

**Table of Contents:** hold 'ctrl' and click on the relevant title below to jump to the desired section in the document

p. 1 Login	p. 3 Create Session(s)	p. 6 View by Season
p. 1 Copying a Class	p. 4 Delete a Session	p. 6 Exporting Classes
p. 1 Create a New Class	p. 6 Delete a Class	

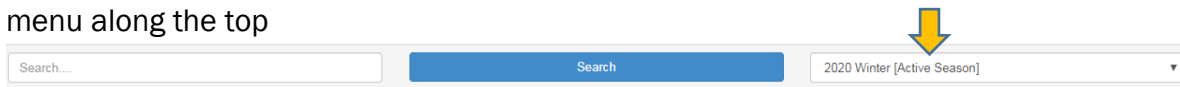
## Login

- **Visit:** <https://apps.newportbeachca.gov/RSSApp/Account/Login>
- **Login:** instructor email address
- **Password:** password1

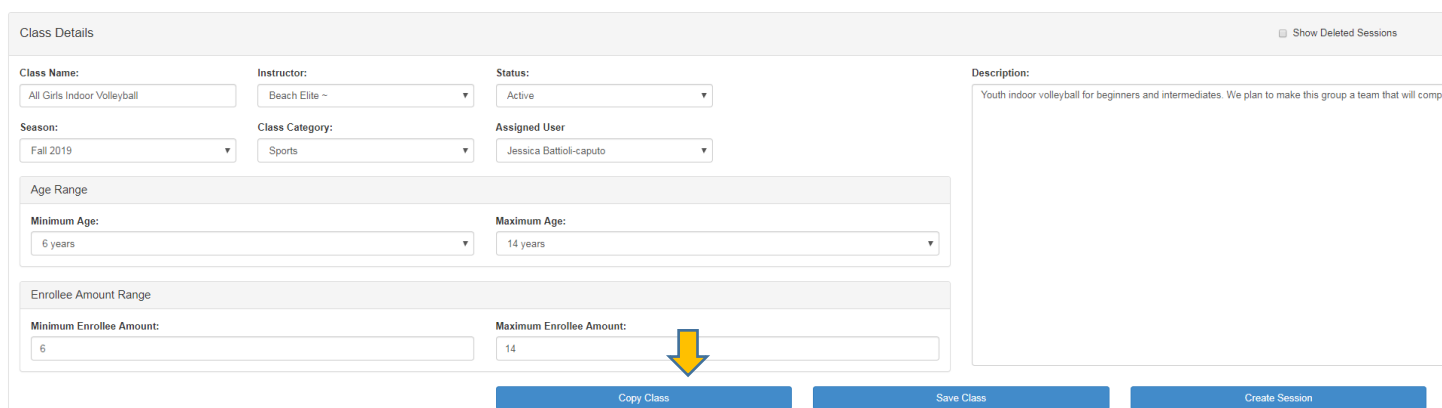
## Copying a Class from Previous Season(s)- Same class in a new season

This will allow you to copy the class from a previous season and use for a different season or age group.

1. Pull up the season you would like to copy classes from by selecting that season from the drop down menu along the top



2. Select the title of the class you would like to copy
3. Click **Copy Class**



4. Fill/update new info as needed and click **Save** (make sure season is set to current)
5. Once you **Save**, the copied sessions will pop up below the class information. Click on a **Session ID** to update dates (or other information as needed).
6. If you need to add more sessions, click **Create Session**
7. Fill in info and click **Save**. *(Save is the equivalent of "submit")*
8. Click **Back to Class**
9. You will see a list of the new sessions. If you click on **Back to Dashboard**, it will take you back to the home screen. **Any classes visible in your dashboard are now considered submitted and can be seen by City staff.**

## Create a New Class

1. Click on **Create a Class**
2. Fill in all **Class Details** (Class names, instructor, ages, min./max., etc.)

## Create New Class

Class Details  Show Deleted Sessions [Back to Dashboard](#)

**Class Name:**  **Instructor:**  **Status:**

**Season:**  **Class Category:**

**Age Range**

**Minimum Age:**  **Maximum Age:**

**Enrollee Amount Range**

**Minimum Enrollee Amount:**  **Maximum Enrollee Amount:**

**Description:**

Session ID	Session Name	Session Bullet Points	Location	Session Start Date	Session End Date
------------	--------------	-----------------------	----------	--------------------	------------------

