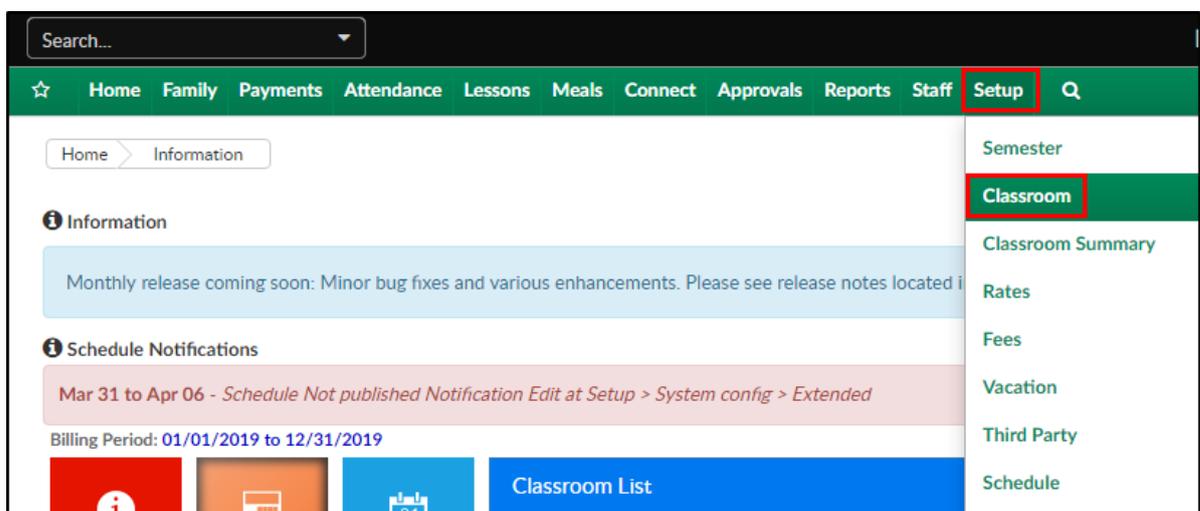


Room/Program - (View Semester), Availability/Camp Days

Last Modified on 04/01/2019 12:42 pm EDT

Field trips can be associated to programs at a center level. This process can also be used to setup camp days. Be sure you are at the center level when adding field trip days, rather than at the business level.

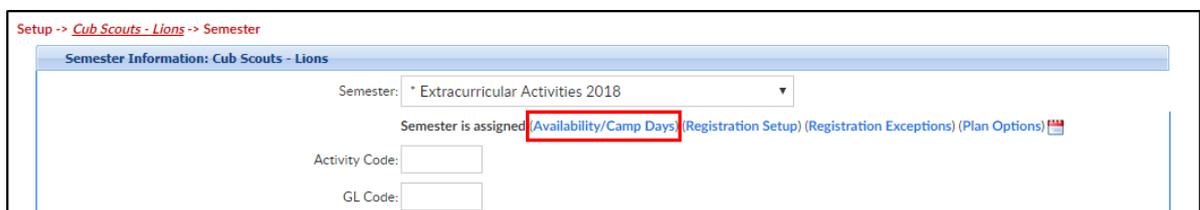
1. Click Setup, then select Room/Program/Classroom



2. Locate the room and click View Semester



3. Select the semester from the Semester drop-down
4. Click Availability/Camp Days



5. Days previously added to the room, will display in the Date Availability section

Add New Availability |  Export Availability

Date Availability								
	Description	Date	Enroll By	Cost for Day	Capacity	# Enrolled	Status	Order
<input checked="" type="checkbox"/>	Meeting 1	03/29/2019	03/29/2019	\$0	0	0	Closed(Change)	0

6. To add new availability, scroll to the New Classroom Semester Availability section

New Classroom Semester Availability

* Description:

Group Name:

* Classroom Date:

* Classroom End Enrollment Date:

* Capacity:

* Cost For Day:

Display Order:

Status:

Start Time: :

Stop Time: :

- o Description - enter a title for the day
- o Group Name - enter a group name, if applicable
- o Classroom Date - select the date of the event
- o Classroom End Enrollment - select the last date enrollment will be accepted
- o Capacity - enter the capacity. Enter 0 for unlimited capacity
- o Cost for Day - if there is a cost for the day, enter here. If no cost, leave blank

- Display Order - if this should be displayed in a certain order, use this option
- Status - select the status of the event; Available/Open or Closed
- Start Time - select a start time, if applicable
- Stop Time - select an end time, if applicable

7. Click Save. The detail will now display in the Date Availability section

Available Exports

There are two exports available from this screen:

Date Availability								
	Center	Description	Date	Enroll By	Cost for Day	Capacity	# Enrolled	St
<input checked="" type="checkbox"/>	DCW - Transactional	Meeting1	03/01/2019	02/25/2019	\$0	0	0	Cl
<input checked="" type="checkbox"/>	DCW - Transactional	Meeting2	03/15/2019	03/08/2019	\$0	0	0	Cl
<input checked="" type="checkbox"/>	DCW - Transactional	Meeting3	03/29/2019	03/22/2019	\$0	0	0	Cl
<input checked="" type="checkbox"/>	DCW - Transactional	Meeting4	04/12/2019	04/05/2019	\$0	0	0	O

- Export Availability - Current Semester - this report will export Data Availability for all programs in the selected semester.
 - Example report - [Export Availability - Current Semester.xls](#) 
- Export Availability - Program Semester - this report will export the results from the Date Availability table for the selected program semester only
 - Example report - [Export Availability - Classroom Semester.xlsx](#) 