

Creating Parent Managed Registration & Calendar Rooms

Last Modified on 01/10/2023 10:37 am EST

Parent managed classrooms allow parents to register students for a classroom and select the days the student(s) will attend. Administrators select the available days on a calendar, then parents select the days the student(s) will attend.

Prior to creating the Parent Managed Registration and Calendar rooms, there are three settings that must be turned on in the System Config screen. Navigate to Setup > System Config > Registration and ensure the settings below are set to Yes.

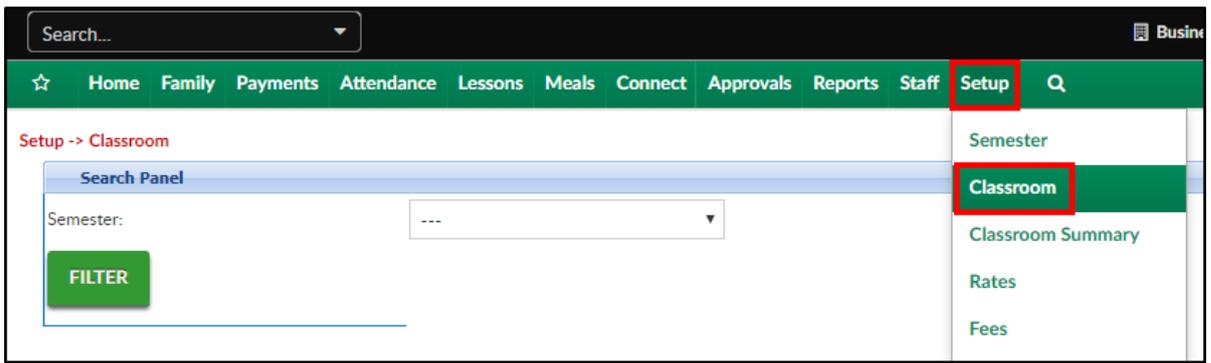
Family Managed Calendar - Show Combined:	Yes ▼
Family Managed Calendar - Use Daily Rate Only:	Yes ▼
Family Managed Calendar - Late Fee:	Yes ▼

Please Note: To view common issues that occur and associated articles in regards to parent managed rooms/calendars, scroll to the bottom of the page.

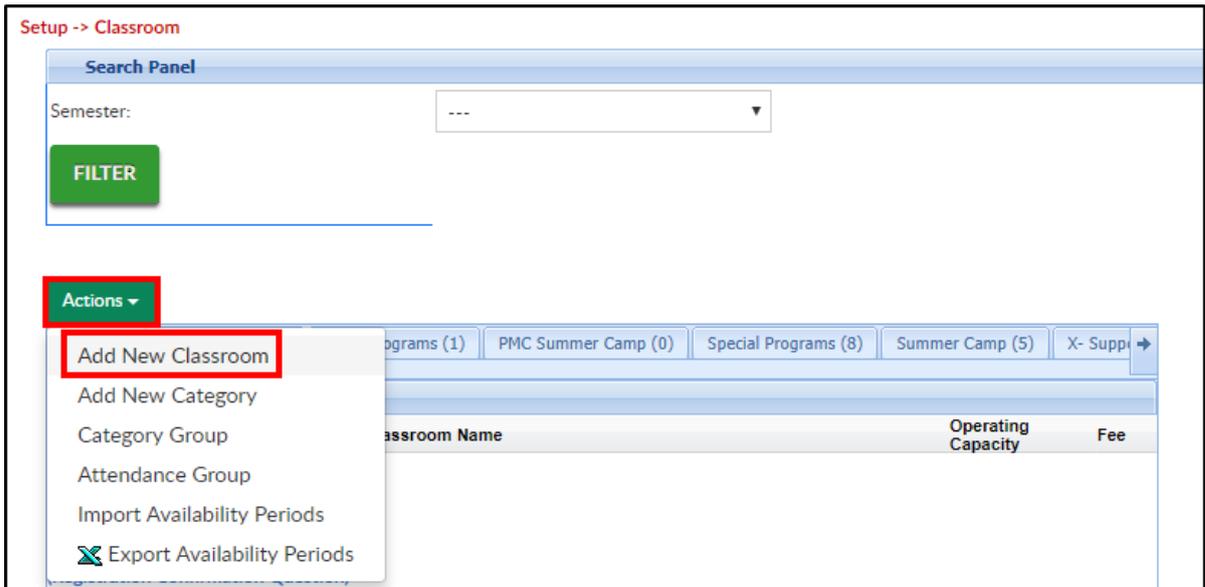
Creating a Parent Managed Room

Once the above System Config settings are set to Yes, follow the steps below to create the registration room, calendar room, and setup calendar availability.

