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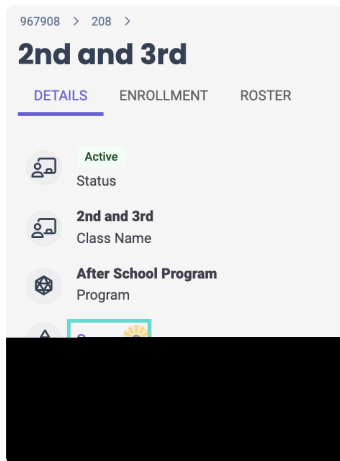
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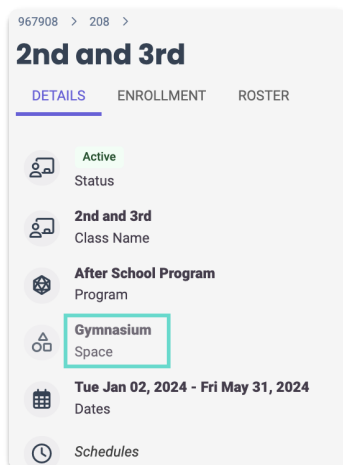
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After Spaces have been created, they can be added to classes. Locate the class you want to add a space to.

1. Go to **Programs & Classes** (left menu) > **Programs & Schedules** card > **View All Classes**.
2. Click **Details** on the class card you want to add the Space to.
3. Click the **Space** link under the **Details** tab.



4. Select the Space from the drop-down menu or click+ **NEW** to add a new space to the site.
5. Click **Save**. The space is immediately added to the class. This designated space can be changed as often as needed.



Delete a Space

Spaces with no classes assigned to them can be deleted. If a space has classes assigned to it, assign the class a new space first, then proceed with deleting an unused space:

1. Go to **Settings** (left menu) > **Site Settings** card > **Manage All # Spaces**.
2. Find the space you want to delete.
3. Click the **Options** icon (three dots in a circle) > **Delete** on the space card.

967908 > Sites > Site Details

Science Kids (Southside)

Actions

DETAILS SCHEDULES SPACES DAILY SHEET SNAPSHOT

Name: A-Z

Computer Lab

In Use

:

>

Gymnasium

In Use

:

>

Home Ec Room

In Use

:

>

Media Center

In Use

:

>

Playground

:

>

Space Details

Delete

4. Click **Delete** in the *Delete* window to confirm changes.
