Find & Create Class Openings

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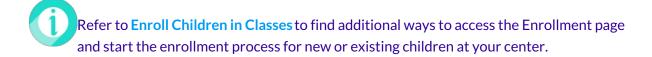
Find and create class openings on the Openings Over Time page by going to Enrollment (left menu) > Openings & Enrollments card > Find and Create Openings. If you are an Owner, Administrator, or Site Administrator, use the Openings Over Time page to:

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View enrollments across multiple schedules.

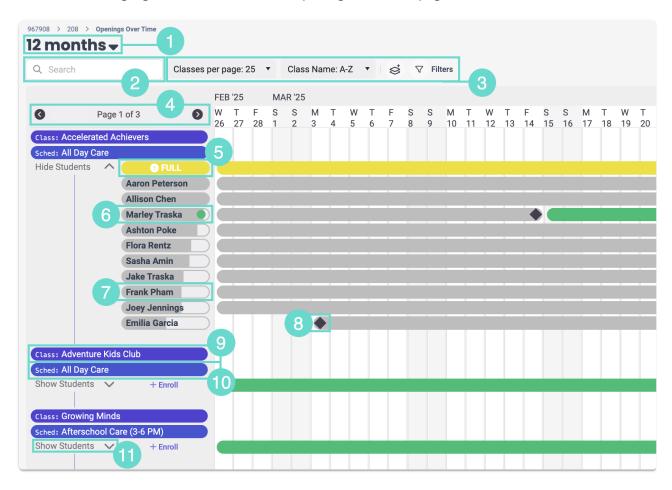
Move or drop a child from a class.

Enroll children and optionally Add a New Tuition Fee During Enrollmentor Add a Registration Fee.



Navigate Class Openings & Enrollments

Use the following legend to understand the Openings Over Timepage and enroll children in classes.



- 1 Change the displayed date range. Select 3, 6, or 12 months, or set a custom date range.
- 2 Search the displayed information by class name, schedule name, or child name.
- 3 Change the displayed number of *Classes per page* and sort by *Class Name* or *Start Date* with the drop-down menus. Use the **Expand** icon sto show all enrolled children. Use the **Filter** icon to filter by *Age*, *Days*, *Class*, *Schedule*, or *Program*.
- 4 Use the left or right arrows to view classes on other pages.
- 5 Click here to enroll a child in a class. Different badges are displayed based on class capacity.
 - Enroll An + Enroll badge _____ appears when the class still has capacity.
 - Full A Full badge appears when the class is at maximum capacity.
 - Over An Over badge appears when the class is over its maximum capacity.
- 6 If a child is set to drop, a green dot appears next to their name. A green bar appears after their drop date to denote a class opening.
- 7 Children's names have different grey bars behind them, indicating how close they are to aging out of a class. Click on a child's name to see more details, access a family's Account Details or Child's Details page, or edit a child's enrollment status.
- 8 Enrollment bars with a Start/End Date icon denote when a child is beginning or finishing their enrollment in a class.
- 9 Click any Class name to view more details.
- Click any Schedule name to open a drawer on the right to view more details and work with enrolled children. In the drawer, use the **Options** icon next to a child to open Child Details, Account Details, move the child, or edit a child's enrollment status.
- Click **Show Students** to expand a list of all children enrolled in a class's schedule.