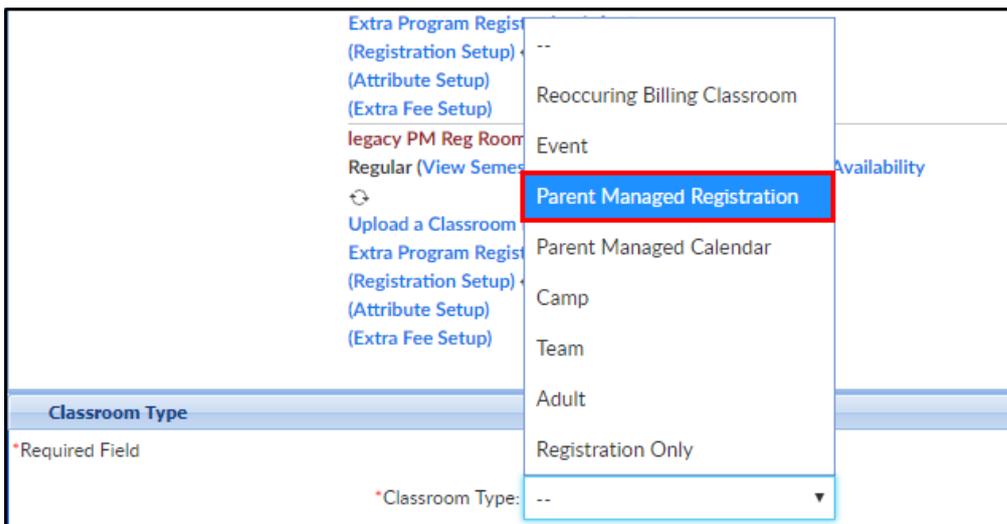
1. Click Setup, then select Classroom



2. Click Actions, then select Add New Classroom



3. Scroll to the bottom of the page, click the Classroom Type drop-down menu and select Parent Managed Registration



4. The following options are required. Click [here](#) for descriptions of all available room configuration options

Parent Managed (Portal)	
Allow Calendar Selection:	Yes ▼
Calendar Cutoff Day:	Same Day ▼
Calendar Cutoff Hour:	00 ▼
Calendar Cutoff Based on Billing Period:	No ▼
Portal View Selection:	Monthly/Combined ▼
Bill As:	Select Day part Indication ▼
Portal Read Only:	No (Allow Selection) ▼
Use 5 Day rate as max amount:	No ▼
Use AM/PM Rate if applicable:	No ▼
Combine Operating Capacity With Program:	Do Not Share Operating Capacity ▼

- Room Name - enter the name of the room. Be sure to specify it is the Registration room.
For example: PM Latchkey Parent Managed Registration
 - Classroom Category - select a category from the drop-down
 - Operating Capacity - enter the maximum capacity; a capacity of 0 means unlimited
 - Registration Fee - enter the registration fee, if applicable
 - Billing Period - select Daily
 - Allow Calendar Selection - select Yes
 - Calendar Cutoff Day - choose the last day parents can select for their student to attend.
For example: if Day Prior is selected, parents can select the next day for their student to attend. If Week Prior is selected, parents must choose the days at least one week prior to attending
 - Portal View Selection - select Monthly/Combined
 - Bill As - choose the correct option from the drop-down
 - Portal Read Only - choose No (Allow Selection)
 - Use 5 Day rate as max amount - select No
 - Use AM/PM Rate if applicable - select No
 - Combine Capacity with Program - if the program capacity needs to be combine with another program, choose the program in the drop-down menu
5. Click Save
 6. To authorize site(s), do the following: once the Registration room has been setup/saved, click the room name. **Please Note:** single centers do not need to do this step

Actions ▾

← No Category (3) *Early Childhood (Category) (0) *School Year Care (Category) (1) *School Year Care- Flexible (Category, F) →

Center Level - Classrooms

Category	Classroom Name	Operating Capacity	Fee
*School Year Care (Category)			
1 Programs - Show/Hide			
Upload a Category Picture			
(Registration Setup) ↻			
(Registration Confirmation Question)			
↻			
	PM Latchkey Parent Managed Registration		
	Regular (View Semester) - Daily - Parent Managed Room Availability		
	↻		
	Upload a Classroom Picture	0	\$ 0.00
	Extra Program Registration Info		⊗
	(Registration Setup) ↻		
	(Attribute Setup)		
	(Extra Fee Setup)		

7. Scroll to the bottom of the configuration screen and locate the Authorize Facilities section

Authorize Facilities

Center	Action
DCW - Transactional	
DCW Transactional- CENTER 1	Add
DCW Transactional- CENTER 2	Add

