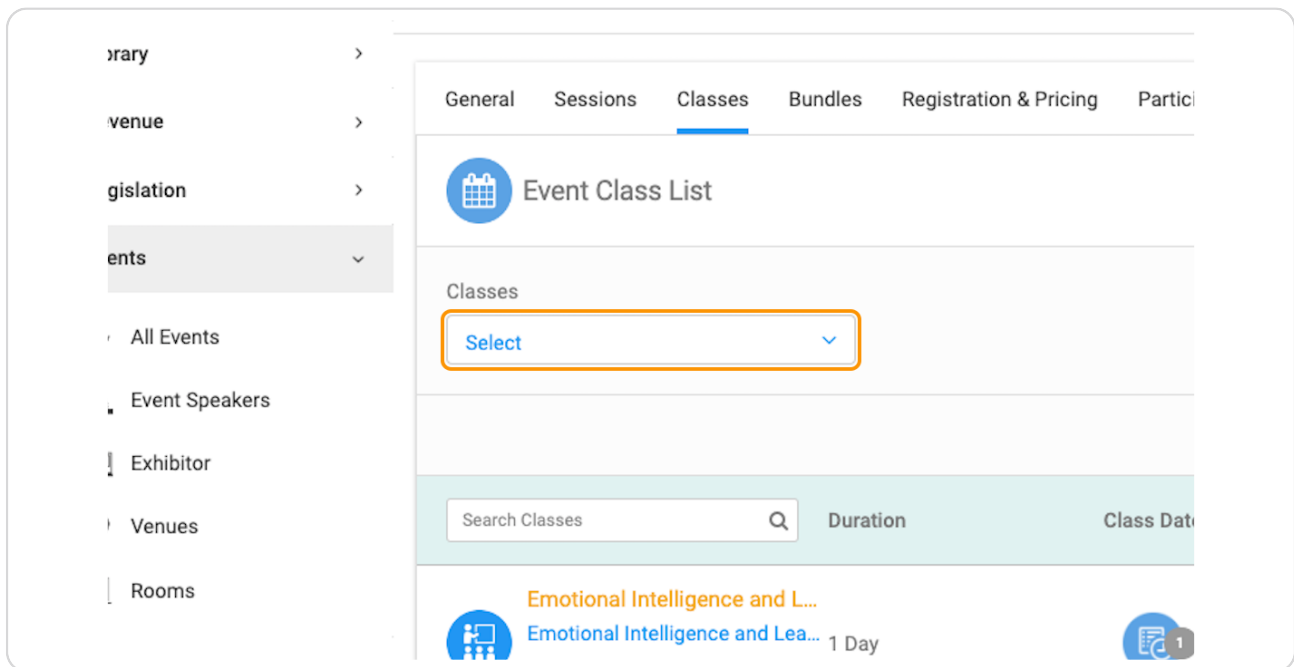
STEP 32

Click on Add Existing Class



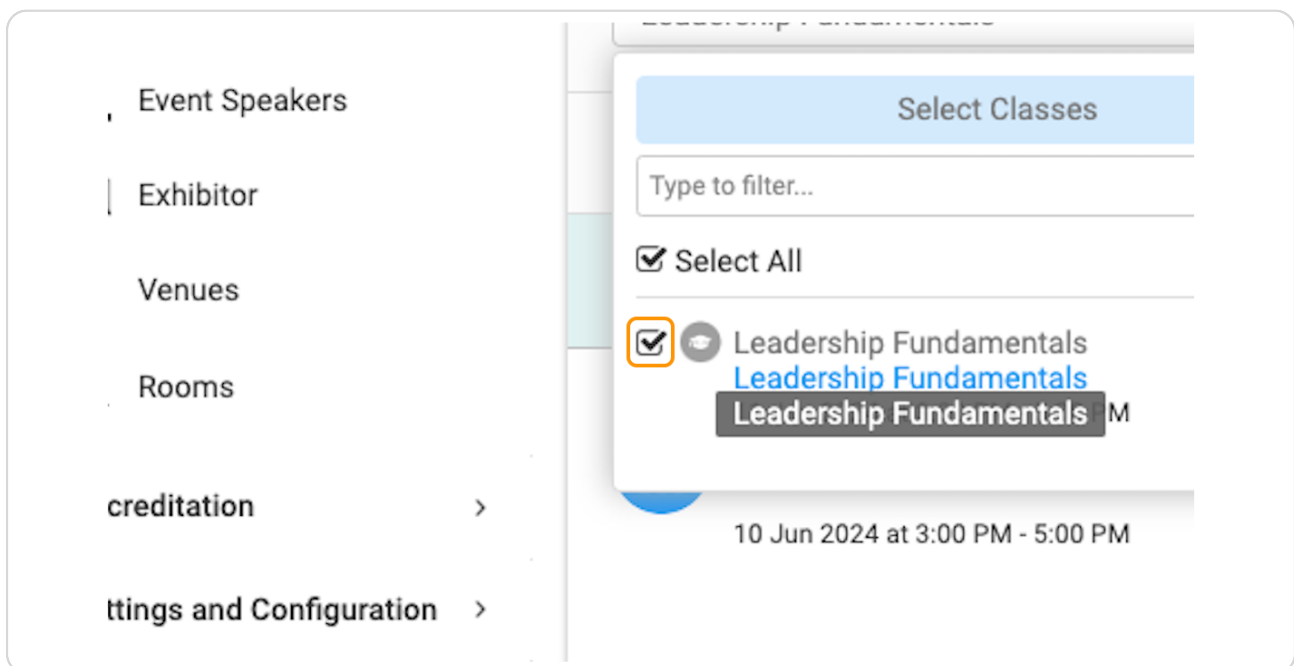
STEP 33

Click on Classes and select from the list



STEP 34

Click on Classes and select from the list



STEP 35

Click on Classes and select from the list

Principal Leadership Summer Conference

Event Type: Summer Conference

No Tags

Event Class List

Page [1/1] 10 of 1 Records

Classes

Leadership Fundamentals

Select Classes

Type to filter...

Select All Clear All

Leadership Fundamentals
11 Jun 2024 at 3:00 PM - 5:00 PM

10 Jun 2024 at 3:00 PM - 5:00 PM

Class Dates Instructors Attendees Status Credit Types Tags

Setup 1 Credit Types

STEP 36

Click on Save

Attendees Status Credit Types Tags

Setup 1 Credit Types

Close Save

STEP 37

You have added an existing class.

The screenshot displays the 'Event Class List' interface. At the top right, a notification states 'Registration begins at 04/01/2024 12:00 AM'. The navigation menu includes 'General', 'Sessions', 'Classes', 'Bundles', 'Registration & Pricing', 'Participants', 'Accounting Details', and 'Settings'. The 'Classes' tab is active, showing 'Event Class List' with an 'Add Class' button. A pagination control shows 'Page [1/1] 10 of 1 Records'. A search bar is labeled 'Search Classes'. The table below lists two classes:

Search Classes	Duration	Class Dates	Instructors	Attendees	Status	Credit Types	Tags
Leadership Fundamentals Leadership Fundamentals 11 Jun 2024 at 3:00 PM - 5:00 PM	1 Day	1		0	Setup		
Emotional Intelligence and Lea... Emotional Intelligence and Lea... 10 Jun 2024 at 3:00 PM - 5:00 PM	1 Day	1		0	Setup	1 Credit Types	

