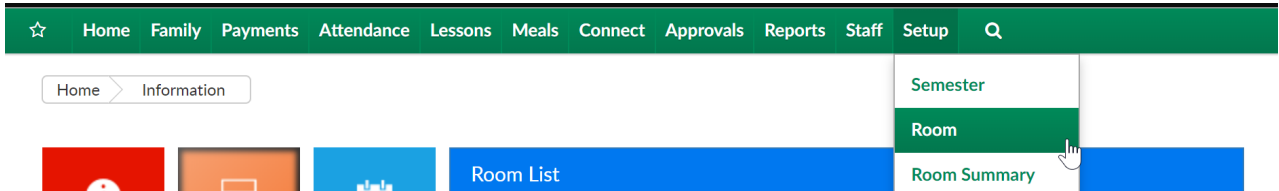


Setup Room Times

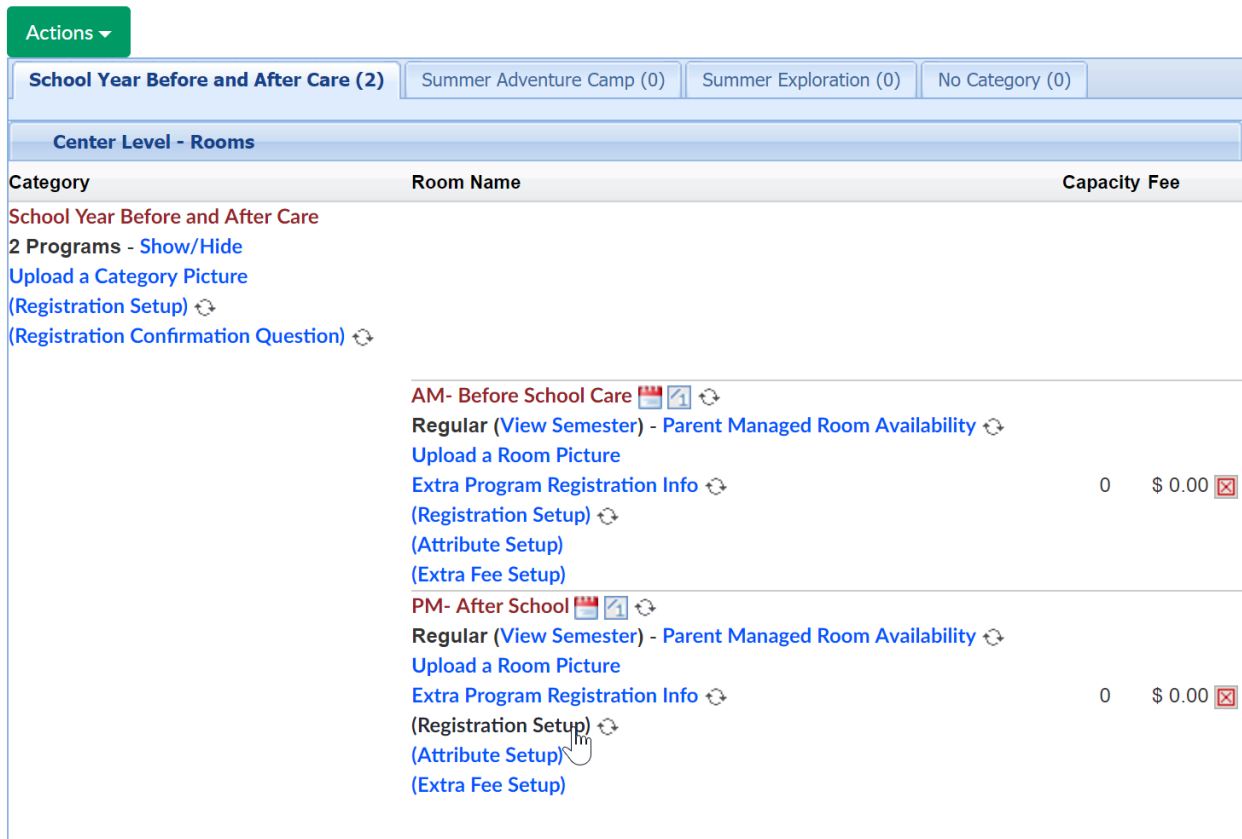
Last Modified on 06/29/2020 12:43 pm EDT

To add times that parents can drop off/pick up their children go to the setup menu and select the room/classroom option.

Note: Arrival/Departure time are set at the room level.



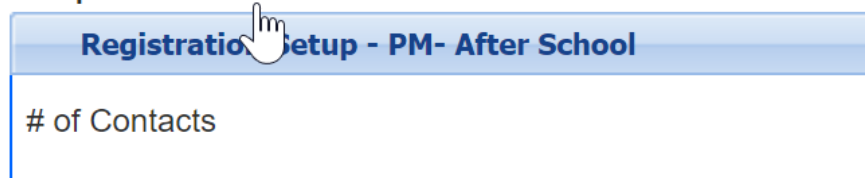
Then select the registration setup option under the room's name-



Select the Setup Room Times link-

Setup -> PM- After School -> Registration Setup

Setup Room Times



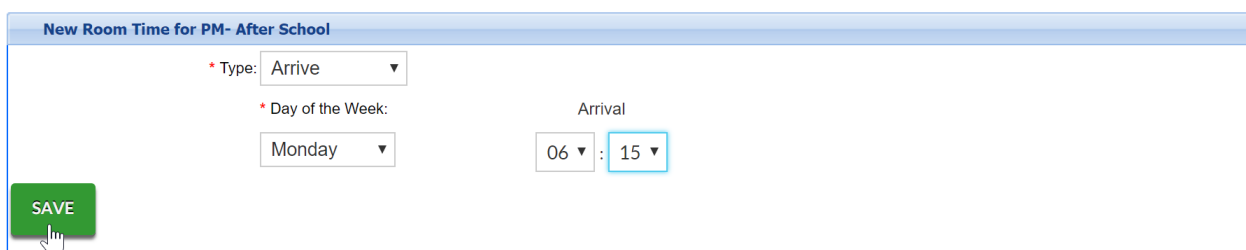
Choose the type of time you will be entering-

- Arrival- time the parent will be dropping off
- Departure- time the parent will be picking up
- Arrival/Departure- drop off AND pickup time

Choose the day of the week

Choose the time(s)

Then press Save



The screenshot shows a web form titled "New Room Time for PM- After School". The form contains the following fields and controls:

- A dropdown menu labeled "* Type:" with "Arrive" selected.
- A dropdown menu labeled "* Day of the Week:" with "Monday" selected.
- A label "Arrival" positioned above two time input fields.
- The first time input field contains "06" and has a dropdown arrow.
- A colon ":" separator is between the two time input fields.
- The second time input field contains "15" and has a dropdown arrow.
- A green "SAVE" button is located in the bottom left corner of the form area, with a mouse cursor hovering over it.

Continue this process until all time options have been added for each day.

There is not currently a way to copy this from room to room, so this must be done at each room level, for each day and time manually.
