




INDITION COMMERCE

# Indition Classes

Complete User Manual — Class Catalog, Sessions, Scheduled Classes,  
Participants, Notifications, Messaging & Storefront Widgets

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# 1. Introduction & Core Concepts

**Indition Classes** (the Education module) is the back-office workspace for selling and running **classes** — scheduled, seat-limited events such as workshops, courses and lessons. From here you build a catalogue of classes, schedule their sessions, track who has registered, communicate with participants by email and text, and present everything attractively on the public website. This manual is written so a new team member can read it cover to cover and operate every feature confidently — no technical background assumed.

## 1.1 What the module manages

- **Classes** — the courses, workshops and lessons you offer, each with its schedule, location, price and seat capacity.
- **Sessions** — the individual meetings of a class; a class can run as a single session or as a series.
- **Scheduled Classes** — the operational view of every upcoming class, its seat availability and its participants.
- **Participants** — the people registered for a class, drawn from the orders that booked them.
- **Notifications** — the email and SMS messages sent to participants, both manually and on an automatic reminder schedule.
- **Storefront widgets** — the content blocks that show classes to shoppers (listings, detail pages, calendars, session agendas and more).

## 1.2 How classes work

A **class** is a special kind of product — an *Education* product — so it lives alongside your other products and uses the same familiar tools for images, pricing and categories. What makes a class different is that it is a **scheduled, seat-limited event**: it has dates, times, a location and a fixed number of seats.

Each class is built from two levels:

Level	What it is
<b>Class</b> (the product)	The overall offering — e.g. "Introduction to Woodworking" — with its name, description, images and attributes.
<b>Session</b> (a sub-product)	A specific scheduled instance with its own date, time, location, price and seat count. A shopper books a particular session.

## 1.3 Single-session vs. multi-session classes

- A **single-session class** meets once. The date, time and location live on the session itself.
- A **multi-session class** meets several times in a planned sequence (for example four Tuesday evenings, or a lab day followed by a presentation day). Its full schedule is recorded on the session as a list of meetings — the **Additional Sessions** — each with its own **label** (optional), **date, start** and **end time** (with time zone) and **location**. The storefront uses this list as the definitive schedule.

When every meeting is at the same place, the location can be hidden on the storefront to keep things tidy; when meetings are at different places, the location is always shown so attendees know where to go.

## 1.4 Participants, seats & orders

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Classes use **seat-based availability**. Each session has a number of **seats**; the system tracks **booked** and **available** seats as orders come in. When a customer buys a class they choose a session and how many seats they need, and they become **participants**. Each booking carries the participants' details (name, email, phone), which staff can view and edit, and which drive who receives notifications.

## 1.5 The admin menu at a glance

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The **Classes** menu is organised into two groups — first the catalogue building blocks, then the day-to-day operations:

Group	Menu item	What it opens	Chapter
Setup	Attribute Groups	Groups of descriptive fields for classes	2.1
	Attributes	The individual descriptive values	2.1
	Categories	Navigation folders for classes	2.2
	Collections	Curated groupings of classes	2.3
Classes	Pages	Website pages for classes (CMS)	2.4
	Classes	Create & manage class products	3
	Scheduled Classes	Upcoming classes, seats & participants	4
	Messaging Settings	Notification defaults & reminders	6

## 1.6 Permissions, time zone & conventions

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- These screens are part of the platform admin and require the appropriate administrator access.
- All dates and times follow the **store/database time zone**, not your browser's. Session times also carry their own time-zone label.
- Lists support sorting, column filtering, page-size selection (50 / 100 / 250 / 500 / 1000) and export. Toggles update in place; significant actions confirm first.
- Each list shows a helpful empty state with a **Clear Filters** option when a filter hides everything.

## 2. Setting Up the Class Catalog

Before you publish classes it helps to set up the building blocks that describe and organise them. These four **Setup** screens are the standard product tools, scoped so they affect only classes (Education products).

### 2.1 Attribute Groups & Attributes

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**Attributes** are the descriptive facts about a class — for example *Difficulty* (Beginner / Intermediate / Advanced), *Materials Included*, *Age Range* or *Prerequisites*. **Attribute Groups** gather related attributes together so they display and filter neatly. Define the groups and attributes you need first; you then apply them to each class as you create it, and they can be shown on the storefront with the Class Attributes widget (Chapter 7).

