# Room Not Displaying on Registration

Last Modified on 06/29/2020 12:56 pm EDT

Here are some common troubleshooting tips for why a room may not display as an option on the registration screen:

### Check to see if the semester's registration is active-

Go to setup > semester and check to make sure the semester registration is active-

☆	Home	Family	Payments	Attendance	Lessons	Meals	Connect	Approvals	Reports	Staff	Setup	Q	
Н	ome	Informatio	n								Seme	ster	
											Classr	room	
				ولسلح	Cla	ssroom	List				Classr	oom Summary	

Select a semester from the drop down list-

	F
nester Information	
ester: *	
Add Semester	
Add Semester	
17-18 Enrichment	
17-18 School Aged Child Care	
18-19 School Aged Child Care	7
2018 Preschool	
2018 Summer	

Check if registration is active by looking at the Registration Active field (room/semesters should display) or inactive (no room/semesters will display)-

Semester Information
Semester: *
17-18 School Aged Child Care
Show All
Enter a Semester Description
17-18 School Aged Child Care
Start Date
<sup>™</sup> 08/28/2017 <sup>™</sup>
Next Enrollment Date
Registration Active:
Active Inactive
Semester Cost At:

Check to see if the registration dates are correct (if dates are different by site)-

Go to setup > semester-

☆	Home	Family	Payments	Attendance	Lessons	Meals	Connect	Approvals	Reports	Staff	Setup	Q	
Н	ome	Informatio	on								Semes	ster	
											Classr	oom	
			_	ولسلع	Cla	ssroom	List				Classr	oom Summary	

Scroll down to the Center Level- Semester list and press the blue i next to the semester's name-

iter L	evel - Se	SAVE	OPEN ENROI										
	Year	Description	Start	End	Active								
U	2018	2018 Preschool	03/01/2018	12/31/2018	Y	ß	Open	Close	Cancel	×	÷		
0	2017	17-18 Enrichment	08/28/2017	05/25/2018	Υ		Open	Close	Cancel		÷		
0	2017	17-18 School Aged Child Care	08/28/2017	05/25/2018	Υ		Open	Close	Cancel		÷		
<b>O</b> <sub>V</sub>			05/28/2018	08/24/2018	Υ		Open	Close	Cancel		Ð		
												•	
			_										
		Year 2018 2017 2017	ter Level - Semester List Year Description 2018 2018 Preschool	Year Description     Start       2018     2018     2018     03/01/2018       2017     17-18     Enrichment     08/28/2017       1     2017     17-18     School Aged Child Care     08/28/2017	Year     Description     Start     End       1     2018     2018 Preschool     03/01/2018     12/31/2018       2     2017     17-18 Enrichment     08/28/2017     05/25/2018       1     2017     17-18 School Aged Child Care     08/28/2017     05/25/2018       1     2017     2014 Comment     05/28/2018     08/24/2018	Year     Description     Start     End     Active       2018     2018     2018     2018     2017     17-18     End     Active       2017     17-18     Enrichment     08/28/2017     05/25/2018     Y       2017     17-18     School Aged Child Care     08/28/2017     05/25/2018     Y	Year     Description     Start     End     Active       1     2018     2018 Preschool     03/01/2018     12/31/2018     Y     Image: Colspan="3">Image: Colspan="3">Image: Colspan="3">Image: Colspan="3">Colspan="3">Colspan="3">Colspan="3">Colspan="3"       2017     17-18 Enrichment     08/28/2017     05/25/2018     Y     Image: Colspan="3">Image: Colspan="3"       2017     17-18 School Aged Child Care     08/28/2017     05/25/2018     Y     Image: Colspan="3">Image: Colspan="3"	Year     Description     Start     End     Active     Open       1     2018     2018 Preschool     03/01/2018     12/31/2018     Y     Image: Colspan="5">Open       2017     17-18 Enrichment     08/28/2017     05/25/2018     Y     Image: Colspan="5">Open       2017     17-18 School Aged Child Care     08/28/2017     05/25/2018     Y     Image: Colspan="5">Open       2017     2017     17-18 School Aged Child Care     08/28/2017     05/25/2018     Y     Image: Colspan="5">Open	Year     Description     Start     End     Active     Close       2018     2018 Preschool     03/01/2018     12/31/2018     Y     Image: Close     Image: Clos	Year Description   Start   End   Active   Close   Cancel     1   2018   2018 Preschool   03/01/2018   12/31/2018   Y   Image: Colspan="6">Image: Colspan="6">Close   Cancel     2017   17-18 Enrichment   08/28/2017   05/25/2018   Y   Image: Colspan="6">Image: Colspan="6">Close   Cancel     2017   17-18 School Aged Child Care   08/28/2017   05/25/2018   Y   Image: Colspan="6">Close   Cancel     Image: Colspan="6">Colspan= Colspan= Colspan="6">Colspan= Colspan="6">Colspan= Colspan="6">Cancel	Year   Description   Start   End   Active   Close   Cancel     Year   Description   Start   End   Active   Image: Colspan="6">Image: Colspan="6">Close   Cancel   X     Year   Description   O3/01/2018   12/31/2018   Y   Image: Colspan="6">Image: Colspan="6">Close   Cancel   X     O1   2017   17-18 Enrichment   O8/28/2017   O5/25/2018   Y   Image: Colspan="6">Close   Cancel     O2017   17-18 School Aged Child Care   O8/28/2017   O5/25/2018   Y   Image: Colspan="6">Close   Cancel	Year   Description   Start   End   Active   I   Open   Close   Cancel   I     Year   Description   Start   End   Active   Image: Colspan="6">Image: Colspan="6">Image: Colspan="6">Image: Colspan="6">Image: Colspan="6">Image: Colspan="6">Image: Colspan="6">Image: Colspan="6">Image: Colspan="6">Image: Colspan="6">Close   Cancel   Image: Colspan="6">Image: Colspan="6"   Image: Colspan="6"   Image: Colspan="6"   Image: Colspan="6"   Image: Colspan="6"   Image: Colspan="6"   Image: Colspan="6"     Image: Colspan="6" <th cols<="" td=""></th>	

