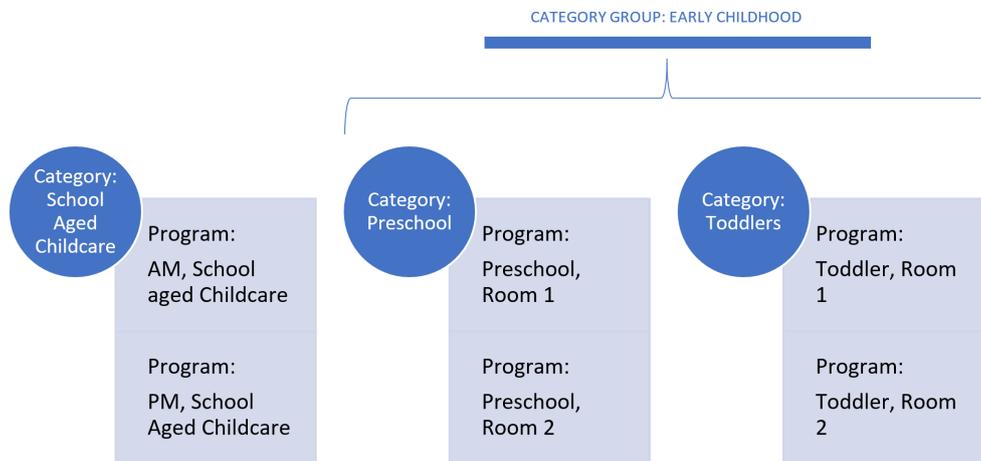


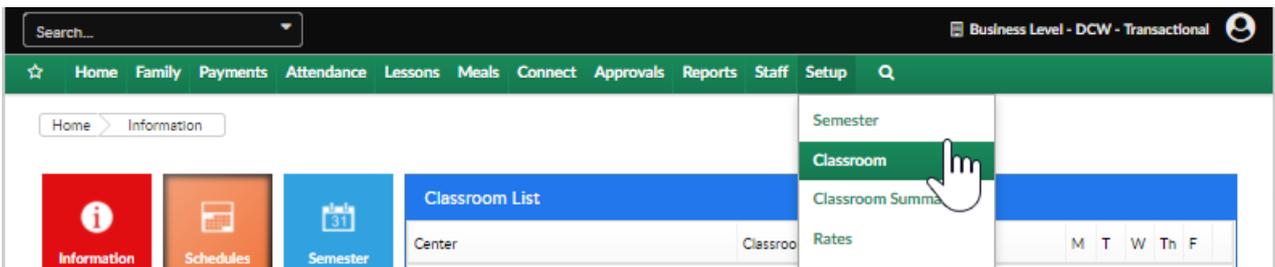
# Creating a Category Group

Last Modified on 02/06/2018 9:04 am EST

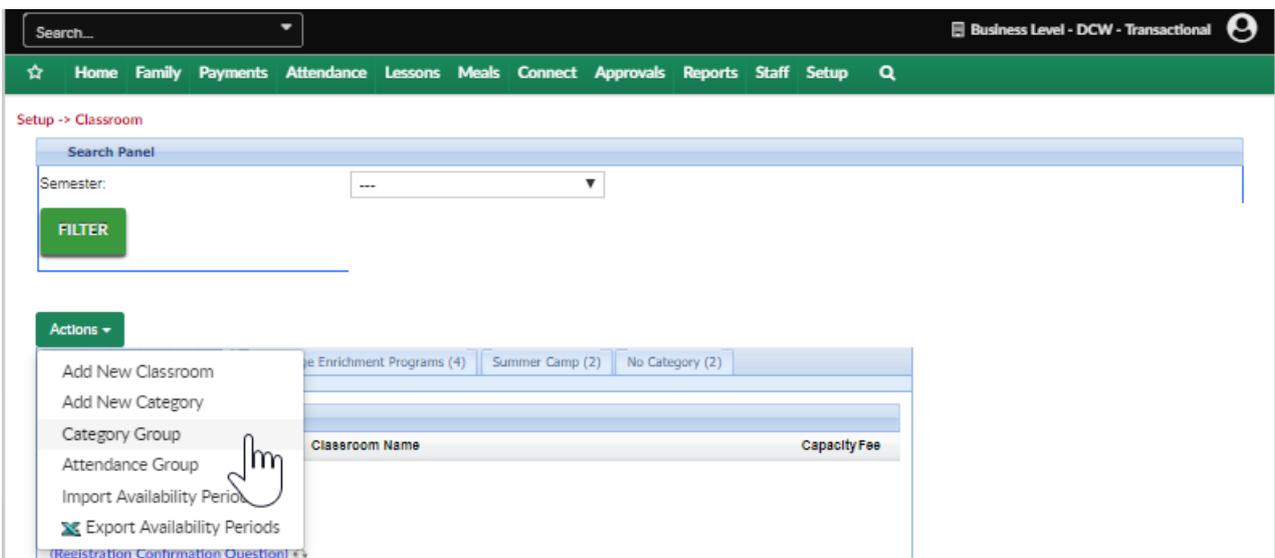
A Category Group is a collection of categories. This helps to provide another layer of organization for room setup- categories are added to category groups.



To add or edit a category group to the system go to the Setup > Room screen



Select the Actions option, then select Category Group



To add a Category Group enter a name for the group and a description, from

the Display Online menu select if the category group should display to both new and portal registrations (Yes), if the category group should not display to new OR portal registrations (No) or Connect Portal Only to ONLY display on the parent portal.

If a parent can multiselect within the category group change this field to Yes- this means parents could select more than one category under a category group.

Then press Save.

Setup -> [Classroom](#) -> [Schedule](#)

Add New Category Group

Facility	Group Name	Description	Display?
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**Category Group ID:**

\* Category Group Name:

Category Group Description:  

File Edit Insert View Format Table Tools

Formats **B** *I* [List Icons] [Link Icon] [Image Icon]

[Print Icon] [Eye Icon] [Text Icon] **A** **A** [Smiley Icon]

This is a School Age Care category group. ]

p Words: 8

Display Online?