SAVE

8. Click Add to authorize each center as needed

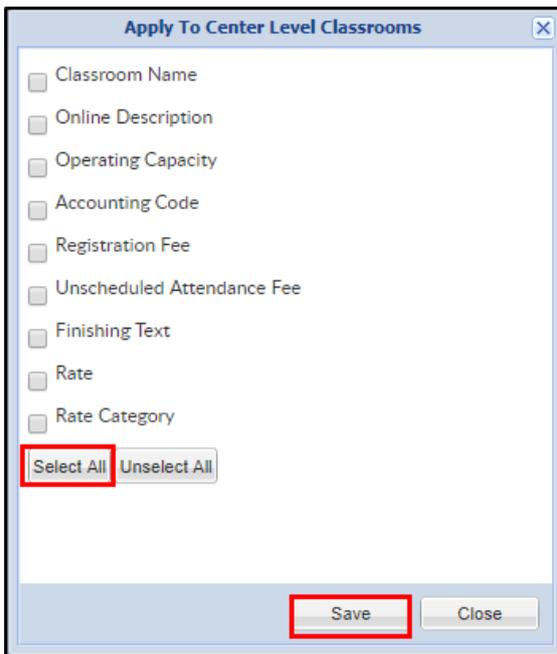
Authorize Facilities

Center	Action
DCW - Transactional	
DCW Transactional- CENTER 1	Add
DCW Transactional- CENTER 2	Add

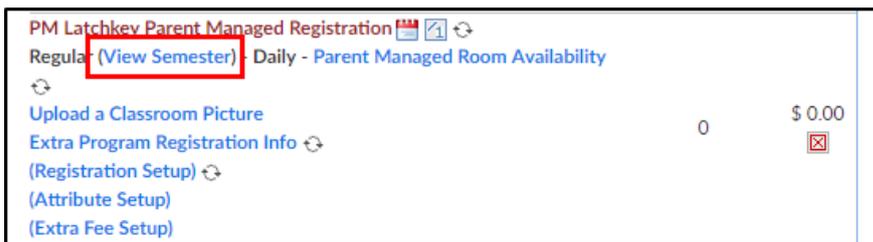
SAVE

9. Click Save

10. On the Apply To Center Level Classrooms popup, click Select All to copy all settings to the center level. **Please Note:** this will override all settings set at the center level



11. Locate the Registration room
12. Click View Semester



13. In the Semester drop-down, choose which semester the registration room should be associated with



14. Complete the necessary information in the View Semester screen. The following options are required:
 - Enrollment Information section

Enrollment Information

* Enrollment Start Date: 08/20/2018

* End Date: 06/14/2019

Default Rate: Use Program Default

Registration Fee: 0.00

1st Sibling Registration Fee:

Additional Sibling Registration Fee:

Re-Registration Fee:

Sponsor Registration Fee:

Start Hour: 00 : 00

Stop Hour: 00 : 00

Parent Manage Cutoff: Same Day

- Enrollment Start Date - enter the start date parents should be able to select
 - End date - enter the last date parents should be able to select. For example, if it is a latchkey program for the entire school year, the enrollment date will be the date when parents can start adding days, the end date will be the last day of the school year
- Registration Information section

Registration Information

Full Registration (Online):

Registration Online: Open

Display Online: Yes

Treat Camp Days as Tuition: No

Need times for plans? No

Vendor Name:

Contact Email:

Days: M T W Th F S S

Additional Information:

Center List

Center	Action	Change Status	Show/Hide
DCW Transactional- CENTER 1	Remove	Close	Hide

