

Changing Program Capacity

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Room capacity can be set on several levels. It is important to remember on which level you are tracking capacities.

If capacity is added at the Room level will be the set number of children that can register for a program-

Setup -> Classroom

The screenshot shows a web application interface for setting up classrooms. At the top, there is a 'Search Panel' with a 'Semester:' dropdown menu and a green 'FILTER' button. Below this is an 'Actions' dropdown menu. The main content area is titled 'Center Level - Classrooms' and contains a table with columns for 'Category', 'Classroom Name', and 'CapacityFee'. The table lists several classrooms under the 'School Age Child Care' category, including 'AM, Before School Care Regular (View Semester) - Monthly - Parent Managed Room Availability'. A hand cursor is pointing to the 'AM, Before School Care Regular' row. The 'CapacityFee' column shows '0 \$ 0.00' for this row.

Category	Classroom Name	CapacityFee
School Age Child Care	AM, Before School Care Regular (View Semester) - Monthly - Parent Managed Room Availability	0 \$ 0.00

Once the room opens, enter the Capacity in the Capacity field, then scroll to the bottom of the page and save.

Classrooms

Classroom Information


Room Type:


* Classroom Name:

Classroom Category:

Attendance Group: [Time Details](#)

Online Description:





* Capacity:

Send Email When Room Reaches Capacity:

. If capacity is added to the room > semester level, the room > semester capacity will override the room capacity.

Setup -> Classroom

Search Panel

Semester:

FILTER

Actions

School Age Child Care (7) | School Age Enrichment Programs (4) | Summer Camp (2) | No Category (2)

Center Level - Classrooms

Category	Classroom Name	Capacity	Fee
School Age Child Care	AM, Before School Care	20	\$ 0.00

AM, Before School Care

Regular (View Semester) - Monthly - Parent Managed Room Availability

Upload a Classroom Picture

Extra Program Registration Info

(Registration Setup)

(Attribute Setup)

(Extra Fee Setup)

Then select the semester-

Setup -> AM, Before School Care -> Semester

Semester Information: AM, Before School Care

Semester:

- Select Room Semester
- * 17-18 School Aged Child Care
- 17-18 Enrichment

Enter the capacity, then press Apply to All at the bottom of the page.

Setup -> [AM, Before School Care](#) -> Semester

Semester Information: AM, Before School Care

Semester: * 17-18 School Aged Child Care ▼

Semester is assigned (Availability/Camp Days) (Registration Setup) (Registration Exceptions) (Plan Options)

Activity Code:

GL Code:

Start Date:

End Date:

Program Start Time: 07 ▼ 00 ▼

Program End Time: 08 ▼ 30 ▼

Registration Unlock Code:

Extra Information (appears during registration):

Location:

Gender Restriction: All Allowed ▼

Grade From: N/A ▼

Grade To: N/A ▼

Tax Credit Eligible: Default ▼

* Capacity: 25

Minimum Capacity:

Nbr Enrolled/Dropped: 0 / 0

If a room semester is attached to multiple sites and each site has a different capacity go to setup > semester

Home Family Payments Attendance Lessons Meals Connect Approvals Reports Staff Setup Q

Setup -> [AM, Before School Care](#) -> Semester

Semester Information: AM, Before School Care

Semester: * 17-18 School Aged Child Care ▼

Semester

Classroom

Then click on the blue i next to the semester name

Semester Information

Semester: *

[Show All](#)

Semester Description: *

Semester Year: *

Start Date: *

End Date: *

Next Enrollment Date:

Registration Active:

New Registration Allowed:

Semester Cost At:

Semester Cost:

Semester Additional Participant Cost:

Max Semester Cost:

Tie Semesters of Same Date:

Max Enrollment:

Active Enrollment:

Late Enrollment Date:

Late Enrollment Fee:

Notify on Multiple Enrollment:

Is Down-payment Allowed?

Down Payment Amount

Center Level - Semester List										
	Year	Description	Start	End	Active					
<input type="checkbox"/>	2017	17-18 Enrichment	08/28/2017	05/25/2018	Y	<input checked="" type="checkbox"/>	Open	Close	Cancel	<input type="button" value="↻"/>
<input type="checkbox"/>	2017	17-18 School Aged Child Care	08/28/2017	05/25/2018	Y	<input checked="" type="checkbox"/>	Open	Close	Cancel	<input type="button" value="↻"/>
<input type="checkbox"/>	2017	2018 Summer	05/28/2018	08/24/2018	Y	<input checked="" type="checkbox"/>	Open	Close	Cancel	<input type="button" value="↻"/>

Select the site by checking the box next to the semester/room/site association

[Add Program/Room](#) [Update Enrollment Counts](#)

