

## 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.