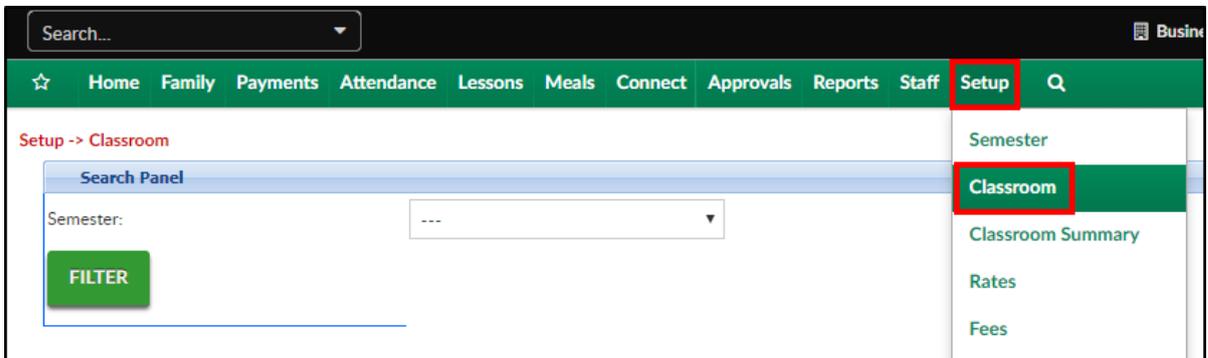
SAVE APPLY TO ALL

- Full Registration (Online) - check the box
- Registration Online - select Open

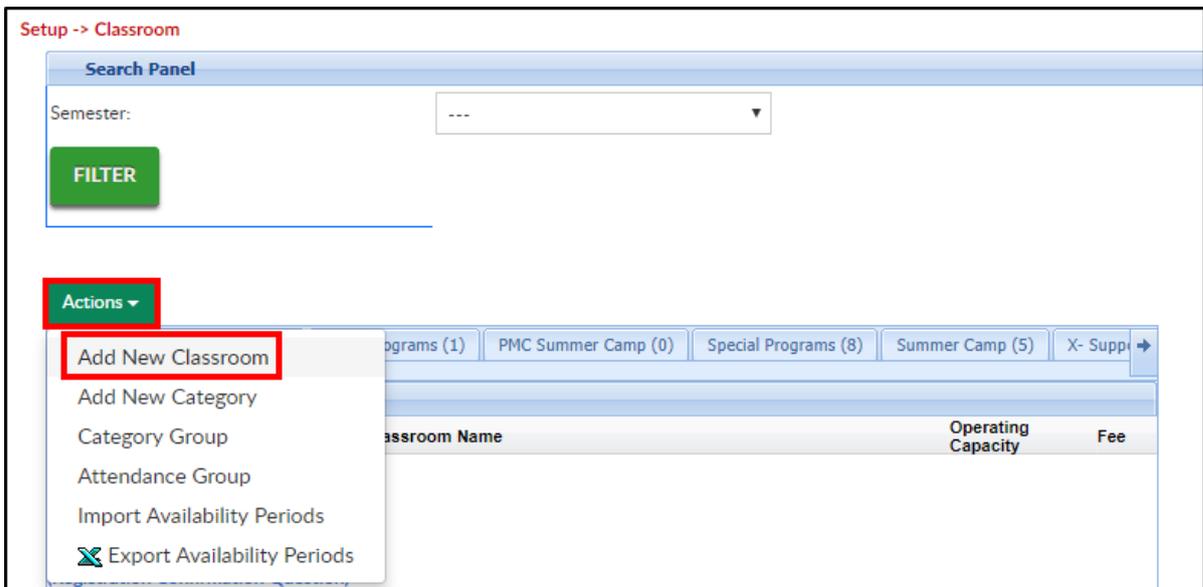
- Display Online - select Yes
- Under Center List, at the bottom of the page, click Add next to each center
- Click Apply to All at the bottom of the screen
- Locate the Center List again and ensure the Show/Hide column says Hide

15. Click Save

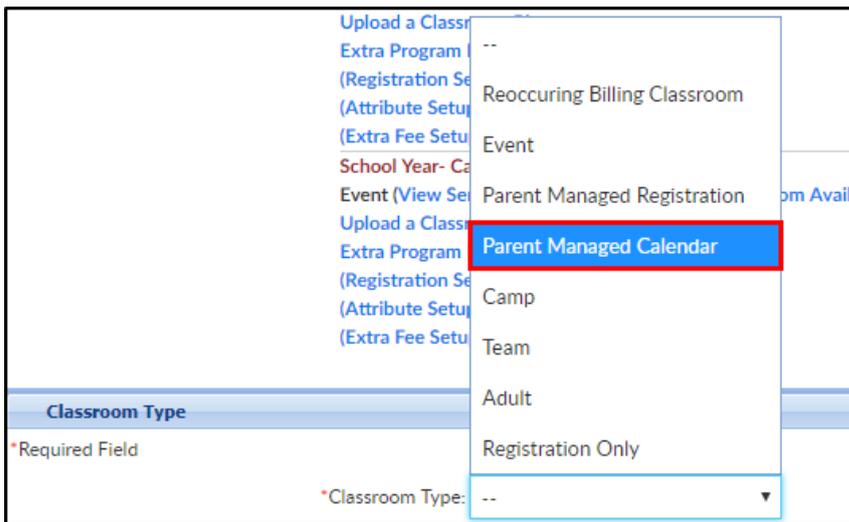
16. Now the Parent Managed Calendar room must be created. Click Setup, then select Classroom



17. Click Actions, then select Add New Classroom



18. Scroll to the bottom of the page, click the Classroom Type drop-down menu, and select Parent Managed Calendar

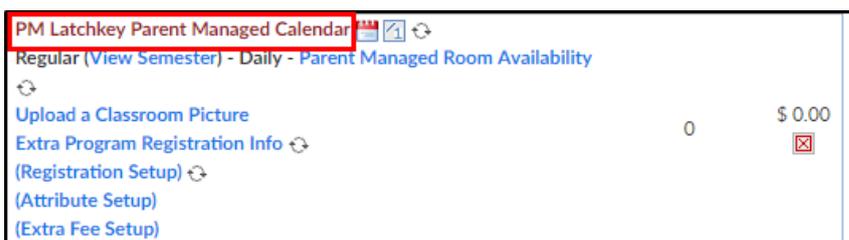


19. The following options are required. Click [here](#) for a description of all available room configuration options

- Room Name - enter the name of the room. Be sure to specify it is the Calendar room. For example: PM Latchkey Parent Managed Calendar
- Classroom Category - select a category from the drop-down
- Operating Capacity - enter the maximum capacity; a capacity of 0 means unlimited
- Registration Fee - enter the registration fee
- Billing Period - select Daily
- Allow Calendar Selection - select Yes
- Calendar Cutoff Day - choose the last day parents can select for their student to attend. For example, if Day Prior is selected, parents can select the next day for their student to attend. If Week Prior is selected, parents must choose the days at least one week prior to attending
- Portal View Selection - select Monthly/Combined
- Bill As - choose the correct option from the drop-down
- Portal Read Only - choose No (Allow Selection)
- Use 5 Day rate as max amount - select No
- Use AM/PM Rate if applicable - select No
- Combine Capacity with Program - if the program capacity needs to be combine with another program, choose the program in the drop-down menu