## a. Note:

- i. In the **Description** box, please describe your class in approximately 50 words or less. Do not include prerequisites, materials needed, material fees, no class dates, etc.- those will be captured in the bullet points under **Sessions**.
  - ii. Class titles should be no more than 40 characters
3. Click on **Save Class** once complete
  4. Click on **Create Session** that appears in the middle of the page.
  5. Fill in specific info of the session. Once complete click **Save** at the bottom of the page.
    - a. Note: Session subtitles are *optional*. They can be used to designate different themes, levels of a class that uses the same/similar description, or to provide a Drop-in option.
  6. Then click on **Back to Class**
  7. Once complete, click on **Back to Dashboard**

## [Create Session\(s\)](#)

This will allow you to duplicate a class with the same description and age group.

1. After initially creating the class you will click on **Create Session**.

RSS Class Manager Dashboard Welcome Challenger sports! Log off

Class Details  Show Deleted Sessions [Back to Dashboard](#)

**Class Name:** TinyTykes **Instructor:** Challenger **Status:** Active

**Season:** Spring **Class Category:** Sports

**Age Range**

**Minimum Age:** 2 years **Maximum Age:** 3 years

**Enrollee Amount Range**

**Minimum Enrollee Amount:** 6 **Maximum Enrollee Amount:** 24

**Description:**  
TinyTykes is an exciting program that teaches basic soccer skills while focusing on motor skill development, balance, coordination, concentration, listening skills and teamwork of players ages 2-5. Coaches will take your young player on a journey to imaginary destinations of dinosaurs, princesses, dragons, and more; through soccer, music, storytelling, and games.

[Copy Class](#) [Save Class](#) [Create Session](#)

Session ID	Session Name	Session Bullet Points	Location	Session Start Date	Session End Date
161		A \$15 material fee is due to the instructor on the first day. Registration for first time students includes: official jersey, shorts, and soccer ball! Registration returning students includes a choice of: Lenny the lion stuffed animal, backpack or inflatable soccer goals.	Community Youth Center	4/15/2019 2:00:00 PM	5/20/2019 2:45:00 PM

2. Fill in new class session information and click **Save**.

RSS Class Manager Admin Panel Register New User Dashboard Welcome Moly! Log off

Session Details

**Session Subtitle:**  **Location:** Please select Location  **Start Date:**  **End Date:**

**Status:** Active  **Start Time:**  **End Time:**

**Fee Per Day:**  **Fee For Class:**

**Total all days +\$5 admin fee**  **Total class fee +\$5 admin fee**

**Days of the Week**

Monday:  Tuesday:  Wednesday:  Thursday:  Friday:  Saturday:  Sunday:

**No Class Dates:**

**Session Bullet Point:**

[Back to Class](#) [Save](#)

3. After saving, click **Back to Class**.

a. Notes:

- Session subtitles are optional [not required or encouraged unless necessary]. They are used to designate different themes, levels of a class that uses the same/similar description, or to provide a Drop-in option.
- Instructors/staff are able to enter fee per day OR fee per class. For example, if a daily class fee includes decimals and you have a whole number you would like to advertise your class as, only use “fee per class”
  - **Total all days +\$5 admin fee:** Advertised fee based on fee per day times number of days plus \$5 admin fee. Total class fee based on the fee per day plus \$5 admin fee. Will auto-populate once saved, but does not account for no class days.
  - **Total class fee +\$5 admin fee:** Advertised fee based on desired whole number plus \$5 admin fee. Will auto-populate once saved.

## Delete a Session

1. Click on the desired class from the dashboard.
2. Click on the **Session ID** below.

Class Details  Show Deleted Sessions [Back to Dashboard](#)

**Class Name:** Beginning Pickleball with Mel **Instructor:** Melanie Wheatley **Status:** Active

**Season:** Spring Season 2019 (Act) **Class Category:** Pickleball

**Age Range**

**Minimum Age:** Adults **Maximum Age:** Adults

**Enrollee Amount Range**

**Minimum Enrollee Amount:** 4 **Maximum Enrollee Amount:** 8

**Description:** Basic fundamentals of the game, including serve, return of serve, volleys, dinks, 3rd shot, overheads and keeping score. The objective is to develop the basic skills and knowledge so you can enjoy playing the game.

[Copy Class](#) [Save Class](#) [Create Session](#)

Session ID	Session Name	Session Bullet Points	Location	Session Start Date	Session End Date
417			Bonita Canyon Sports Park	4/2/2019 12:00:00 PM	4/30/2019 1:00:00 PM
418			Bonita Canyon Sports Park	5/14/2019 12:00:00 PM	6/11/2019 1:00:00 PM

3. Below **Session Bullet Points**, click the blue **'Delete'** button.

Session Details

<b>Session Subtitle:</b> <input type="text"/>	<b>Location:</b> Lisa Albert Art Studio	<b>Start Date:</b> 12/11/2021	<b>End Date:</b> 1/22/2022
<b>Status:</b> Active		<b>Start Time:</b> 9:00 AM	<b>End Time:</b> 10:30 AM
		<b>Fee Per Day:</b> 45	<b>Fee For Class:</b> <input type="text"/>
		<b>Total all days +\$5 admin fee</b> 320	<b>Total class fee +\$5 admin fee</b> <input type="text"/>

Days of the Week

<b>Monday:</b>	<b>Tuesday:</b>	<b>Wednesday:</b>	<b>Thursday:</b>	<b>Friday:</b>	<b>Saturday:</b>	<b>Sunday:</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

No Class Dates:

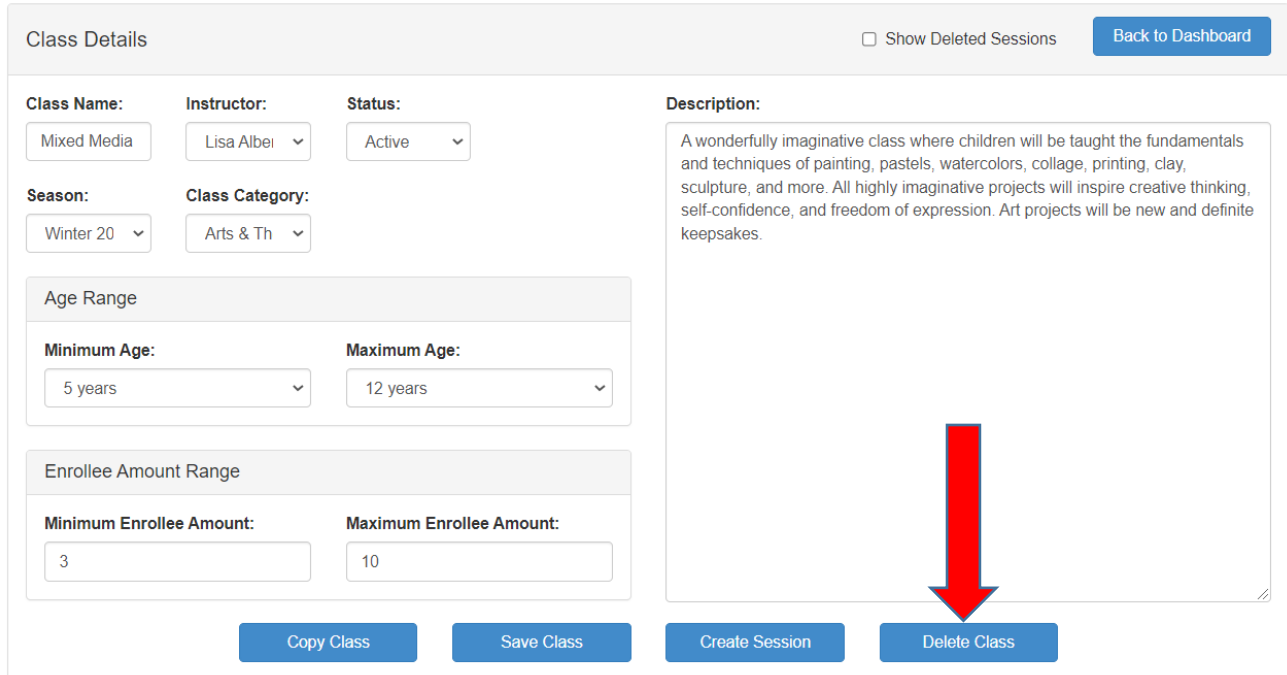
Session Bullet Point:

Additional fees: \$45 (materials)  
Attire: old clothes or smock and face mask.

4. Click **'Ok'** on the pop-up window to confirm delete and you'll be returned to the class.
5. Click on **Back to Dashboard**.

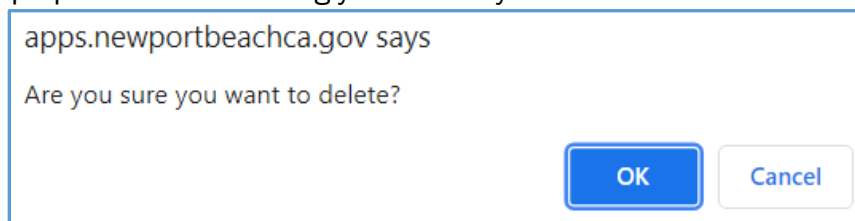
## Delete a Class

1. Click on desired class.
2. Under **Description**, click the blue 'Delete Class' button



The screenshot shows the 'Class Details' form. At the top right, there is a checkbox for 'Show Deleted Sessions' and a 'Back to Dashboard' button. The form is divided into several sections: 'Class Name' (Mixed Media), 'Instructor' (Lisa Albei), 'Status' (Active), 'Season' (Winter 20), and 'Class Category' (Arts & Th). Below these are sections for 'Age Range' (Minimum Age: 5 years, Maximum Age: 12 years) and 'Enrollee Amount Range' (Minimum Enrollee Amount: 3, Maximum Enrollee Amount: 10). A large text area for 'Description' contains the text: 'A wonderfully imaginative class where children will be taught the fundamentals and techniques of painting, pastels, watercolors, collage, printing, clay, sculpture, and more. All highly imaginative projects will inspire creative thinking, self-confidence, and freedom of expression. Art projects will be new and definite keepsakes.' At the bottom, there are four buttons: 'Copy Class', 'Save Class', 'Create Session', and 'Delete Class'. A large red arrow points directly to the 'Delete Class' button.

3. Click **Ok** on the pop-up window confirming you're sure you want to delete

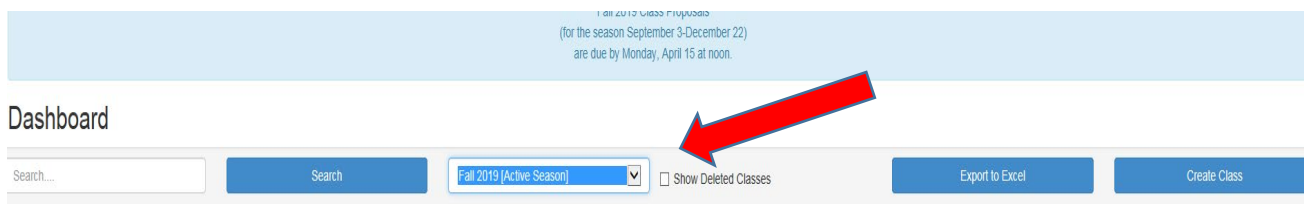


The screenshot shows a confirmation pop-up window with the text: 'apps.newportbeachca.gov says Are you sure you want to delete?'. At the bottom right, there are two buttons: 'OK' and 'Cancel'.

4. You'll be automatically returned to your Dashboard to review your remaining classes.

## View by Season

1. On the Dashboard screen, click the drop down button under the Menu Bar. You will be able to toggle back and forth between seasons.



The screenshot shows the 'Dashboard' menu bar. At the top, there is a notification: 'Fall 2019 Classes (for the season September 3-December 22) are due by Monday, April 15 at noon.' Below this, the 'Dashboard' title is visible. The menu bar contains a search input field, a 'Search' button, a dropdown menu currently showing 'Fall 2019 (Active Season)', a checkbox for 'Show Deleted Classes', an 'Export to Excel' button, and a 'Create Class' button. A large red arrow points to the dropdown menu.

## Exporting Classes

This will allow you to export classes onto excel or a word document for your records. You are able to get a list view or manipulate the data as you need.

1. On the Dashboard screen, click on **Export to Excel** or **Export to Doc**. Your relevant file will automatically download and you can click to open. You can download by season or select "All seasons" from the dropdown menu.