### 2.2 Categories

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**Categories** are the navigation folders shoppers browse — for example *Woodworking*, *Painting*, *Cooking*. Assign each class to the categories it belongs in so it appears in the right place on the site.

### 2.3 Collections

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**Collections** are curated, themed groupings you assemble by hand — for example *Summer Intensives* or *Gift-Ready Classes*. A class can appear in several collections, and collections are ideal for promotional landing pages.

### 2.4 Class Pages

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The **Pages** item opens the website's page manager (the content-management system) filtered to your class pages. Here you build the public pages that present classes — placing the storefront widgets from Chapter 7 (listings, detail, calendars, agendas) alongside your own text and images. Managing pages themselves is covered in the *Indition Content Management* manual; for classes you simply need to know this is where class pages are built.

## 3. Creating & Managing Classes

The **Classes** menu item opens your class catalogue — the list of Education products. From here you create a new class and manage its sessions, price, seats and schedule. Because a class is a product, you get all the usual product features (images, description, categories, collections, attributes) plus the class-specific scheduling described below.

### 3.1 A class and its sessions

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Create the class first — its name, description, images and attributes — then add one or more **sessions** to it. Each session is what a shopper actually books, so each carries its own schedule, price and seat count. A class with one session is a single-session class; a class with several is offered as separate dates a shopper can choose between.

### 3.2 Seats, price, date, time & location

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For each session you set:

Setting	What it controls
Seats	How many people can register (the capacity). The system counts bookings against this to show available seats.
Price	What a shopper pays per seat.
Date & time	When the session meets (start and end), in the store time zone.
Location	Where it meets — a physical venue or a virtual/online session.

### 3.3 Single-session classes

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For a class that meets once, simply set the date, time, location, seats and price on its session. Nothing further is needed — the storefront shows the single date and an **Add to Cart** for that session.

### 3.4 Multi-session classes

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For a class that runs over several meetings, record the full schedule on the session using **Additional Sessions** — an ordered list of meetings. For each meeting you provide:

- **Label** (optional) — a friendly name such as “Intro & Safety” or “Final Review”.
- **Date**.
- **Start time** and **End time**, each with their **time zone**.
- **Location** — which may differ from meeting to meeting.

This list becomes the class’s definitive schedule on the storefront: the Class Detail, Class Calendar and Class Sessions widgets all read from it (Chapter 7), showing “Session 1 of 3”, session labels, and per-meeting locations.

The shopper books the class once and is registered for the whole series — the additional sessions describe the

schedule, they are not booked separately.

## 3.5 Class documents & images

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A class can carry **documents** (a syllabus, a materials list, a handout) and **images**. Documents you mark for public download can be presented on the class page with the Class Documents widget, and they can be attached to class notifications (Chapters 5–6). Images feed the class gallery on the storefront.

## 4. Scheduled Classes

Open **Scheduled Classes** for the operational view of every class — when it runs, how many seats are left, and who has registered. This is your day-to-day workspace for managing enrolment and reaching participants.

### 4.1 The Scheduled Classes list

Column	Shows
(checkbox)	Select rows.
Name	The class name; click to view its participants.
Location	Where the class is held.
Date / Time	When the class runs.
Number of Seats	Total capacity.
Number of Seats Booked	How many are reserved.
Number of Seats Available	How many remain.
Status	Active or inactive.
Actions	Download Details, View Participants, Edit (see 4.2).

Filter by **Name**, **Location**, a **Date** range, **Time** and **Status**. Columns sort, and the **Page Size** selector controls how many rows show.

### 4.2 Row actions & exports

- **Download Details** — downloads an Excel file for that class with its summary and a full participant list.
- **View Participants** — opens the participants page for the class (4.3).
- **Edit** — opens the class for editing in the product catalogue.
- **Export** (page Actions menu) — downloads the whole filtered list of classes (name, location, date, time, seat counts, status).

### 4.3 Viewing participants

**View Participants** opens a page headed by a class summary (name, location, date, time, seats booked and remaining) with an **Edit Class** button, followed by the participants grid:

Column	Shows
Customer Name	The booking customer (linked to their record).
Email / Phone	The customer's contact details.
Order Number	The order that made the booking (linked).
Reserved Seats	How many seats this booking holds.
Participants	The named attendees on the booking (name, email, phone each).
Date Of Purchase	When the booking was made.
Actions	Send Notification, Edit Participants.

An **Export** on this page downloads the participant list. Use the row checkboxes to act on a selection.