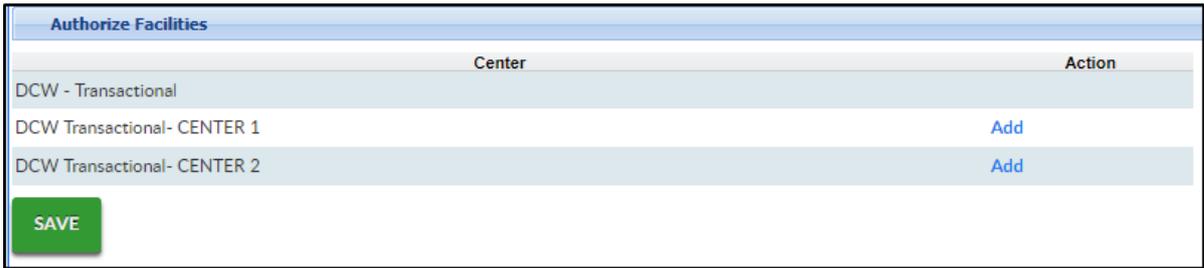
20. Click Save

21. Once the calendar room has been saved, click the room name to authorize sites



22. Scroll to the bottom of the room configuration screen and locate the Authorized Facilities

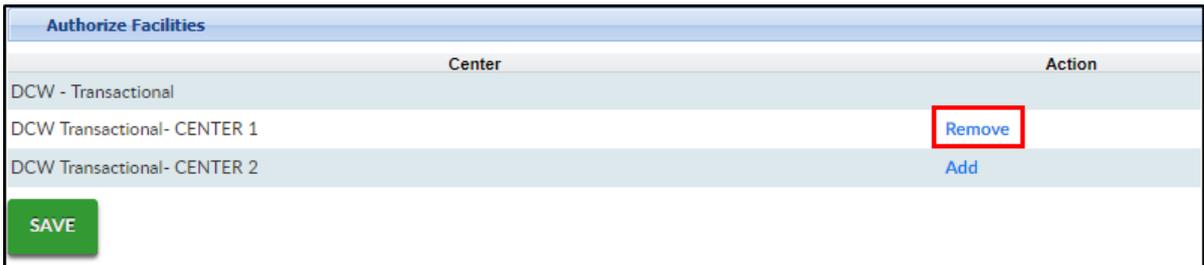
section



Center	Action
DCW - Transactional	
DCW Transactional- CENTER 1	Add
DCW Transactional- CENTER 2	Add

[SAVE](#)

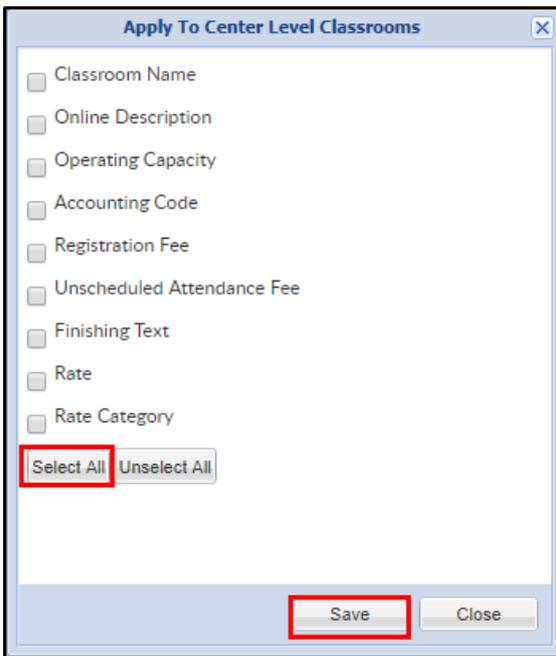
23. Click Add under Action column to add the calendar room to each site as needed. When the word "Add" changes to "Remove", the calendar room has been added to the site



Center	Action
DCW - Transactional	
DCW Transactional- CENTER 1	Remove
DCW Transactional- CENTER 2	Add

[SAVE](#)

24. Click Save
25. On the Apply To Center Level Classrooms popup, click Select All to copy all settings to the center level. **Please Note:** this will override all settings set at the center level



