



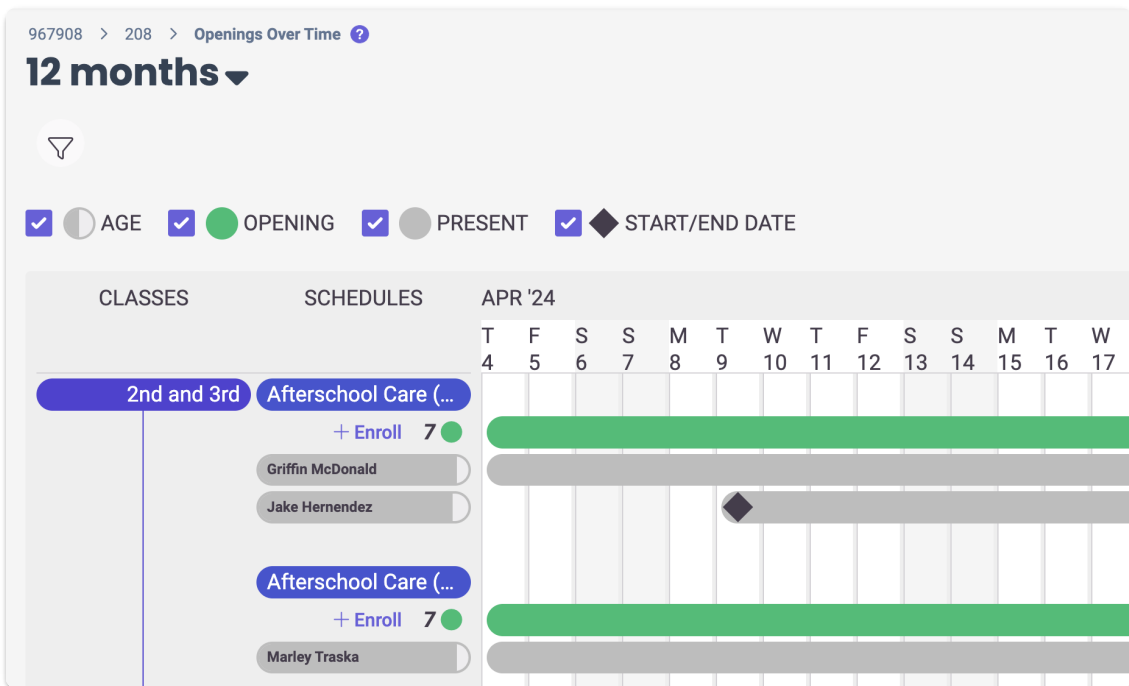


Find & Create Class Openings

Last Modified on 12/09/2024 3:14 pm EST

Easily 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:

-  View enrollments across multiple schedules.
-  Move or drop a child from a class.
-  Enroll children and optionally [Add a New Tuition Fee During Enrollment](#) or [Add a Registration Fee](#).
-  Access a child's Details page, which includes their emergency and healthcare information.



The screenshot shows the 'Openings Over Time' interface. At the top, it displays the breadcrumb '967908 > 208 > Openings Over Time' and a '12 months' dropdown menu. Below this is a filter bar with four active filters: 'AGE', 'OPENING', 'PRESENT', and 'START/END DATE'. The main area is a calendar for 'APR '24' with columns for days of the week (T, F, S, S, M, T, W, T, F, S, S, M, T, W) and dates (4-17). The calendar shows two rows of class openings. The first row is for '2nd and 3rd' and 'Afterschool Care (...)' with an enrollment count of 7. The second row is for 'Afterschool Care (...)' with an enrollment count of 7. Children listed include Griffin McDonald, Jake Hernandez, and Marley Traska. A diamond icon is visible on the calendar grid.



