

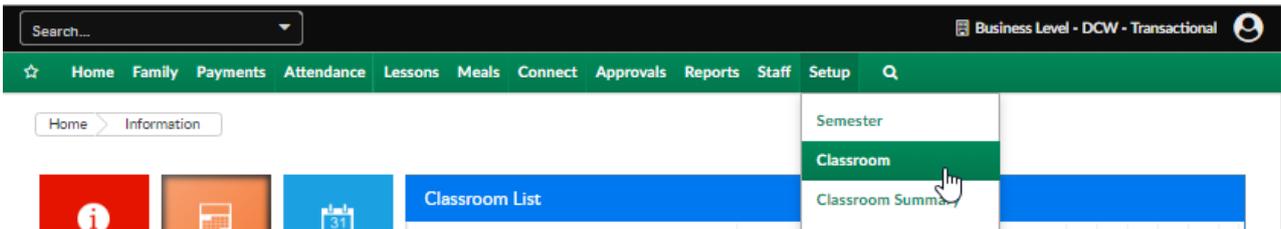
# Removing a Program from Displaying

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

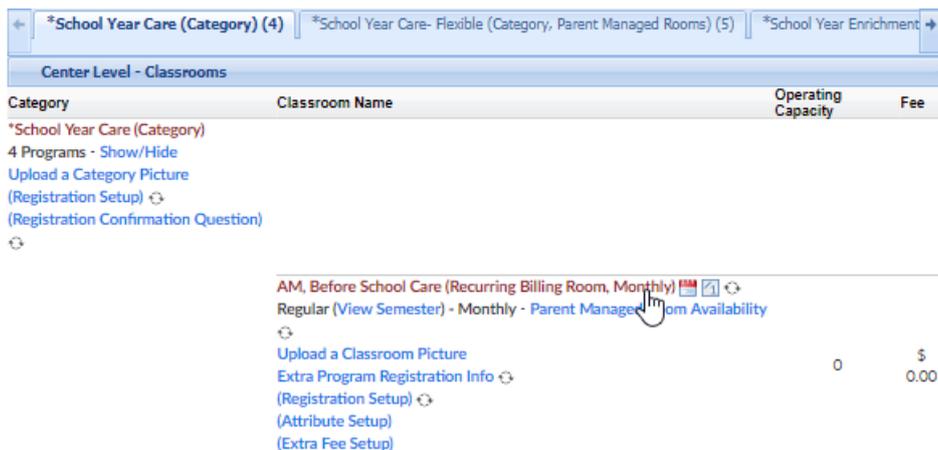
*Once a room/program has been added to the system and associated with a semester the room can no longer be deleted.*

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.



Select the room's name you want to remove from drop down lists on the admin side



Scroll to the Active field and select No

\* Classroom Name:

Classroom Category:

Attendance Group:  [Time Details](#)

Online Description:

Source |

**B I U S** |

Styles | Format | Font | Size |

## AM CARE



\* Operating Capacity:

Licensed Capacity:

Send Email When Room Reaches Operating Capacity:

\* Registration Fee:

Active:

Show In Mobile Apps:

Primary Classroom:

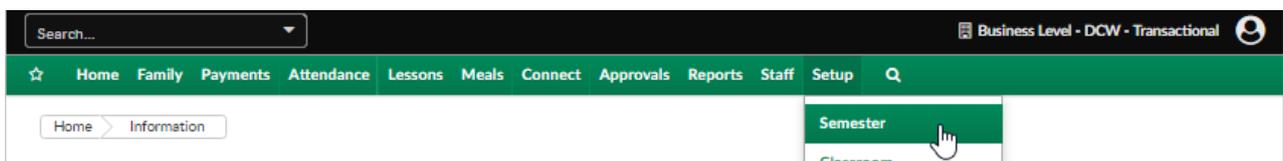
Physical Room Name:

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



Select the i button to go to the semester summary screen

Center Level - Semester List										
<input type="checkbox"/>	Year	Description	Start	End	Active					
<input checked="" type="checkbox"/>	2019	2019 Early Childhood	01/01/2019	12/31/2019	Y			Open	Close	Cancel
<input checked="" type="checkbox"/>	2019	2019 Summer (Setup > Semester)	06/03/2019	06/28/2019	Y			Open	Close	Cancel
<input checked="" type="checkbox"/>	2019	Daily Summer Camp	06/19/2019	08/23/2019	Y			Open	Close	Cancel

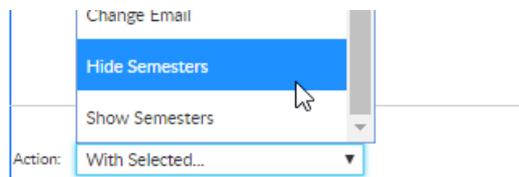
Select the checkbox next to the program/semester pairing you want to hide or close

Setup -> **Semester** -> Semester Summary

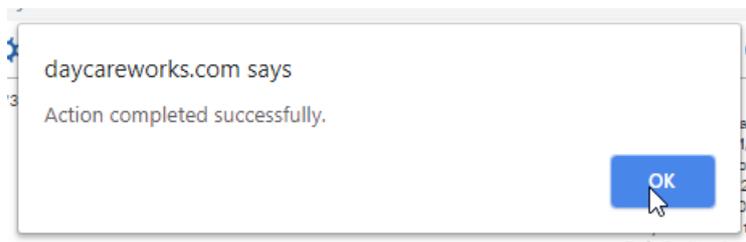
[Add Program/Room](#) [Update Enrollment Counts](#)

Semester Summary		
Semester	Program	Center Information
<input checked="" type="checkbox"/> 2019 Early Childhood Year: 2019 Date Range: 01/01/2019 to 12/31/2019	Early Childhood (Category) - Infants Registration Type: N Program Fee: \$ 0.00 Tax Credit Eligible: N	DCW Transactional- CENTER 1 Activity Code: Unlock Code: 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.



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 - Classrooms			
Category	Classroom Name	Operating Capacity	Fee
*School Year Care (Category)			
4 Programs - Show/Hide			
Upload a Category Picture			
(Registration Setup) ↻			
(Registration Confirmation Question) ↻			
↻			
AM, Before School Care (Recurring Billing Room, Monthly) 📅 📄 ↻			
Regular (View Semester) - Monthly - Parent Managed Room Availability ↻			
↻			
Upload a Classroom Picture			
		0	\$
Extra Program Registration Info ↻			0.00
(Registration Setup) ↻			
(Attribute Setup)			
(Extra Fee Setup)			

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

\* Classroom Name:

Classroom Category:

Attendance Group:

Online Description:

Scroll to the bottom of the page and save.