

Add Grade Levels to Events

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Adding a new grade level in events is easy.

From the [Events Systems Maintenance page](#), go to **Grade list**.

Then name the grade.

Finally, select the 'weight' you want the grade to have in a list. The lower the weight, the higher the grade will rank. Weights function in factors of 10, with the number 10 going to the first item in the list.

In the example of a K-5th grade setup, the list would look like this:

Grade	Weight
K	10
1st	20
2nd	30

To edit a grade name or weight, double click the name in the list of current grades.

Custom Fields

- **Applicable To:** All Users
- **Attachments:** No
- **Summary:** How to add a new grade level to events

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