## 4.4 Editing participant details

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The **Edit Participants** action opens a window with one panel per reserved seat — *Participant 1*, *Participant 2*, and so on — each with **First Name**, **Last Name**, **Email** and **Phone**. This is how you correct or complete attendee details (for example when a customer books several seats for colleagues). Click **Save** to apply, or **Cancel** to discard.

## 5. Sending Class Notifications

You can send participants an **email**, a **text message (SMS)**, or both — for reminders, changes, or follow-ups — straight from the participants page. Messages can be personalised and can carry attachments.

### 5.1 Opening the Send Notification window

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From the participants page (4.3), use **Send Notification** on a single booking's row, or select several rows and use **Send Notification To Selected Participants** at the top. With nothing selected, the top action sends to **everyone** registered for the class.

### 5.2 Email & SMS, subject & message

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- **Send Email** and **Send SMS** — YES/NO switches. Turn on whichever channels you want; at least one is required.
- **Subject** — the email subject (required when Send Email is on).
- **Message** — the message body (always required).
- **Email Template** — optionally choose a saved email template as the styled frame for the email.

The **Send** button stays disabled until at least one channel is on, the message has text, and — if email is on — the subject is filled in.

### 5.3 Personalization tokens

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Use the **Add Personalization** menu to drop in placeholders that are filled per recipient when the message is sent. Available tokens include the participant's **First Name**, **Last Name**, **Email** and **Phone**; the **Class Name**, **Location** and **Start Time**; the **Store Name**, **Email** and **Phone**; and — for emails — **Document Links** and **Future Sessions**.

### 5.4 Attachments

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For emails you can attach files via **Add Attachments**. In the attachments window you can **drag a document to upload** or **click to browse**, and — where class documents already exist — **Select Existing Documents** to pick from them. Selected files are listed and can be removed before sending. The **Attach Class Documents** switch automatically includes the class's own documents.

### 5.5 Preview & recipients

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**Preview** renders the email exactly as a recipient will see it — you can pick a class for context and a send date/time, and expand to full screen. Recipients are worked out automatically from the participants' emails and phones and the booking customer's contact details, scoped to the booking, your selection, or the whole class as described in 5.1.

## 6. Messaging Settings

**Messaging Settings** is where you set the *defaults* for all class notifications — who they come from, how they read, what they attach — and where you schedule automatic reminders before a class starts. Setting this up well means most communication happens consistently and automatically.

### 6.1 Enabling notifications

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The screen shows whether class notifications are currently on or off, with an **Enable Notifications / Disable Notifications** action. Once enabled, you get **Edit Settings**, **Preview** and **Manage Notification Schedule** actions, and a summary of the current settings and reminder schedule.

### 6.2 Default email settings

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Field	What it sets
<b>Email From Name</b> (required)	The sender name participants see.
<b>Email From Address</b> (required)	The sending address.
<b>Email BCC Address</b>	An optional address blind-copied on every notification.
<b>Email Reply-To Address</b>	Where replies are directed.
<b>Email Subject</b> (required)	The default subject (supports personalization tokens).
<b>Email Template To Use</b>	An optional saved template as the email's styled frame.

### 6.3 Default messages

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- **Default Email Message** — written in a rich-text editor, with the full set of personalization tokens (including Document Links and Future Sessions).
- **Enable SMS** — a switch; when on, a **Default SMS Message** field appears (required) for the text-message version.

### 6.4 Default attachments

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Use **Add Attachments** to set documents that ride along with every class email — uploaded files or existing class documents, exactly like the send-time attachments in 5.4. (You must save the settings once before adding attachments.) An **Attach Class Documents** switch can include each class's own documents automatically.

### 6.5 The notification schedule

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**Manage Notification Schedule** sets the automatic reminders sent before a class starts. Each row reads “*[N] days [N] hours before class starts*”; use **Add Notification Time** to add more rows (for example a reminder 7 days before and again 2 hours before). Save to apply. The configured times appear in the **Notification Schedule** summary on the settings page.

Reminders use the defaults from this screen and respect the platform's send-history checks, so participants aren't messaged twice for the same reminder.

## 6.6 Preview

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**Preview** shows the default email as a recipient will see it — choose a class for context and a send date/time, and the subject and rendered email are displayed (with a full-screen option).

# 7. Storefront Widgets

These content blocks present classes on the public website. You place them on class pages (2.4) and configure how each looks. The table summarises each; the notes below cover the most important options.