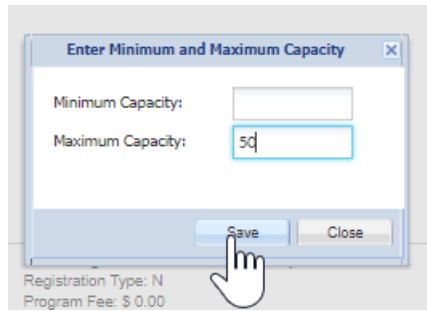
Semester Summary		
Semester	Program	Center Information
<input checked="" type="checkbox"/> 17-18 School Aged Child Care Year: 2017 Date Range: 08/28/2017 to 05/25/2018	School Age Child Care - AM, Before School Care Registration Type: N Program Fee: \$ 0.00 Tax Credit Eligible: N	DCW Transactional- Center 1 Activity Code: Unlock Code: Capacity: Min/Max/Total: 0/50/8 Start Time:0:0 Stop Time:0:0 Enrollment: 07/31/2017 to 05/25/2018 Semester Fee: \$ 0.00 Early Enrollment: to Early Registration Fee: Tax Credit Eligible: Extra Information: GL Code: Vendor/Teacher: Email: Status: Open Close Cancel
<input checked="" type="checkbox"/> 17-18 School Aged Child Care Year: 2017 Date Range: 08/28/2017 to 05/25/2018	School Age Child Care - Flexible Care, AM Registration Type: N Program Fee: \$ 0.00 Tax Credit Eligible: N	DCW Transactional- Center 1 Activity Code: Unlock Code: Capacity: Min/Max/Total: 0/50/1 Start Time:0:0 Stop Time:0:0 Enrollment: 09/14/2017 to 09/14/2017 Semester Fee: \$ 0.00 Early Enrollment: to Early Registration Fee: Tax Credit Eligible: Extra Information: GL Code: Vendor/Teacher: Email: Status: Closed Open Cancel

Go to the actions menu and select the option to change capacity

<input type="checkbox"/> <ul style="list-style-type: none"> With Selected... Open Semesters Close Semesters Cancel Semesters <li style="background-color: #0070C0; color: white;">Change Capacity Change Email Change Start and End Dates Change Enrollment Dates Change Registration Fees Change Sibling Registration Fees Change Extra Sibling Registration Fees Change Start/Stop Time Change Extra Information Change Unlock Code Change Activity Code Change Early Enrollment Dates Change Early Registration Fees Change Tax Credit Eligibility Change GL Code Hide Semesters 	<input type="checkbox"/> <p>School Age Child Care - Flexible Child Care Registration Registration Type: N Program Fee: \$ 0.00 Tax Credit Eligible: N</p>	Status: Closed Open Cancel DCW Transactional- Center 1 Activity Code: Unlock Code: Capacity: Min/Max/Total: 0/0/2 Start Time:0:0 Stop Time:0:0 Enrollment: 08/21/2017 to 05/25/2018 Semester Fee: \$ 0.00 Early Enrollment: to Early Registration Fee: Tax Credit Eligible: Extra Information: GL Code: Vendor/Teacher: Email: Status: Open Close Cancel
	<input type="checkbox"/> <p>School Age Child Care - PM, After School Care Registration Type: N Program Fee: \$ 0.00 Tax Credit Eligible: N</p>	DCW Transactional- Center 1 Activity Code: Unlock Code: Capacity: Min/Max/Total: 0/25/3 Start Time:0:0 Stop Time:0:0 Enrollment: 07/31/2017 to 05/25/2018 Semester Fee: \$ 0.00 Early Enrollment: to Early Registration Fee: Tax Credit Eligible: Extra Information: GL Code: Vendor/Teacher: Email: Status: Open Close Cancel
	<input type="checkbox"/> <p>School Age Child Care - Winter Camp Room Registration Type: N Program Fee: \$ 0.00 Tax Credit Eligible: N</p>	DCW Transactional- Center 1 Activity Code: Unlock Code: Capacity: Min/Max/Total: 0/0/0 Start Time:0:0 Stop Time:0:0 Enrollment: 12/26/2017 to 04/06/2018 Semester Fee: \$ 0.00 Early Enrollment: to Early Registration Fee: Tax Credit Eligible: Extra Information: GL Code: Vendor/Teacher: Email: Status: Open Close Cancel

Action: With Selected... SUBMIT

Enter capacity and then press save



Note: if you change capacity at the setup > semester, semester summary level you will not want to press APPLY to ALL on the room/semester association under setup > classroom, classroom name, view semester- if APPLY to ALL is selected the semester summary settings will be overridden.
