

# RESCHEDULES

## VIDEO 1 VIDEO 2

### Scenario 1 – Session is Extended

*An additional session is added at the end of the original schedule. Participants continue for the extended time.*

#### Locate existing class

- Go to Classes > Class Admin > Gear Icon (right of class title)
- Select Class Date/Time Tab > Change Class End Date to Extended One Week
- Save

### Scenario 2 – New Selected day

*A make-up session is scheduled on a specific day outside the original schedule.*

#### Locate existing class

- Go to classes > class admin > click on the title of the class > clone class
- Select the Class Date/Time Tab > Set Start + End Date to the desired make-up class date
- Go to Reg Slot/Instructors tab > Adjust desired class time
- Change closed for registration date to match the End Date
- Remove the payment plan charge items by clicking the X below the Actions column in the Payment Plan
- Save
- Click the Green Assign Button > Mass Enroll all registrants from the original class

#### PRO TIP: notify class of rescheduled date

- Select the Registration tab > Select Desired Members > Actions > Communicate > Send Note.