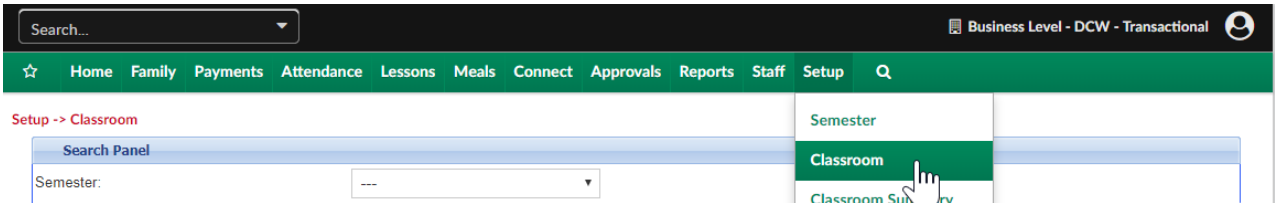


How to Clone a Room/Program

Last Modified on 06/17/2022 11:40 am EDT

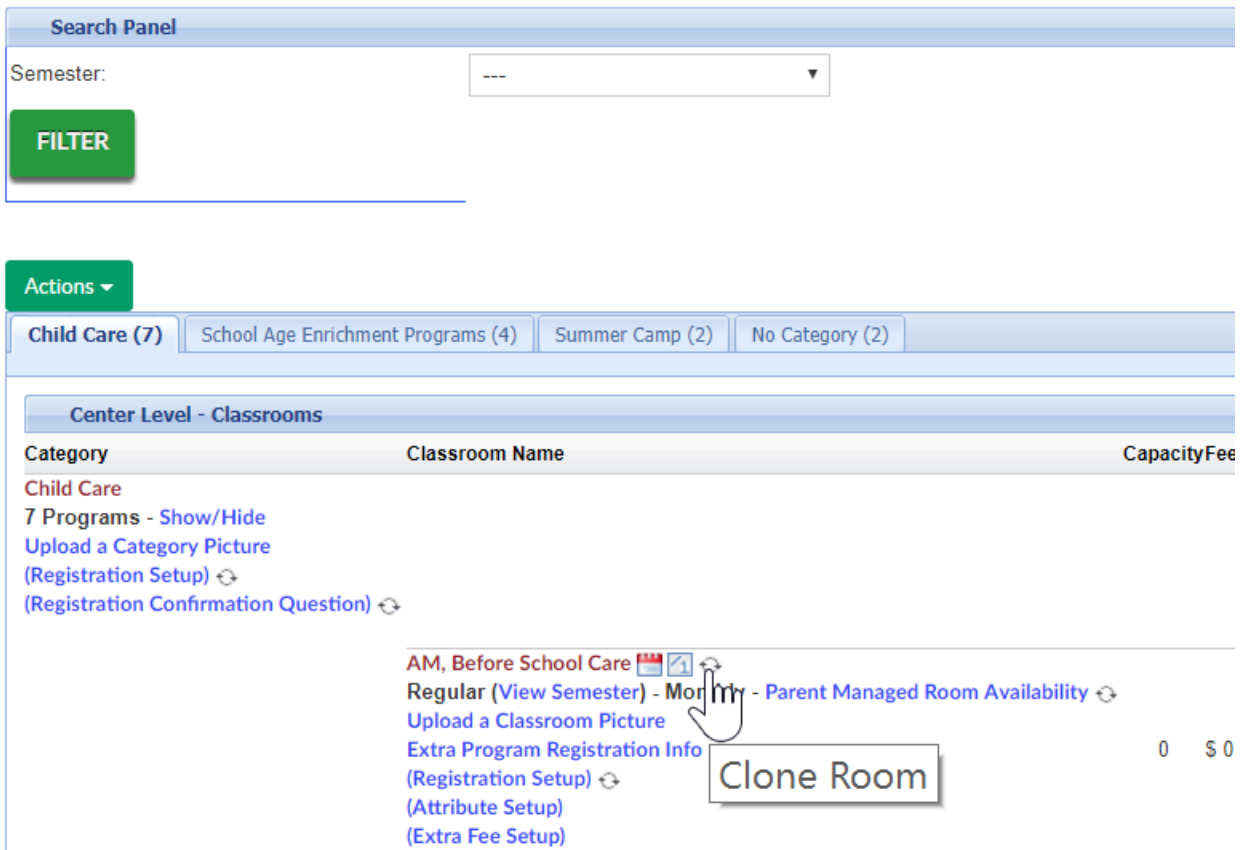
Once a room/program has been set up and configured in the system, the room/program can be cloned to save time when setting up additional program offerings. Please note that this option should only be used if the room/program and configurations are similar.