Apply To Center Level Classrooms

Classroom Name

Online Description

Operating Capacity

Accounting Code

Registration Fee

Unscheduled Attendance Fee

Finishing Text

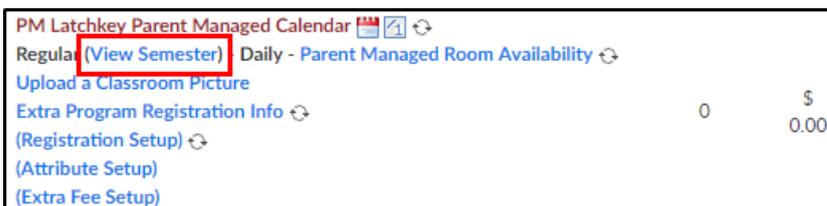
Rate

Rate Category

[Select All](#) [Unselect All](#)

[Save](#) [Close](#)

26. Locate the calendar room just created and click the View Semester link directly below the room name



PM Latchkey Parent Managed Calendar   

Regular [\(View Semester\)](#) Daily - Parent Managed Room Availability 

[Upload a Classroom Picture](#)

[Extra Program Registration Info](#)  0 \$

[\(Registration Setup\)](#)  0.00

[\(Attribute Setup\)](#)

[\(Extra Fee Setup\)](#)

27. In the Semester drop-down, choose which semester the calendar room should be associated with. **Please Note:** this should be the same semester used for the Registration room

Setup -> *PM Latchkey Parent Managed Calendar* -> Semester

Semester Information: PM Latchkey Parent Managed Calendar

Semester:

28. Complete the necessary information on the Semester screen. Below are the required fields, click [here](#) to view descriptions for all available options

- o Enrollment Information

Enrollment Information

* Enrollment Start Date:

* End Date:

Default Rate:

Registration Fee:

1st Sibling Registration Fee:

Additional Sibling Registration Fee:

Re-Registration Fee:

Sponsor Registration Fee:

Start Hour: :

Stop Hour: :

Parent Manage Cutoff:

- Enrollment Start Date - enter the start date parents should be able to select
- End date - enter the last date parents should be able to select. For example, if it is a latchkey program for the entire school year, the enrollment date will be the date when parents can start adding days, the end date will be the last day of the school year

- o Registration Information section

Registration Information

Full Registration (Online):

Registration Online: Open ▾

Display Online: No ▾

Treat Camp Days as Tuition: No ▾

Need times for plans? No ▾

Vendor Name:

Contact Email:

Days: M T W Th F S S

Additional Information:

SAVE APPLY TO ALL

Center	Action	Change Status	Show/Hide
DCW Transactional- CENTER 1	Remove	Close	Show

- Full Registration (Online) - check the box
- Registration Online - select Open
- Display Online - select No

29. Click Save

30. To add the calendar room to the necessary site, scroll to the bottom of the screen to add the site(s). Click Add next to each site as needed

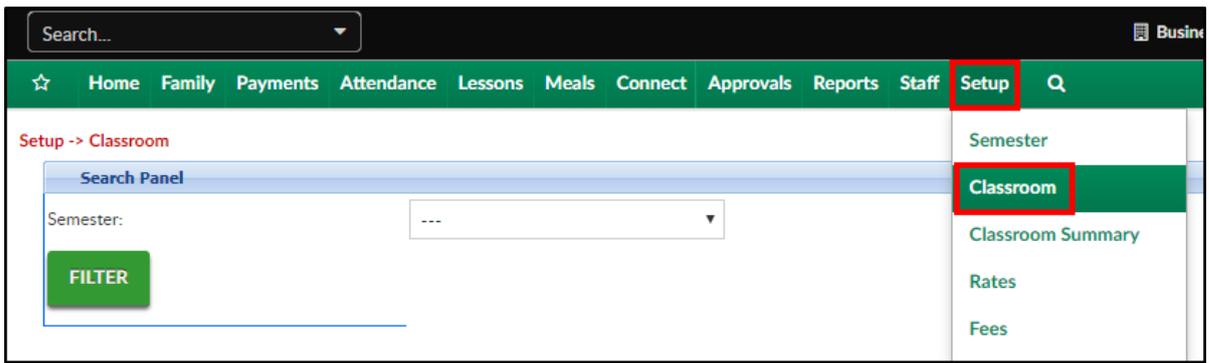
Center	Action	Change Status	Show/Hide
DCW Transactional- CENTER 1	Add		

31. Click Save

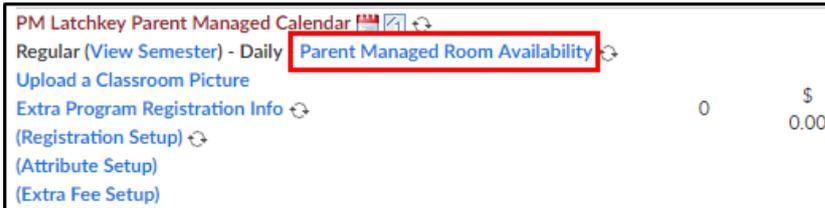
32. Scroll to the bottom of the screen again. Under the Center List section, ensure the Show/Hide column says "Show"

