

# Class Form

## Add type of class/service:

Place "x" to the left of type:

<input type="checkbox"/>	Appointment
<input type="checkbox"/>	One-time Event (eg. Webinars, workshops, in-person events, a class over a duration of time)
<input type="checkbox"/>	Repeating Event

## Image of marketing poster:

Please add PDF or JPG to your email as attachment. Send to [mariaharrisonedge@gmail.com](mailto:mariaharrisonedge@gmail.com)

## Class:

<b>Class Name (required):</b>		<b>Class Duration (required):</b>	
		Hour(s)	Minutes
<b>Category for Class:</b> (Place "x" to the left of category)		<b>Description of class:</b>	
<input type="checkbox"/>	Child		
<input type="checkbox"/>	Adult		
<input type="checkbox"/>	Other:		

## Pricing:

<b>Pricing type (required):</b> (Place "x" to the left of Price type)		<b>Accept payments (required):</b> (Place "x" to the left of Accept payments)	
<input type="checkbox"/>	Free	<input type="checkbox"/>	Require Full Payment
<input type="checkbox"/>	Amount \$	<input type="checkbox"/>	Require Deposit
<input type="checkbox"/>	Custom	<input type="checkbox"/>	Offline

## Service Location

## Staff Member:

<b>Location (required):</b> (Place "x" to the left of Location)		<b>Teacher's name (required):</b>	
<input type="checkbox"/>	Online/Virtual		
<input type="checkbox"/>	The Hub		
<input type="checkbox"/>	Other:		

<b>URL:</b> (required if Online/Virtual, Place "x" to the left of URL style)			
<input type="checkbox"/>	Zoom Meeting details	<input type="checkbox"/>	Other: (eg: Google hangouts)
Notes: (175 characters) eg. Meeting id, PIN, Etc.			

## Participants:

<b>Total Capacity (required):</b> (Maximum 300)	<input type="text"/>
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## Schedule:

<b>Start Date (required):</b>	<input type="text"/>
<b>Start Time (required):</b>	<input type="text"/>

## Scheduling Options:

<b>Require customers to book in advance:</b>					
<input type="checkbox"/>	No	<input type="checkbox"/>	Yes		
<input type="checkbox"/>	Days	<input type="text"/>	hours	<input type="text"/>	minutes