Removing a Program from Displaying

Last Modified on 06/29/2020 12:37 pm EDT

Once a room/program has been added to the system and associated with a semester the room can no longer be deleted.

If you do not want the room/program displaying in drop down lists any longer on the admin side you can change the room's active status to no.

Go to the setup > room page, then select the room name. Scroll to the Active field and select No.

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Home	Information									Semes	ter		
										Classro	om		
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Select the room's name you want to remove from drop down lists on the admin side

Center Level - Classrooms			
Category	Classroom Name	Operating Capacity	Fee
*School Year Care (Category)			
4 Programs - Show/Hide			
Upload a Category Picture			
(Registration Setup) 🔂			
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Scroll to the Active field and select No

* Classroom Name:	AM, Before School Care (Recurring Billing Room, Mont	
Classroom Category:	*School Year Care (Category)	
Attendance Group:	Select an Attendance Group V Time Details	
Online Description:		
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		•
* Operating Capacity:	0	
Licensed Capacity:		
Send Email When Room Reaches Operating Canacity:		
* Registration Fee		
Artius:		
Active.	Yes Y	
Show In Mobile Apps:	Yes	
Primary Classroom:	No C	
Physical Room Name:	Pending	
Default Revenue Type:		

Then scroll to the bottom and select Save.

If you do not want the room/program displaying on a registration page any longer you can go to the semester summary screen and edit the specific room/semester pairings (set the program to display: hide and closed). Click here to go see how to navigate to the semester summary screen!

Go to setup > semester

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Select the i button to go to the semester summary screen

Cer	nter L	evel - Se	mester List									
		Year	Description	Start	End	Active						
\checkmark	0	2019	2019 Early Childhood	01/01/2019	12/31/2019	Y	Ø	Open	Close	Cancel	÷	<u> </u>
~	Ř) 2019 /iew Se	2019 Summer (Setup > Semester)	06/03/2019	06/28/2019	Y	Ø	Open	Close	Cancel	÷	
\checkmark	0	2019	Daily Summer Camp	06/19/2019	08/23/2019	Y	Ø	Open	Close	Cancel	÷	
•								-				· · ·

Select the checkbox next to the program/semester pairing you want to hide or close

Setup -> Semester Summary

Add Program/Room
Oupdate Enrollment Counts

Semester	Program	Center Information
2019 Early Childhood	Early Childhood (Category) - Infants	DCW Transactional- CENTER 1
Year: 2019	Registration Type: N	Activity Code:
Date Range: 01/01/2019 to 12/31/2019	Program Fee: \$ 0.00	Unlock Code:
	Tax Credit Eligible: N	Capacity: Min/Max/Total: 0/0/0
		Daily Capacity: M/T/W/Th/F: 0/0/0/0/0
		Start Time:0:0 Stop Time:0:0
		Enrollment: 12/12/2018 to 11/30/2019
		Semester Fee: \$ 0.00
		Early Enrollment: to
		Early Registration Fee:
		Tax Credit Eligible:
		Extra Information:
		Days: M/T/W/Th/F: 0/0/0/0/0
		GL Code:
		Gender Restriction: A
		Parent Managed Cutoff: S
		Email:
		Status: Open Close Cancel

Scroll to the bottom of the screen and select Hide Semesters



Confirmation will appear, press OK to continue.

areworks.com says	(
n completed successfully.	80 1/
	OK
	areworks.com says n completed successfully.

The room/semester will no longer display on the parent portal or new registration pages. Continue this process as needed.

You can also go to the setup > room page, click on the room name of the room/program you no longer want to display, rename the room (i.e. do not use), change category to select a category, change active to no, scroll to the bottom and remove all center/room associations.

If you do this the room will not display on the registration page and will not display in drop-down boxes throughout the admin side of the site.

Center Level - Class	isrooms		
Category	Classroom Name	Operating Capacity	Fee
*School Year Care (Categ	gory)		
4 Programs - Show/Hide	2		
Upload a Category Pictu	ire		
(Registration Setup) 💮			
Registration Confirmation	ion Question)		
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-	AM, Before School Care (Recurring Billing Room, Monthly) Regular (View Semester) - Monthly - Parent Manage Outpload a Classroom Picture Extra Program Registration Info ↔ (Registration Setup) ↔	Availability 0	0.
-	AM, Before School Care (Recurring Billing Room, Monthly) Regular (View Semester) - Monthly - Parent Manage O Upload a Classroom Picture Extra Program Registration Info (Registration Setup) (Attribute Setup)	Availability 0	0.

Select the Select a Category option from the classroom category drop-down list

* Classroom Name:	AM, Before School Care (Recurring Billing Room, Mont	
Classroom Category:	*School Year Care (Category)	٠
Attendance Group:	Select a Category	N
Online Description:	*School Year Care (Category)	μż
	School real Care (Category)	

Scroll to the bottom of the page and save.