

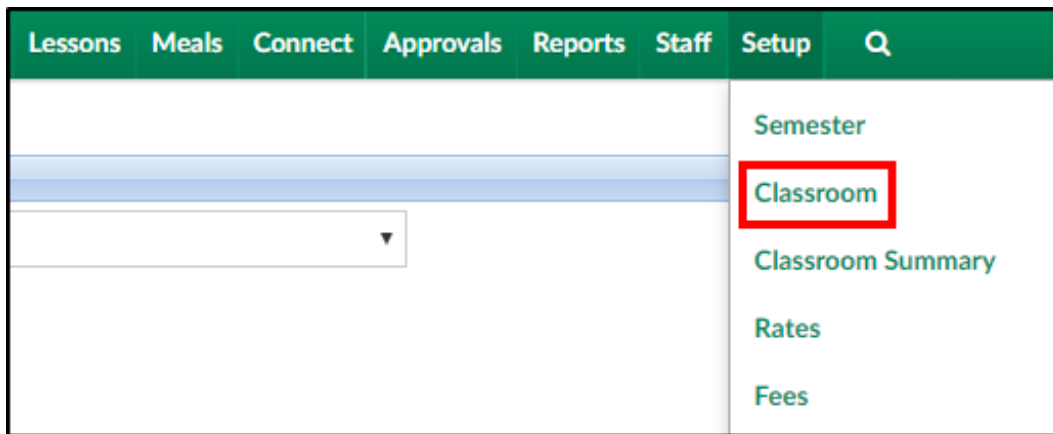
Setup > Room, Room/Program (View Semester)

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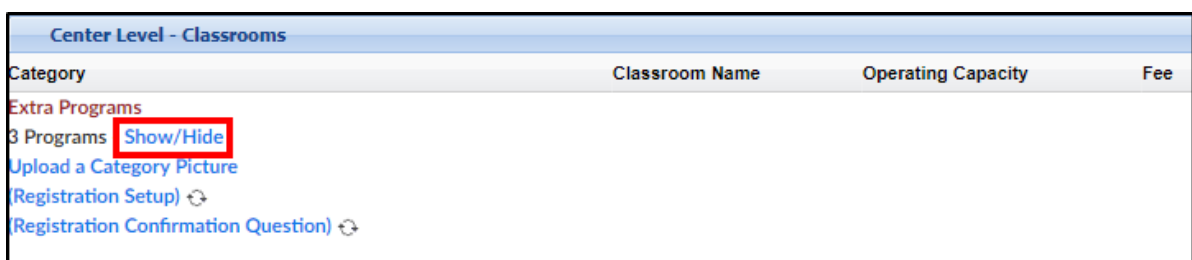
The View Semester link under each Room/Program's name allows users to update semester specific information for each room/program.

One room can be attached to many semesters, this means that the room/program can be used over and over again if the program setup stays the same every semester.


1. Click Setup from the menu bar, then select Room/Classroom



2. Locate the correct Category and click Show/Hide, if necessary to view the rooms



3. Once the rooms are displayed, click View Semester

Center Level - Classrooms			
Category	Classroom Name	Operating Capacity	Fee
Extra Programs 3 Programs - Show/Hide Upload a Category Picture (Registration Setup) ↻ (Registration Confirmation Question) ↻			
	Cub Scouts - Bears  ↻ Regular View Semester - None - Parent Managed Room Availability ↻	0	\$ 200.00
Upload a Classroom Picture Extra Program Registration Info ↻ (Registration Setup) ↻ (Attribute Setup) (Extra Fee Setup)			

- Select the correct Semester from the drop-down. Please Note: if a room is already attached to a semester, an asterisk (*) will display next to the semester name

Semester Information: Girl Scouts	
Semester:	<input type="text" value="Select Room Semester"/> ▼ <div style="border: 1px solid black; padding: 2px;"> Select Room Semester * Extracurricular Programs 2018 17-18 Enrichment 17-18 School Aged Child Care 18-19 School Aged Child Care </div>


