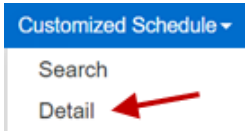
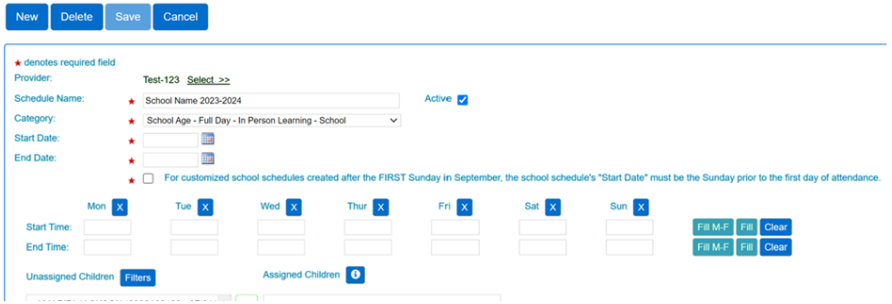
KinderConnect – Adding Customized School Schedules

A Open the **Customized School Detail** page.



B Press **New**.



C Enter the required information:

- Select the ***Provider***.
- The name of the new **Customized Schedule** in the ***Schedule Name*** field. **Note:** No special characters other than underscores (_) may be used
- The ***Active*** checkbox **must** be selected.
- Press the ***Category*** drop-down arrow and select the appropriate ***School Age*** category.

Note: When selecting the appropriate category, a message will appear below the ***End Date*** field. This checkbox **must** be selected. This will enable the ***Save*** button.

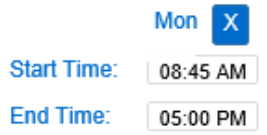
- Enter the ***Start Date*** or use the calendar to select.

Note: You **must** select the correct Start Date, which **cannot** *be* modified once you hit ***Save*.** Any modification to the Start Date will require a new schedule.

- Enter the ***End Date*** or use the calendar to select.

Note: The End Date cannot exceed one year from the Start Date.

D Enter the ***Start Time*** and the ***End Time*** for each day of the week.

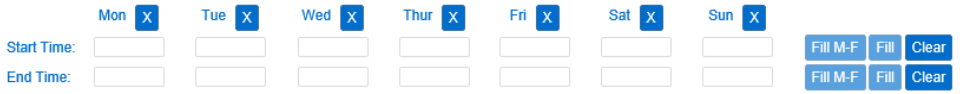


E If your schedule has hours that are the same Monday through Friday, enter the hours for Monday, then press the Fill M-F button located to the right of the **Customized Schedule** to automatically populate both the ***Start Time*** and ***End Time*** in the remaining days. Otherwise, enter the hours for each day, Monday through Friday.

If the hours are the same for all days of the week, enter the hours for Monday, then press the Fill button located to the right of the **Customized Schedule** to automatically populate both the ***Start Time*** and ***End Time*** in the remaining days. Otherwise, enter the hours for each day, Monday through Sunday.

If you make a mistake when entering the times, you can use the following options to clear the incorrect times:

- Press the Clear button to the right of the **Customized Schedule** to remove all times entered in the ***Start Time*** or ***End Time*** fields and re-enter the times.
- Press the X button on top of each day of the week to remove all times entered.



F Assign or unassign children to a **Customized Schedule**. Refer to the Assigning or Unassigning Children to a Customized Schedule QRC for additional information.

G Press **Save**. Once you hit ***Save***, any modifications to the Start Date will require a new schedule. **Note:** If the **Save** button is not enabled, ensure the checkbox is selected under the End Date field.

H Enter the reason for adding the **Customized Schedule**, then press **OK**.

For more information, visit www.ohiocctap.info, email us at supportOH@kindersystems.com or call us at 1-833-866-1708.