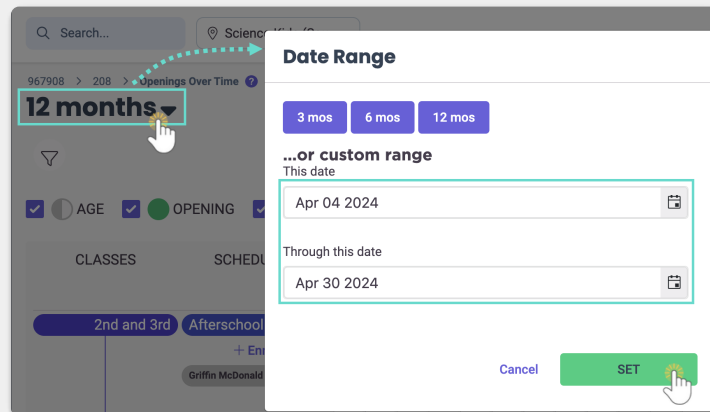
Refer to [Enroll Children in Classes](#) to find additional ways to access the Enrollment page and start the enrollment process for new or existing children at your center.


Navigate Class Openings & Enrollment

Think of this page as a command central for enrollments for your organization. After you have added your first class and assigned a schedule to it, you can filter, set date ranges, check class availability, and move and drop children from classes. Let's start from the top and work our way down the page:

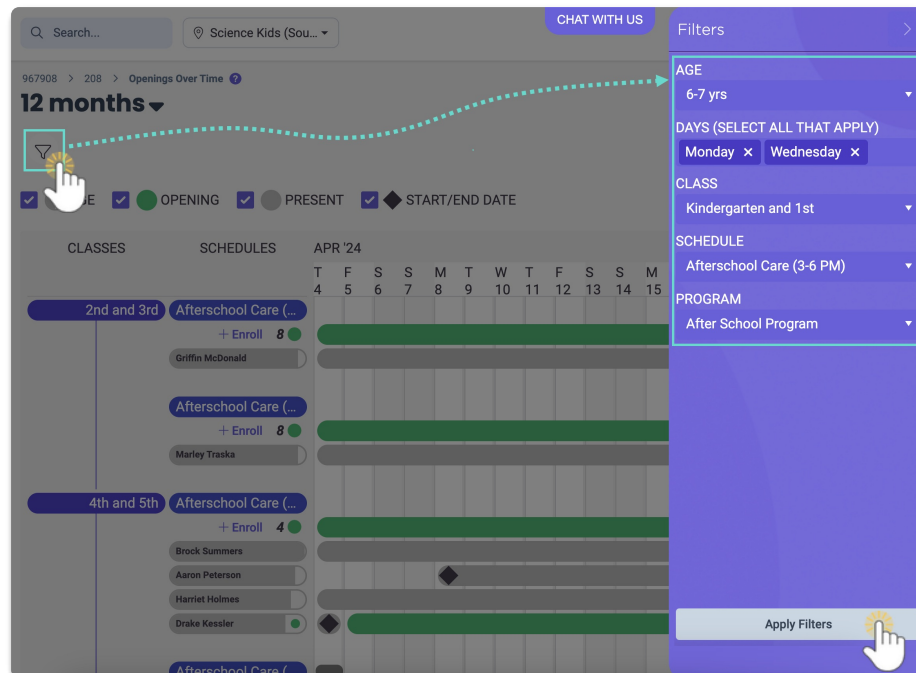
The page's date range defaults to 12 months. It can be changed to 3 or 6 months, or set a custom date range as shown.

Set a Date Range



Click the **Filter** icon  and a slide-out filter on the right-hand side opens. Use the options in the drop-down menus to change what displays on the page. Note: Click **Apply Filters** at the bottom to apply the filters.