- Once the Semester Information screen appears, complete the necessary fields. Not all fields are required; the required fields will have an asterisk (*) next to the label

Available Fields:

- Semester Information

- Availability/Camp Days - allows administrators to add field trips or fees for days of care to an overall room/semester pairing

- Activity Code - enter the course number that should display on registration, if applicable

Semester Information: Girl Scouts	
Semester:	Extracurricular Programs 2018 ▼
Semester is assigned (Availability/Camp Days) (Registration Setup) (Registration Exceptions) (Plan Options) 	
Activity Code:	<input type="text"/>
GL Code:	<input type="text"/>
Start Date:	<input type="text"/>
End Date:	<input type="text"/>
Program Start Time:	00 ▼ 00 ▼
Program End Time:	00 ▼ 00 ▼

- GL Code - enter the accounting general ledger account number, if

- applicable
- Start Date - select the start date
 - End Date - select the end date
 - Program Start Time - select the program start time using a 24-hour clock
 - Program End Time- select the program end time using a 24-hour clock
 - Registration Unlock Code - if registration should be restricted to certain families, enter a code here and provide to families as needed. This code can be numbers, letters, or special characters, max of 25 characters
 - Extra Information (Appears During Registration) - enter any detail parents should know before registering
 - Location - enter specific location details, such as room name/number
 - Gender Restrictions - if there is a restriction on gender, select the correct option (All Allowed, Female Only, Male Only)
 - Grade From - if there is a grade restriction, select the lowest grade here
 - Grade To - if there is a grade restriction, select the highest grade here
 - Tax Credit Eligible - this will mostly be for states that allow families to make contributions to schools and non-profit organizations, and then receive that money as a direct credit (not just a deduction) at the time income taxes are filed- additional setup may be needed for this to work properly
 - Capacity - enter the maximum number of students that can

The image shows a registration form with the following fields:

- Registration Unlock Code:
- Extra Information (appears during registration):
- Location:
- Gender Restriction:
- Grade From:
- Grade To:

register

Tax Credit Eligible: Default ▼

* Capacity: 0

Minimum Capacity:

Nbr Enrolled/Dropped: 0 / 0

	M	T	W	Th	F	S	S
Daily Capacity:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Nbr Enrolled							
	0	0	0	0	0	0	0

- Minimum Capacity - this is an informational field that will display before families registers
- Nbr Enrolled/Dropped - this will display the number of enrolled and dropped students once registration has begun
- Daily Capacity - if capacity is based on the day of the week, enter the daily capacity under the correct day in the chart

- Enrollment Information

- Enrollment Start Date - select the registration start date from the calendar

Enrollment Information

* Enrollment Start Date: 11/11/2018

* End Date: 11/20/2018

Default Rate: Use Program Default ▼

Registration Fee: 10.00

1st Sibling Registration Fee: 5.00

Additional Sibling Registration Fee:

Re-Registration Fee:

Sponsor Registration Fee:

Start Hour: 00 ▼ : 00 ▼

Stop Hour: 00 ▼ : 00 ▼

Parent Manage Cutoff: Same Day ▼

- End Date - select the registration end date from the calendar
- Default Rate - select the rate that should be associated with the room/program. [Click here to setup rates](#) . If Use Program Default is selected, it will pull the rate from the room setup

- Registration Fee - the cost of registration for the first student. [Click here to see registration fee examples](#)
 - 1st Sibling Registration Fee - the cost of registration for the first sibling (2nd student), if applicable
 - Additional Sibling Registration Fee - the cost of registration for any additional siblings (after the first 2 students), if applicable
 - Re-Registration Fee - the cost if a child is registering again for a semester they were previously enrolled in
 - Sponsor Registration Fee - the cost if a sponsored student registers. Please Note: This requires extra setup
 - Start Hour- the hour registration will start
 - Stop Hour- the hour registration will end
 - Parent Manage Cutoff - the day parents will no longer be able to select a day from a parent managed calendar
 - Available choices: Not Applicable, Same Day, Day Prior, Week Prior - day of the week
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- **Early Enrollment Information**