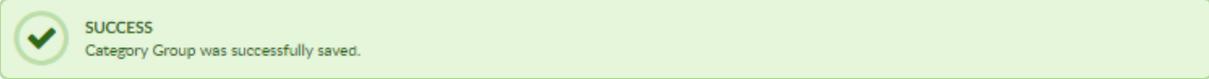
Allow Multi-Select?

**SAVE**

To edit a category group press the edit icon.

To delete a category group press the red x on the right side.

Setup -> Classroom -> Schedule



Add New Category Group

Facility	Group Name	Description	Display?	
DCW - Transactional	School Age Care	This is a School Age Care category group.	Y	



**Edit Category Group**

Once a Category Group has been created go to the setup > room page

Search... Business Level - DCW - Transactional 

Home Family Payments Attendance Lessons Meals Connect Approvals Reports Staff Setup 

Home > Information

   **Classroom List**

Center Classroom Rates

Semester Classroom Classroom Summary Rates

M T W Th F

Click on the first category that should belong to the category group

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			
7 Programs			
Upload a Category Picture (Registration Confirmation Question)			

AM, Before School Care  

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

Select the Category Group name, then scroll to the bottom of the page and save.

New Classroom Category

\*Classroom Category:

Student/Teacher Ratio: :1

GL Code:

Show All On Attendance:  ▼

# Hours Max For Half Day FTE:

Default Revenue Type:  ▼

Category Group:  ▼

Default Reporting Category:

Daily Sheet:

Allow Room Change Request:

Show Only on Scheduling:  ▼

Restricted Rates: 0 Restricted Rate Authorizations found [Edit](#)

Description:

- School Age Care