Each semester/room/site pairing will have an enrollment date, if the program should display on the registration now, you will want to be sure the date range is inclusive of the day's date-

#### Setup -> <u>Semester</u> -> Semester Summary

+Add Program/Room @Update Enrollment Counts

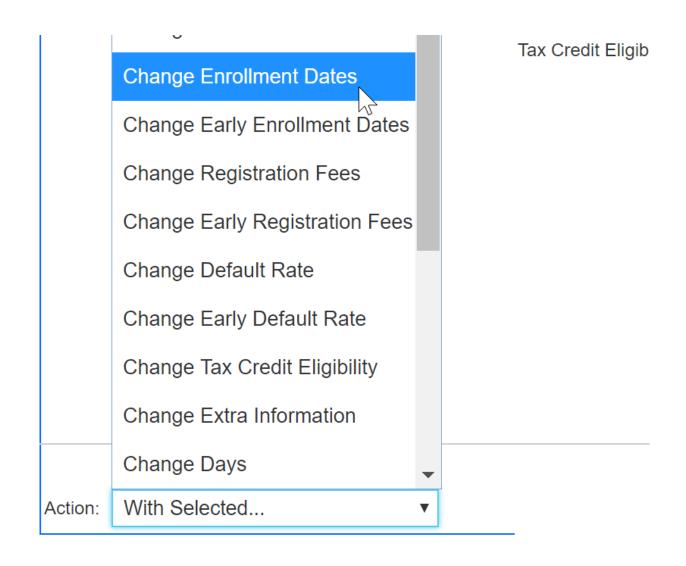
S	emester Summary		
	Semester	Program	Center Information
	17-18 School Aged Child Care Year: 2017 Date Range: 08/28/2017 to 05/25/2018	School Year Care - AM, Before School Care Registration Type: N Program Fee: \$ 0.00 Tax Credit Eligible: N	DCW Transactional- Center 1 Activity Code: Unlock Code: Capacity: Min/Max/Total: 0/50/6 Daily Capacity: M/T/W/Th/F: 0/0/0/0/0 Start Time:0:0 Stop Time:0:0 Enrollment: 07/31/2017 to 05/25/2018 Semester Fee: \$ 300.00 Early Enrollment: to Early Registration Fee: Tax Credit Eligible: Extra Information: Days: M/T/W/Th/F: 1/1/1/1/1 GL Code: Gender Restriction: A Parent Managed Cutoff: S Email: Status: Open   Close   Cancel

To update one or more semester/room/site pairing select the box on the left side of the pairing

#### Setup -> <u>Semester</u> -> Semester Summary

Semester Summary		
Semester	Program	Center Information
17-18 School Aged Child Care Year: 2017 Date Range: 08/28/2017 to 05/25/2018	School Year Care - AM, Before School Care Registration Type: N Program Fee: \$ 0.00 Tax Credit Eligible: N	DCW Transactional- Center 1 Activity Code: Unlock Code: Capacity: Min/Max/Total: 0/50/6 Daily Capacity: M/T/W/Th/F: 0/0/0/0/0 Start Time:0:0 Stop Time:0:0 Enrollment: 07/31/2017 to 05/25/2018 Semester Fee: \$ 300.00 Early Registration Fee: Tax Credit Eligible: Extra Information: Days: M/T/W/Th/F: 1/1/1/1/1 GL Code: Gender Restriction: A Parent Managed Cutoff: S Email: Status: Open   Close   Cancel
\$ 17-18 School Aged Child Care Year: 2017 Date Range: 08/28/2017 to 05/25/2018	School Year Care - Flexible Care, AM Registration Type: N Program Fee: \$ 0.00 Tax Credit Eligible: N	DCW Transactional- Center 1 Activity Code: Unlock Code: Capacity: Min/Max/Total: 0/50/0 Daily Capacity: M/T/W/Th/F: 0/0/0/0/0 Start Time:0:0 Stop Time:0:0 Enrollment: 09/14/2017 to 09/14/2017 Semester Fee: \$ 300.00

Scroll to the bottom of the page and press the actions button. Then select Change Enrollment Dates, enter the new dates and save.



