

Parent Managed Room Availability

Last Modified on 03/12/2018 2:59 pm EDT

Once the Registration and Calendar rooms have been created days for selection must be added to the parent managed calendar room. To add days select the Parent Managed Availability link next to the calendar room name. Once availability has been added, it can be cloned to other parent managed calendars by selecting the circle icon next to the Parent Managed Availability link.

Setup -> Classroom

Search Panel

Semester: ---

FILTER

[Add New Classroom](#) | [Add New Category](#) | [Category Group](#) | [Attendance Group](#) | [Import Availability Periods](#) | [Export Availability Periods](#)

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 7 Programs - Show/Hide Upload a Category Picture (Registration Setup) (Registration Confirmation Question)			
	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)	0	\$ 0.00
	Flexible Care, AM Regular (View Semester) - Daily - Parent Managed Room Availability Upload a Classroom Picture Extra Program Registration Info (Registration Setup) (Attribute Setup) (Extra Fee Setup)	0	\$ 0.00
	Flexible Care, PM		

Select Quick Entry from the top menu, and check off the days for each month that parents should be able to select for each calendar room.

Setup -> **Flexible Care, AM** -> Daily Room Availability

[Add New Availability](#) | [Calendar Period](#) | **Quick Entry**

Classroom Availability for Flexible Care, AM

	Availability Date	Capacity	Status	
<input checked="" type="checkbox"/>	02/02/2018	0	Open(Change)	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	02/01/2018	0	Open(Change)	<input checked="" type="checkbox"/>

Once days have been selected, enter-

- Capacity - the number of kids that can register for each day (0 means unlimited)\
- Status- is the day open or closed
- Apply to All- must be set to Yes

Then select Save.

Setup -> [Flexible Care, AM](#) -> [Daily Room Availability](#) -> Quick Entry

Classroom Availability for Flexible Care, AM

February 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<input type="checkbox"/> 28	<input checked="" type="checkbox"/> 29	<input checked="" type="checkbox"/> 30	<input checked="" type="checkbox"/> 31	<input checked="" type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3
<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10
<input type="checkbox"/> 11	<input checked="" type="checkbox"/> 12	<input type="checkbox"/> 13	<input type="checkbox"/> 14	<input type="checkbox"/> 15	<input type="checkbox"/> 16	<input type="checkbox"/> 17
<input type="checkbox"/> 18	<input type="checkbox"/> 19	<input checked="" type="checkbox"/> 20	<input type="checkbox"/> 21	<input type="checkbox"/> 22	<input type="checkbox"/> 23	<input type="checkbox"/> 24
<input type="checkbox"/> 25	<input type="checkbox"/> 26	<input type="checkbox"/> 27	<input checked="" type="checkbox"/> 28	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3

New Classroom Availability for Flexible Care, AM

* Capacity:

Status:

Apply to:

All:

Tips: If days are not displaying to parents on the schedule tab of the parent portal-

- Be sure the calendar registration dates on the semester level have been set.
- Be sure to check that Allow Select has been marked as YES on both the Calendar and Registration rooms.
- Check the Family Managed Calendar - Show Combined: setting on the

Setup > System Config, Registration screen is set to yes.
