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

Search		
合 Home Family Payments Attendance Lessons Meals Connect Approvals Reports Staff	Setup Q	
Home Information	Semester	
A Information	Classroom	
Ginformation	Classroom Summary	
Monthly release coming soon: Minor bug fixes and various enhancements. Please see release notes located	Rates	
Schedule Notifications	Fees	
Mar 31 to Apr 06 - Schedule Not published Notification Edit at Setup > System config > Extended	Vacation	
Billing Period: 01/01/2019 to 12/31/2019	Third Party	
	Schedule	

2. Locate the room and click View Semester

✓ *School Year Enrichment Programs (Category > Multi-selection) On)	Cub Scouts - Lions te Regula (View Semester) Period: None	0	0.00 FULL	Close Registration	Room Availability	7 0
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- 3. Select the semester from the Semester drop-down
- 4. Click Availability/Camp Days

Γ	Setup -> <u>Cub Scouts - Lions</u> -> Semester						
		Semester Information: Cub Scouts - Lions					
		Semester:	* Extracurricular Activities 2018 🔹				
			Semester is assigned (Availability/Camp Days) (Registration Setup) (Registration Exceptions) (Plan Options) 🛗				
		Activity Code:					
		GL Code:					

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

Add N	Add New Availability 🛣 Export Availability							
Date	Date Availability							
	Description	Date	Enroll By	Cost for Day	Capacity	# Enrolled	Status	Order
	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 Enroliment Date:	
* Capacity:	0
* Cost For Day:	0
Display Order:	0
Status:	Available/Open 🔻
Start Time:	•
Stop Time:	•
SAVE	

- Description enter a title for the day
- Group Name enter a group name, if applicable
- Classroom Date select the date of the event
- Classroom End Enrollment select the last date enrollment will be accepted
- Capacity enter the capacity. Enter 0 for unlimited capacity
- 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:

Add N	Add New Availability - Current Semester 🗙 Export Availability - Classroom Semester									
Date	Date Availability									
	Center	Description	Date	Enroll By	Cost for Day	Capacity	# Enrolled	St		
	DCW - Transactional	Meeting1	03/01/2019	02/25/2019	\$0	0	0	CI		
	DCW - Transactional	Meeting2	03/15/2019	03/08/2019	\$0	0	0	CI		
1	DCW - Transactional	Meeting3	03/29/2019	03/22/2019	\$0	0	0	CI		
	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 ⊗