Check to see if the registration dates are correct (if dates are the same by site)-

Go to setup > room

☆	Home	Family	Payments	Attendance	Lessons	Meals	Connect	Approvals	Reports	Staff	Setup	Q		
ŀ	Home	Informatio	on								Semes	ster		
											Classr	oom 🛄		
	i			<mark>и и</mark> 31	Cla	ssroom	List				Classr	oom Summary		
	Information		chedules	Semester	Cente	r			С	lassroon	Rates		М	т
	mornation		chequies	Semester	DCV	V Transa	tional- Cer	nter 1	А	M. Befo	Fees		5	3

Click the view semester link under the room name-

Actions 🗸		
School Year Care (10)	Special Programs (5) Summer Camp (2) No Category (2)	
Center Level - Class	rooms	
Category	Classroom Name	Capacity Fee
School Year Care		
10 Programs - Show/Hid	e	
Upload a Category Picture		
(Registration Setup) 🕀		
(Registration Confirmation	n Question) 🕀	
	AM, Before School Care 🛗 🚹 🔂	
	Regular (View Semester) - Monthly - Parent Managed Room Availability 🕀	
	Upload a Classroc <sup>IIII</sup> Picture	
	Extra Program Registration Info 🕀	0 \$ 0.00
	(Registration Setup) 🕀	
	(Attribute Setup)	
	(Extra Fee Setup)	
1		

Select the semester from the drop down list-

## Setup -> <u>AM, Before School Care</u> -> Semester

Semester Information: AM, Before School Care	
Semester:	Select Room Semester 🔹
	Select Room Semester
	* 17-18 School Aged Child Care
	* 18-19 School Aged Child Care

Scroll to enrollment information and verify dates, if changes are made- be sure to scroll to the bottom of the screen and press Apply to All-

	0	U	U	U	U	U	U
Enrollment Information							
* Enrollment Start Date:	07/31/2017						
* End Date:	05/25/2018	]					
Default Rate:	Use Progra	am Default				•	
Registration Fee:	0.00						

Make sure Room/Semester associations have been setup-

Go to setup > room

☆	Home	Family	Payments	Attendance	Lessons	Meals	Connect	Approvals	Reports	Staff	Setup	٩			
	Home	Informatio	n								Semes	ter			
											Classro	oom			
	i		-	5-6 31	Cla	ssroom	List				Classro	oom Summary			
	Information		chedules	31 Semester	Cente	r			C	lassroon	Rates		M	۱ ·	т
	mornation		chedules	Seniestei	DCV	V Transad	tional- Cen	iter 1	А	M. Befo	Fees		1	5	3

Click the view semester link under the room name-

School Year Care (10)	Special Programs (5)	Summer Camp (2)	No Category (2)			
Center Level - Class	rooms					
Category Classroom Name						ty Fee
Upload a Category Pictur (Registration Setup) 🕀	e					
	AM, Bef	fore School Care 💾 🛛				
	AM, Bef Regular	r (View Semester) - N		anaged Room Availability ↔		
	AM, Bef Regular Upload :		Nonthly - Parent M	anaged Room Availability ↔	0	\$ 0.00
	AM, Bef Regular Upload a Extra Pr	r (View Semester) - N a Classroc <sup>Im</sup> Picture	Nonthly - Parent M	anaged Room Availability ↔	0	\$ 0.00
(Registration Confirmatio	AM, Bef Regular Upload : Extra Pr (Registra	r (View Semester) - N a Classroc <sup>IM</sup> Picture rogram Registration Ir	Nonthly - Parent M	anaged Room Availability 🕁	0	\$ 0.00

Select the semester from the drop down list-

## Setup -> <u>AM, Before School Care</u> -> Semester

Semester Information: AM, Before School Care				
Semester	Select Room Semester 🔹			
	Select Room Semester			
	* 17-18 School Aged Child Care			
	* 18-19 School Aged Child Care			

Scroll to the bottom of the page and ensure all sites say remove. If any sites say add, click the add button to have them display as an option for registration. Click apply to all if changes have been made.

				4
	Center List			
	Center	Action	Change Status	Show/Hide
	DCW Transactional- Center 1	Remove	Close	Hide
SAVE APPLY TO ALL		- Jum		