## How to Make and Manage Classes

1.) After logging into the Modx dashboard, click the arrow next to **Training** (Green Box) to display its children, and click on **Course Catalog**. (Red Box)



2.) Select a course to add or manage classes for by clicking the **Edit** button (Green Box) of the course you want.



3.) Click on the **Template Variables** top tab (Green Box) and then click on the **Training** side tab (Red Box) to reach the classes related fields.

Document	ocument Template		Variables Settings	
Hero		Enrolln	nent Limit	М
Training		3		
Card		Upcoming Classes		I
Introduction	Section	Add	Class	
		Start		

4.) From here you will encounter the one important field that will determine whether a class will still be advertised before its start date: the **Enrollment Limit**.

E	nrollment Limit	Maximum number of people allowed to enroll in class. A value of 0 means no limit
Training	3	

This determines the maximum limit of how many people can enroll for classes on this course. It is set to a default of 0 when the page is created, which will tell the system that there is no limit in how many people can enroll in the class. The role of this field will be further explained in **step 6**.

5.) To add a class, click the Add Class button (Red Box). To edit a class, either click the gear icon button (Green Box) for the respective class, or right click on it to open the side menu and click Edit. For both adding or editing classes, a new pop-up window should appear.

	Enrollment Limit Maxi	mum number of people allowed to	enroll in class. A value of 0 means n	o limit			
Training	3						
Card	Upcoming Classes Must be ordered with earliest at the top and the latest at the bottom. If none or entered or are past, then "TBD" will display instead. Add Class						
Introduction Section							
Course Information	Start	End	Course Price	Lodging Price	Currently Enrolled		
Section	01/29/2024	02/09/2024	5,754	2,500		۰	
Lodging	04/01/2024	04/12/2024	5,754	2,500		•	
	06/17/2024	06/28/2024	5,754	2,500		•	
	10/28/2024	11/08/2024	5,754	2,500		۵	
	04/01/2025	04/12/2025	5,754	2,500		٥	

6.) In this pop-up you will manage or create the class. The **Date: Start** and **Date: End** fields are not connected, so if you enter 09/17/2024 into the **Date: Start** field, the **Date: End** field will still be on the default of today's date. This is important to keep in mind when you are adding classes for the next year, especially since this controls the date and day length display for the classes on the site. So always double check that you have the correct dates.

Enrollment Limit	Maximum number of people allowed to enroll in class. A value of 0 means no limit	
	Upcoming Classes	~ [] ×
Date: Start		
Ö		
Date: End		
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Course Price (No \$ needed)		
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Loaging Price (No S needed)	re amount dadea to the base price for lodging	
Class Status Change		
Eull		
Currently Enrolled		
0		

Now the two fields that control whether a class displays before the date entered in **Date: Start** field, are the **Class Status Change** (Red Box) and **Currently Enrolled** (Green Box). The **Class Status Change** field is the main method for controlling whether a class shows, since if it is checked as Full, then the class will no longer show on the site. The **Currently Enrolled** field is where the number of people who registered for the class via the site is stored. You can manually change this number in the pop-up.

Basically, every time someone successfully registers for a class, it adds one to the **Currently Enrolled** amount for that class. And when that amount reaches the **Enrollment Limit**'s set amount, then the class will be checked as Full in the **Class Status Change** field, and no longer show as a registration option on the site. Additionally, the **Currently Enrolled** field will be reset to 0.

Now in order for all of these class additions and/or changes to apply, you need to first click the **Save and Close** button in the Blue Box. Then you need to click the green **Save** button in the top left corner, in a red box as shown below:

