

# Optional Course Tabs

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## Classifications Tab

Classifications are like tags you can add to a course to help categorize it.

Press **Add Classification**, then specify the Classification Type, Classification, and (optionally) Sub Classification.

## Overview Tab

This is where you can enter descriptive text that will be displayed on the CE Web Portal or registration site.

Enter as many lines as you need; the input box will expand.

## Instructors Tab

This tab allows you to create a database of instructors. You can either create a New Contact and enter the details directly, or link to an existing contact already in your database.

You will be able to see name, organization, and notes on each instructor.

## Itinerary Tab

This is where you can set up the specific itinerary details for the course. This free-form text field can capture itinerary details such as transportation, location, dress codes, and more.

**Tip:** The itinerary details can be merged into **Merge Docs** for additional information that you can communicate to the attendee.

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