

# Create, View & Manage Programs

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Programs are the top-level categories used to organize your childcare center. All classes are assigned to a **Program** when they are created. Here are a few examples of Programs you might have at your childcare center:

- Infants
- Preschool
- Before and After School Care
- Summer Session

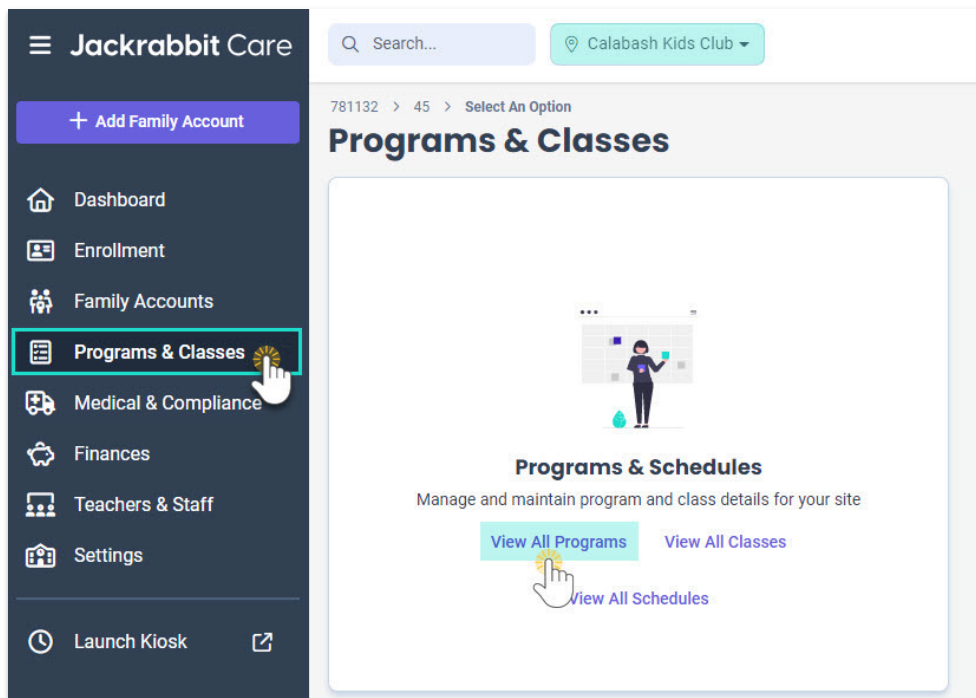
Both an Owner and Administrator automatically have the permissions to create Programs; however, an Admin is limited to creating Programs for the site(s) assigned to them when they are added as a **Team Member**.

## Create a Program

Follow these steps to create a program:

1. Go to the **Left Menu > Programs & Classes**.

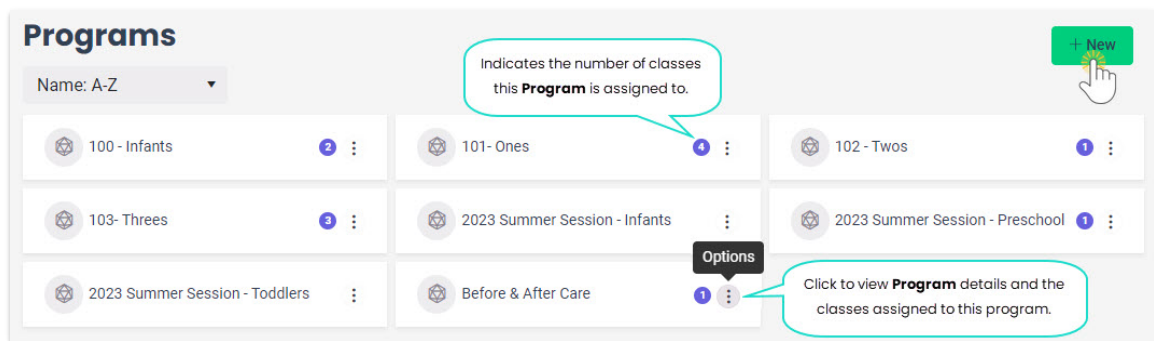
**Note:** Be sure you have the right site selected at the top of the page.




2. Click the **View All Programs** link located on the **Programs & Schedules** card to open the **Programs** page.


- Use the **Options** icon (three dots) > **Details** to open the Program with the **Details** tab selected. The **Classes** tab shows you which classes are assigned to the program.

- The color circle indicates the number of classes each program is assigned to **Note:** these color indicators are site-specific. If you change the site where the class is, the number may change depending if the class is offered at the site.



3. Click the **New** button  to open the **Program Name** window.
4. Enter the **Name** of the Program.
5. Click **Save**, and the program will be added to the **Programs** page alphabetically. Repeat these steps to add as many programs as needed for your childcare center.



Add classes right from the **Programs** page. Click the **Actions Menu**  > **New Class**. After completing the steps to add the class, use the links on the new class page (*Details* tab) to add the Space, Schedules, Ratio, and Assign Teachers. See [Create & Manage Classes](#) for more information about classes.

## View Program Details

After a program is created, as shown above, click the **Program** card on the **Programs** page. There are two tabs; **Details** and **Classes**.

- **Details** - under this tab, you will see the program **Status**, the **Program name**, how many **Classes** are assigned to the program, and a **Program Description**. The Program Description is the information that will be displayed on your Online Registration form. This description can be updated as often as needed.

## Program Description

What is your program about?

This information will be **public** if Online Registration is enabled for this program.

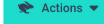
Share a little about this program. For example, Who is this program for? How is it structured, and what are the benefits of enrolling?

Cancel

Save


- **Classes** - classes that are assigned to the program are listed here.



On the Details tab for a program, click the **Actions Menu**  > **Set Up Online Registration** to step through the workflow to **Create an Online Registration Form** for the program. Each Program will need its own registration form.

## Delete a Program

Follow these steps to delete a Program:

1. Go to the **Left Menu** > **Programs & Classes**.
2. Click the **View All Programs** link located on the **Programs & Schedules** card to open the **Programs** page.
3. Click the Program card for the one you want to remove.
  - A Program can only be deleted when no classes are assigned. To remove classes, locate the class assigned to the Program on the **Details** tab, click the Program link and change which Program the class is related to. This will allow you to delete the Program from the list.
4. Go to the **Actions Menu**  > **Delete**.
5. Click **Delete** in the **Delete** window to remove the Program from the system, and it will no longer be visible on the **Programs** page.



Help is just a few clicks away! Go to **Jackrabbit Care Support - Resource Center** to select the help option that works best for you.