- Early Enrollment Start Date - select the start date for early enrollment, if applicable

Early Enrollment Information	
Early Enrollment Start Date:	<input type="text"/>
Early End Date:	<input type="text"/>
Early Default Rate:	Use Program Default ▼
Early Registration Fee:	<input type="text"/>
1st Sibling Early Registration Fee:	<input type="text"/>
Additional Sibling Early Registration Fee:	<input type="text"/>
Early Re-Registration Fee:	<input type="text"/>
Early Sponsor Registration Fee:	<input type="text"/>

- Early Enrollment End Date - select the end date for early enrollment, if applicable
- Early Default Rate - the student rate if registered in early

enrollment

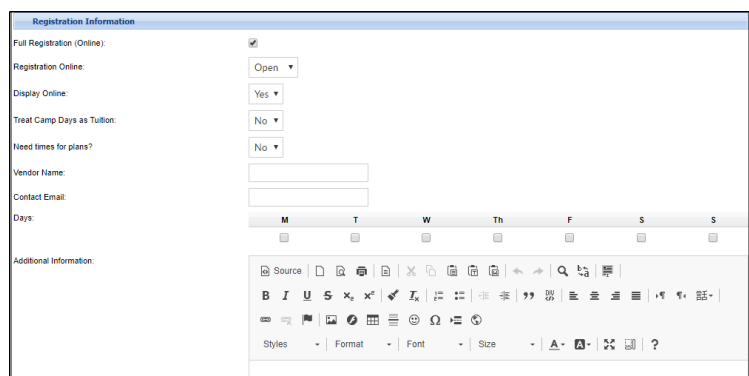
- Early Registration Fee - the cost of registration for the first student during early enrollment. [Click here to see registration fee examples](#)
- Early 1st Sibling Registration Fee - the cost of registration for the first sibling (2nd student) during the early enrollment period
- Early Additional Sibling Registration Fee - the cost of registration for any additional siblings during early enrollment
- Early Re-Registration Fee- the cost if a child is registering again for a semester they were previously enrolled in during the early enrollment period
- Early Sponsor Registration Fee - the cost if a sponsored student registers during early enrollment

- **Registration Bundle**

- Bundle Program
- Bundle Semester

- **Registration Information**

- Full Registration (Online) - check this box if new and existing students should be able to register online
- Registration Online - choose Open or Closed to open/close registration online.



The screenshot shows a web form titled "Registration Information". It contains several fields and options:

- Full Registration (Online):** A checkbox that is checked.
- Registration Online:** A dropdown menu with "Open" selected.
- Display Online:** A dropdown menu with "Yes" selected.
- Treat Camp Days as Tuition:** A dropdown menu with "No" selected.
- Need times for plans?** A dropdown menu with "No" selected.
- Vendor Name:** An empty text input field.
- Contact Email:** An empty text input field.
- Days:** A row of seven checkboxes corresponding to the days of the week: M, T, W, Th, F, S, S. All checkboxes are currently unchecked.
- Additional Information:** A rich text editor area with a toolbar containing various formatting options like bold, italic, underline, and font color.

Recommended Setting: choose Open if online registration will take place at some point

- Display Online - choose yes or no to display this program online.

Recommended Setting: choose Yes if online registration will take place at some point

- Treat Camp Days as Tuition
 - Need Times for Plans
 - Vendor Name - if the program is being hosted by a 3rd party or separate vendor, place the name of the vendor in this field
 - Contact Email - if registration emails should go to a specific person for the room/semester association enter the email in this field
 - Days - select the days the program will meet for the semester
 - Additional Information - this is a retired field that no longer displays on new registration pages
 - Center List - once the information is saved for the first time, navigate back to this screen. Scroll to the bottom and select which centers the room/semester association should apply to
 - **Please Note:** for single-center sites, this will default automatically. If no centers are selected, registration will not display for the room/program
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