Center	Action	Change Status	Show/Hide
DCW Transactional- CENTER 1	Remove	Close	Show

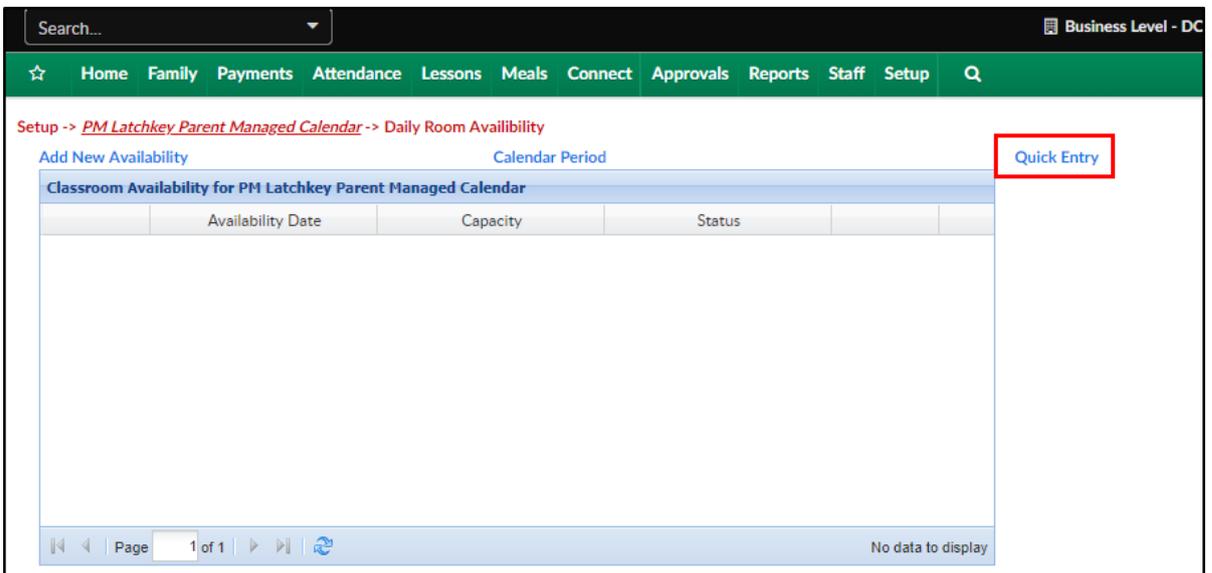
33. To add days to the calendar room, click Setup, then select Classroom



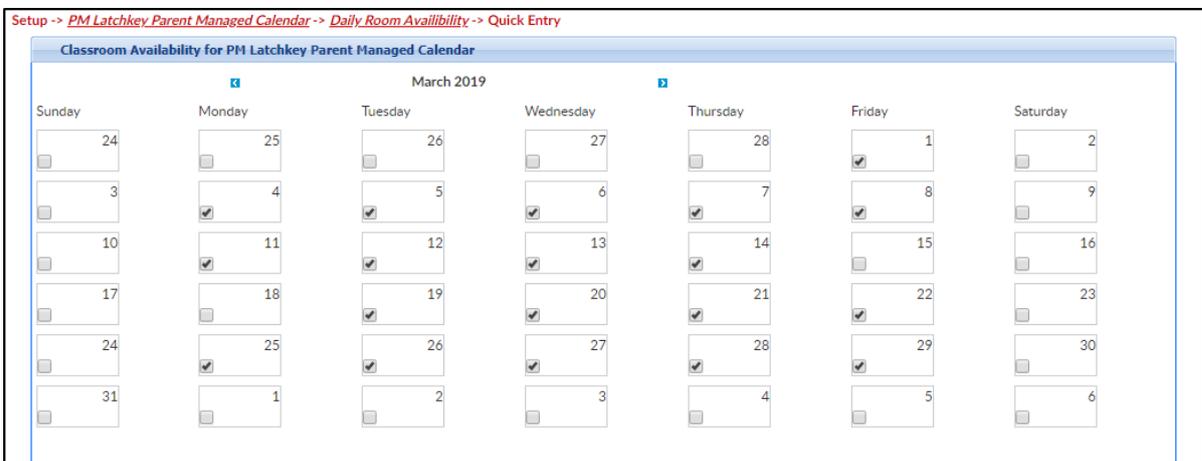
34. Locate the Calendar room just created, and click the Parent Managed Room Availability link



35. Select Quick Entry



36. Place a check mark under each day the room will be available. By doing this, parents can select that day from the parent portal



37. Complete the New Classroom Availability for <Calendar Room Name> section

New Classroom Availability for PM Latchkey Parent Managed Calendar

Capacity:

Status:

Apply to:

All:

Brand:

Division:

District:

SAVE

- o Capacity - enter the number of students that can register each day. Please Note: a capacity of 0 is an unlimited capacity
- o Status - select Available/Open for parents to be able to select the day
- o Apply to All - select Yes

38. Click Save

39. Navigate to the overall availability to ensure the days were successfully added. To do this, click Daily Room Availability above the calendar

Search...

