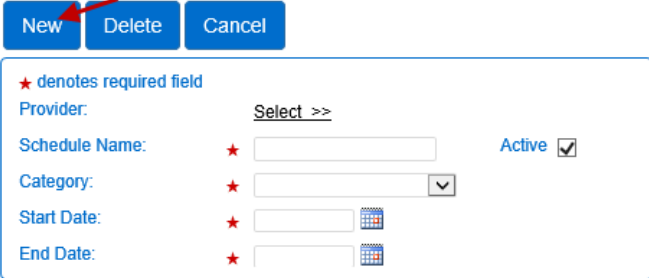


KinderConnect – Adding Non-School Customized Schedules

There are instances when a **Non School Customized Schedule** is necessary to cover children’s activities such as Head Start, Pre-K, sports, tutoring or other extra curriculum activities.

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

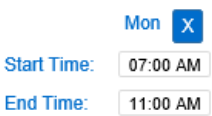
B Press **New**. 

C Enter the required information:

- The name of the **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 make your selection.
- Enter the **Start Date** or use the calendar to select.
- Enter the **End Date** or use the calendar to select.

Start Date:

End Date:

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

	Mon <input checked="" type="checkbox"/>	Tue <input checked="" type="checkbox"/>	Wed <input checked="" type="checkbox"/>	Thur <input checked="" type="checkbox"/>	Fri <input checked="" type="checkbox"/>	Sat <input type="checkbox"/>	Sun <input type="checkbox"/>	
Start Time:	<input type="text" value="07:15 am"/>	<input type="text" value="07:15 am"/>	<input type="text" value="07:15 am"/>	<input type="text" value="07:15 am"/>	<input type="text" value="07:15 am"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Fill M-F"/> <input type="button" value="Fill"/> <input type="button" value="Clear"/>
End Time:	<input type="text" value="03:05 pm"/>	<input type="text" value="03:05 pm"/>	<input type="text" value="03:05 pm"/>	<input type="text" value="03:05 pm"/>	<input type="text" value="03:05 pm"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Fill M-F"/> <input type="button" value="Fill"/> <input type="button" value="Clear"/>

E If the hours 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 located 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 located on top of each day of the week to remove all times entered for that day.

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**. 

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.