Go to Setup > Classroom:



Select the clone icon next to the name of the room/program you want to copy:

Setup -> Classroom



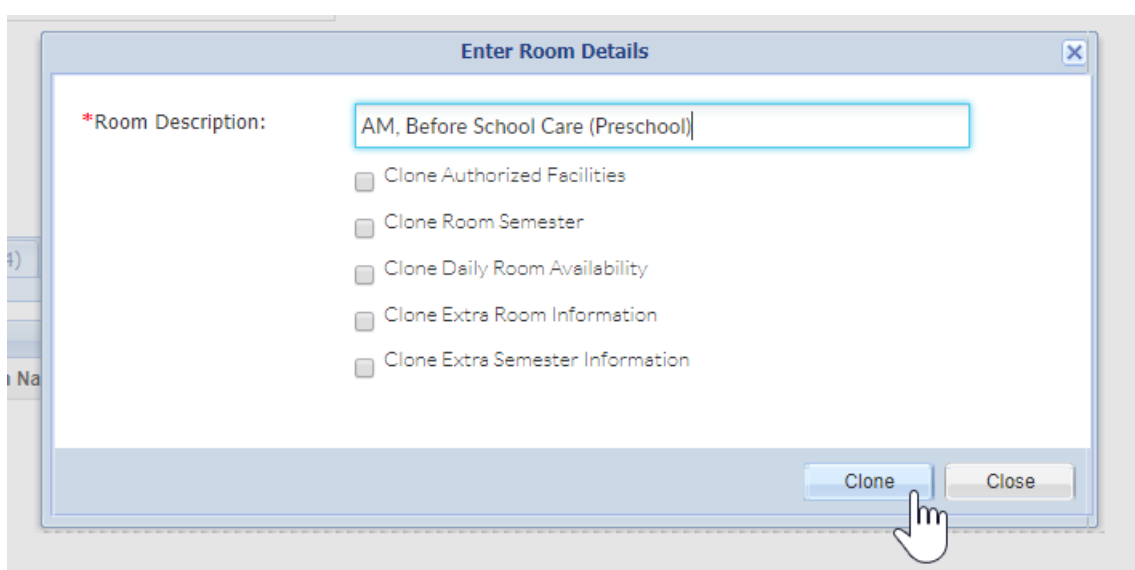
On the Enter Room Detail screen enter the below detail:

- Room description- enter the name of the new room/program

Select from the below options:

1. Clone Authorized Facilities- select this checkbox if the new room/program should be associated to the same sites as the old room/program

2. Clone Room Semester- select this checkbox if the new room/program should be associated to the same semesters as the old room/program
3. Clone Daily Room Availability- select this checkbox if the new room/program should have the same calendar availability (only use this option if the room is a Parent Managed Calendar type room)
4. Clone Extra Room Information- select this checkbox if the questions set up under the Extra Program Registration Info screen will be the same
5. Clone Extra Semester Information- select this checkbox if the data saved under the room semester Availability/Camp Days, Registration Setup, Registration Exceptions, and Plan Options screens will be the same



Once the Clone button is selected the system will refresh back to the Setup > Classroom page. If you would like to edit the room settings select the room name. If you would like to add/edit the semester association select the view semester button under the new room's name.

- [Setup > Room, Room/Program- \(View Semester\)](#)
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