Home Family Payments Attendance Lessons Meals Connect Approvals Reports Staff Setup

Setup -> [PM Latchkey Parent Managed Calendar](#) - **Daily Room Availability** -> Quick Entry

Classroom Availability for PM Latchkey Parent Managed Calendar

March 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
<input type="checkbox"/> 24	<input type="checkbox"/> 25	<input type="checkbox"/> 26	<input type="checkbox"/> 27	<input type="checkbox"/> 28	<input checked="" type="checkbox"/>
<input type="checkbox"/> 3	<input checked="" type="checkbox"/> 4	<input checked="" type="checkbox"/> 5	<input checked="" type="checkbox"/> 6	<input checked="" type="checkbox"/> 7	<input checked="" type="checkbox"/>

40. Each day previously selected from the calendar, will display individually in the Classroom Availability section

Home Family Payments Attendance Lessons Meals Connect Approvals Reports Staff Setup

Setup -> [PM Latchkey Parent Managed Calendar](#) -> [Daily Room Availability](#)

Add New Availability Calendar Period Quick Entry

Classroom Availability for PM Latchkey Parent Managed Calendar

	Availability Date	Capacity	Status	
<input checked="" type="checkbox"/>	04/30/2019	0	Open(Change)	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	04/29/2019	0	Open(Change)	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	04/26/2019	0	Open(Change)	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	04/25/2019	0	Open(Change)	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	04/18/2019	0	Open(Change)	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	04/17/2019	0	Open(Change)	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	04/16/2019	0	Open(Change)	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	04/15/2019	0	Open(Change)	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	04/12/2019	0	Open(Change)	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	04/11/2019	0	Open(Change)	<input checked="" type="checkbox"/>

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- o To edit the information for a specific day, click the modify icon in the first column

	Availability Date	Capacity	Status	
<input checked="" type="checkbox"/>	04/30/2019	0	Open(Change)	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	04/29/2019	0	Open(Change)	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	04/26/2019	0	Open(Change)	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	04/25/2019	0	Open(Change)	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	04/18/2019	0	Open(Change)	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	04/17/2019	0	Open(Change)	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	04/16/2019	0	Open(Change)	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	04/15/2019	0	Open(Change)	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	04/12/2019	0	Open(Change)	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	04/11/2019	0	Open(Change)	<input checked="" type="checkbox"/>

- o To change the status to Closed, click the Change link in the Status column

	Availability Date	Capacity	Status	
<input checked="" type="checkbox"/>	04/30/2019	0	Open(Change)	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	04/29/2019	0	Open(Change)	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	04/26/2019	0	Open(Change)	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	04/25/2019	0	Open(Change)	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	04/18/2019	0	Open(Change)	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	04/17/2019	0	Open(Change)	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	04/16/2019	0	Open(Change)	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	04/15/2019	0	Open(Change)	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	04/12/2019	0	Open(Change)	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	04/11/2019	0	Open(Change)	<input checked="" type="checkbox"/>

- o To delete a day, click the red X in the far left column

	Availability Date	Capacity	Status	
<input checked="" type="checkbox"/>	04/30/2019	0	Open(Change)	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	04/29/2019	0	Open(Change)	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	04/26/2019	0	Open(Change)	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	04/25/2019	0	Open(Change)	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	04/18/2019	0	Open(Change)	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	04/17/2019	0	Open(Change)	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	04/16/2019	0	Open(Change)	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	04/15/2019	0	Open(Change)	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	04/12/2019	0	Open(Change)	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	04/11/2019	0	Open(Change)	<input checked="" type="checkbox"/>

Common Issues

Below are some common issues with Parent Managed Rooms/Calendars and troubleshooting steps/articles to assist with resolving them.

- The calendar is not appearing for parents to select days via Parent Portal or the wrong calendar is displaying
 - o Check that an admin has entered days into the [Parent Managed Availability](#) screen
 - o Ensure the student is registered into the Parent Managed [Registration](#) Room
 - o Verify the student is registered into the registration room for the [correct center](#)

- If a student will be attending multiple centers, they must have the registration room for each center
 - A parent does not have access to a computer, how can an admin/staff member add days for a student?
 - [Family Record, Child Tab - More, Parent Managed Calendar](#)
 - Not all the days are displaying on the calendar
 - The calendar will only display days between the Enrollment start and end dates on the [View Semester](#) screen. For example: If the enrollment dates are 01/01/2019-05/31/2019 and 06/01/2019 is entered in the [Parent Managed Availability](#) screen, it will not appear on the calendar for the parent to select
 - Parents are unsure how to select days from the Parent Portal
 - [Selecting days from a calendar](#)
 - [Parent Managed registration and calendar selection tip sheet](#)
-