

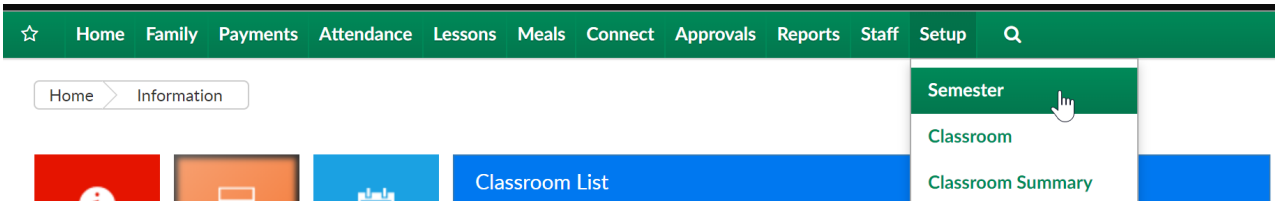
Room Not Displaying on Registration

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-



Select a semester from the drop down list-


Setup > Semester



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


Semester Description:

 17-18 School Aged Child Care

Start Date

 08/28/2017

Next Enrollment Date



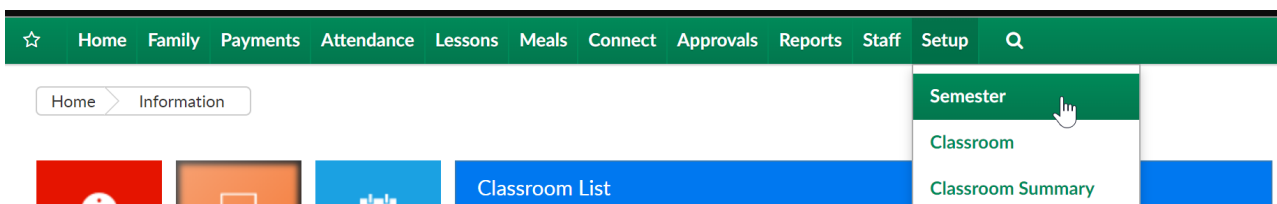
Registration Active:

Active Inactive

Semester Cost At:










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

Go to setup > semester-



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

SAVE
OPEN ENROLLMENT
CLOSE ENROLLMENT
CANCEL ENROLLMENT

Center Level - Semester List											
	Year	Description	Start	End	Active						
<input checked="" type="checkbox"/>	2018	2018 Preschool	03/01/2018	12/31/2018	Y		Open	Close	Cancel		
<input checked="" type="checkbox"/>	2017	17-18 Enrichment	08/28/2017	05/25/2018	Y		Open	Close	Cancel		
<input checked="" type="checkbox"/>	2017	17-18 School Aged Child Care	08/28/2017	05/25/2018	Y		Open	Close	Cancel		
<input checked="" type="checkbox"/>	2017	2017-2018	05/28/2018	08/24/2018	Y		Open	Close	Cancel		

OPEN SELECTED
CLOSE SELECTED
CANCEL SELECTED

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 -> [Semester](#) -> Semester Summary

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

Semester Summary			
	Semester	Program	Center Information
<input type="checkbox"/>	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 -> [Semester](#) -> Semester Summary

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

Semester Summary			
	Semester	Program	Center Information
<input checked="" type="checkbox"/>	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
<input type="checkbox"/>	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.

Tax Credit Eligib

- Change Enrollment Dates
- Change Early Enrollment Dates
- Change Registration Fees
- Change Early Registration Fees
- Change Default Rate
- Change Early Default Rate
- Change Tax Credit Eligibility
- Change Extra Information
- Change Days

Action: With Selected...

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

Home > Information

i
Information

📅
Schedules

📅
Semester

Classroom List

Center	Classroom	Semester
DCW Transactional- Center 1	AM. Ref	<div style="background-color: #0070C0; color: white; padding: 2px;">Semester</div> <div style="background-color: #0070C0; color: white; padding: 2px;">Classroom</div> <div style="background-color: #0070C0; color: white; padding: 2px;">Classroom Summary</div> <div style="background-color: #0070C0; color: white; padding: 2px;">Rates</div> <div style="background-color: #0070C0; color: white; padding: 2px;">Fees</div>

M	T
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 - Classrooms

Category	Classroom Name	Capacity	Fee
School Year Care 10 Programs - Show/Hide Upload a Category Picture (Registration Setup) ↻ (Registration Confirmation Question) ↻			
	AM, Before School Care 🖼️ ↻ Regular (View Semester) - Monthly - Parent Managed Room Availability ↻ Upload a Classroom Picture Extra Program Registration Info ↻ (Registration Setup) ↻ (Attribute Setup) (Extra Fee Setup)	0	\$ 0.00

Select the semester from the drop down list-

Setup -> AM, Before School Care -> 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-

Enrollment Information

* Enrollment Start Date:

* End Date:

Default Rate: Use Program Default ▾

Registration Fee:

Make sure Room/Semester associations have been setup-

Go to setup > room

Home Family Payments Attendance Lessons Meals Connect Approvals Reports Staff Setup Q

Home Information

Information Schedules Semester

Classroom List

Center	Classroom	M	T
DCW Transactional- Center 1	AM. Refe	5	3

Semester
Classroom
 Classroom Summary
 Rates
 Fees

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 - Classrooms

Category	Classroom Name	Capacity	Fee
School Year Care	AM, Before School Care		
10 Programs - Show/Hide	Regular (View Semester) - Monthly - Parent Managed Room Availability	0	\$ 0.00

Upload a Category Picture
 (Registration Setup)
 (Registration Confirmation Question)

Upload a Classroom Picture
 Extra Program Registration Info
 (Registration Setup)
 (Attribute Setup)
 (Extra Fee Setup)

Select the semester from the drop down list-

Setup -> AM, Before School Care -> 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.

Center List

Center	Action	Change Status	Show/Hide
DCW Transactional- Center 1	Remove	Close	Hide

SAVE APPLY TO ALL