Widget	What it shows on the site
<b>Class Listing</b>	A browsable grid of classes (paginated), with image, name, price and key details — for a category, collection or “all classes” page.
<b>Class Detail</b>	The full page for one class: description, attributes, gallery, the session selector, availability and <b>Add to Cart</b> .
<b>Class Calendar</b>	Upcoming sessions as a monthly <b>calendar</b> or a chronological <b>list</b> , with dates, times, seats and location.
<b>Class Sessions</b>	A standalone agenda block listing every meeting of a multi-session class.
<b>Class Documents</b>	Downloadable class documents (syllabus, handouts), shown as a <b>list</b> or as <b>buttons</b> .
<b>Class Detail Gallery</b>	An image gallery for the class.
<b>Class Related Products</b>	Related items — materials, kits or complementary classes — to cross-sell.
<b>Class Attributes</b>	Selected attribute groups (difficulty, materials, prerequisites) with optional images and descriptions.
<b>Class Additional Content</b>	Extra custom content blocks from the class (objectives, instructor bio, FAQ).

## Showing sessions on the Class Detail page

The Class Detail widget has three session options:

- **Show Sessions** — displays the session breakdown beneath the session selector. (Available only when the class actually carries a session schedule.)
- **Include Original Class in Sessions** — when off, the first meeting is omitted from the list while the numbering is preserved.
- **Display Session Location** — when off, the location is shown only if meetings are at different places; when meetings differ, it is always shown.

## The Class Sessions agenda

The Class Sessions widget publishes a class’s full agenda as its own block — useful on a CMS page separate from the standard detail layout. For a single-session class it shows nothing. For a multi-session class it heads the block with “*This class is split into several sessions.*” (which you can change) and lists each meeting’s number, label, date, start and end times, and location. It offers the same **Include Original Class Information** and **Display Session Location** options.

## The Class Calendar

The calendar shows each session as its own entry. Multi-session classes read “Session 1 of 3” (or “Session: *label* (1 of 3)” when a label exists), with seats and location alongside. Choose the calendar or list view to suit the page.

## 8. Checkout & the Split Cart

Shoppers can add classes and ordinary products to a single cart and check out once. Behind the scenes the system uses **split-cart** handling so each kind of item is processed correctly.

Items are partitioned by **delivery method** and **event location**:

- **In-person classes** are grouped by their venue and use the class location's address — no shipping address is needed from the shopper.
- **Virtual classes** need no physical delivery — access details go to the participant.
- **Physical products** ship to the customer's normal shipping address.

The customer experiences one smooth checkout — a single cart, total and payment — while the order is correctly separated for fulfilment. For example, two in-person classes at different venues plus a supplies kit become one payment but three correctly-routed fulfilment paths.

This happens automatically; there is nothing staff need to configure for the split itself beyond setting each session's location and delivery method correctly (Chapter 3).

# 9. Appendix: Glossary & Token Reference

## 9.1 Glossary

Term	Meaning
Class	A scheduled, seat-limited event sold as an Education product (a course, workshop or lesson).
Session	A specific scheduled instance of a class — what a shopper books. Carries its own date, time, location, price and seats.
Single-session class	A class that meets once.
Multi-session class	A class that meets several times; its schedule is the list of Additional Sessions.
Additional Sessions	The ordered list of meetings (label, date, start/end time + time zone, location) that defines a multi-session class's schedule.
Seats	A session's capacity; the system tracks booked and available seats.
Participant	A registered attendee, captured on the booking (name, email, phone).
Scheduled Classes	The admin view of upcoming classes, seat availability and participants.
Notification	An email and/or SMS sent to participants, manually or on a reminder schedule.
Messaging Settings	The defaults (sender, message, attachments) and reminder schedule for class notifications.
Split cart	Automatic partitioning of a cart by delivery method and event location at checkout.
Attribute / Attribute Group	A descriptive fact about a class, and the grouping that organises such facts.
Category / Collection	A navigation folder for classes / a curated, themed grouping of classes.

## 9.2 Personalization tokens

Tokens are filled in per recipient when a message is sent. By context:

Context	Available tokens
Subject & SMS	Store Name, Store Email, Store Phone, Class Name, Class Location, Class Start Time, Participant First Name, Participant Last Name, Participant Email, Participant Phone.
Email body	All of the above, plus <b>Document Links</b> and <b>Future Sessions</b> .

End of manual. Indition Classes — Education module v5.2.8.3.