

## Updating class content in Quattro

1. Changes will update to website immediately
2. In Menu Search -> Registration master
3. Type in the class number

Below are the parts of Registration Master that you need to know if you want to update content. *Please do not adjust anything else (or let System Admin know)*

### 1. Class tab

- a. Begin and End Dates – Date the class begins and ends
- b. Enrollment Min and Max Registrants (If it's an adult class leave Max Age Blank)
- c. Age Min and Max(Full Years Only)
  - i. If age range includes months, round down for minimum and round up for maximum. You change age range further down.
- d. Room – Room class takes place
- e. Status – Open, Close, or Cancelled(Waitlist will auto activate when cap is reached)

### 2. Fee Tab

- a. Price for each member category. Be sure to update all 3 categories
  - i. 14Y Member Price
  - ii. Non Member Price
  - iii. MCC Member Price <- *do not forget or MCC Members who want to take 14Y Programming cannot register*
- b. Registration Start and End Dates for each member category – if you want to change the time someone can start.

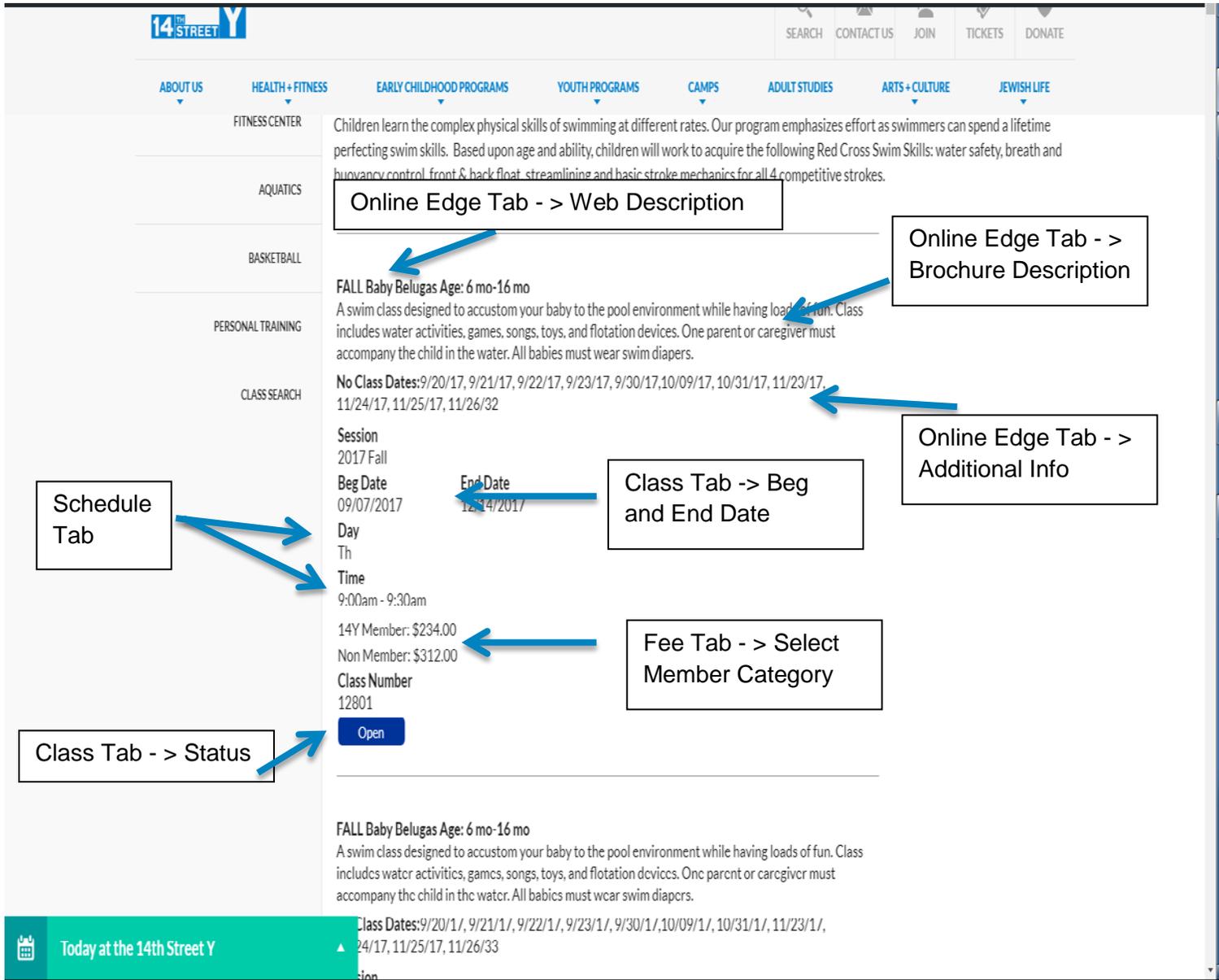
### 3. Schedule tab

- a. Change day and time class takes place. *Cannot have same day with 2 times*

### 4. Online Edge tab

- a. Web Description – Class Title. You can add HTML if you want
  - i. For parenting classes, this is where you want to include age range
- b. Brochure Text – Class Description. You can add HTML if you want
- c. Additional Information – No Class Dates. use MM/DD formant
- d. Online Display – Show or hide your classes on the website
  - i. 3 Levels
    1. Show and Allow Reg – Allows anyone to register online
    2. Show only – Will only display class info(Staff can still register in Quattro)
    3. Do not show – Hides Class on the website(Staff can still register in Quattro)
- e. Program Director Email – sends a notification to listed staff member that someone has registered online.

Below is a Screenshot of a class listing and how registration master pushes content to page based on your changes:



**14<sup>th</sup> STREET Y**

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FITNESS CENTER  
AQUATICS  
BASKETBALL  
PERSONAL TRAINING  
CLASS SEARCH

Children learn the complex physical skills of swimming at different rates. Our program emphasizes effort as swimmers can spend a lifetime perfecting swim skills. Based upon age and ability, children will work to acquire the following Red Cross Swim Skills: water safety, breath and buoyancy control, front & back float, streamline and basic stroke mechanics for all 4 competitive strokes.

**Online Edge Tab -> Web Description**

**Online Edge Tab -> Brochure Description**

**Online Edge Tab -> Additional Info**

**Class Tab -> Beg and End Date**

**Fee Tab -> Select Member Category**

**Class Tab -> Status**

**Schedule Tab**

**FALL Baby Belugas Age: 6 mo-16 mo**  
A swim class designed to accustom your baby to the pool environment while having loads of fun. Class includes water activities, games, songs, toys, and flotation devices. One parent or caregiver must accompany the child in the water. All babies must wear swim diapers.

**No Class Dates:** 9/20/17, 9/21/17, 9/22/17, 9/23/17, 9/30/17, 10/09/17, 10/31/17, 11/23/17, 11/24/17, 11/25/17, 11/26/17

Session  
2017 Fall

**Beg Date**  
09/07/2017

**End Date**  
12/14/2017

Day  
Th

Time  
9:00am - 9:30am

14Y Member: \$234.00  
Non Member: \$312.00

Class Number  
12801

**Open**

**FALL Baby Belugas Age: 6 mo-16 mo**  
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**Today at the 14th Street Y**