

What are the optional course tabs for in the CE module?

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How to set up your preferences under Optional Course Tabs in the CE Module:



Classifications – use like tags to help categorize courses.

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



Overview – use to add 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 – use 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 – use to 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.