Filter Classes



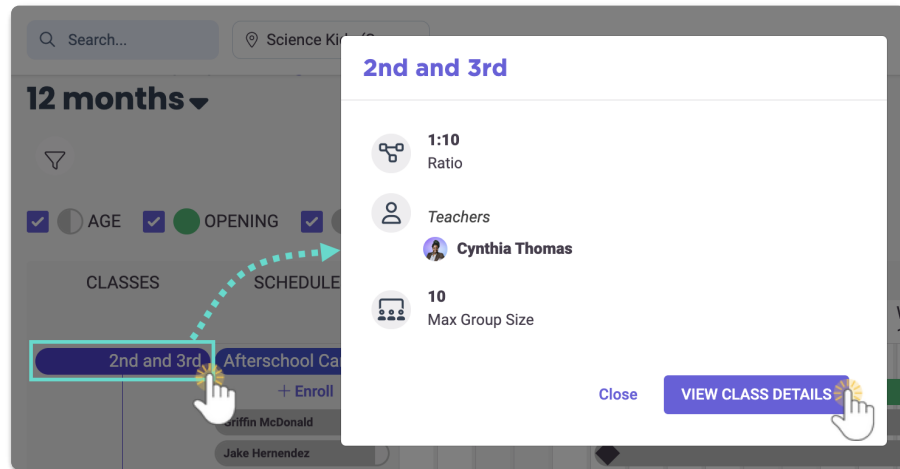
The page view filters all default to checked. Uncheck the boxes at the top of the page to filter what is shown:

Page View Filters

Age Opening Present Start/End Date




Click one of the classes in the Classes column to open the class information. Click **View Class Details** to access and edit information about the class.

Classes

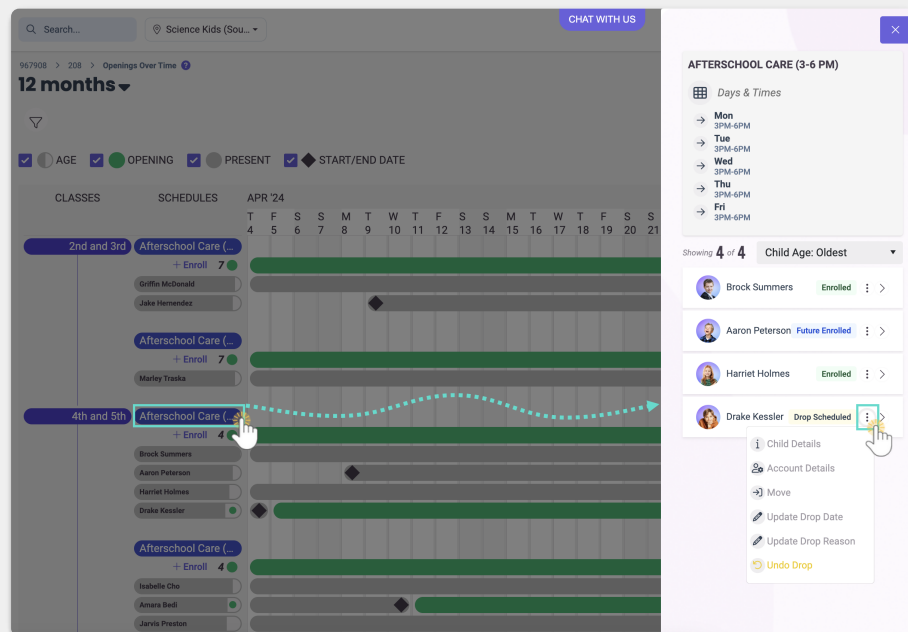


Click on any of the class schedules in the Schedules column to open more details about that Schedule on the right-hand side. If a class has multiple schedules with the same name, they will be ordered with the weekly schedule appearing first (at the top) and the monthly schedule appearing second (at the bottom).

Use the **Options** icon (⋮) to open a Child Details, Account Details, move the child, or edit a child's enrollment status:

- **Enrolled**- This status is displayed with an Enrolled badge  when a child's starting enrollment date is on or before today's date and has no drop date scheduled.
- **Drop Scheduled** - This status is displayed with a Drop Scheduled badge  when a child is currently enrolled, but has an upcoming Drop date scheduled.
- **Future Enrolled** - This status is displayed with a Future Enrolled badge  when a child is enrolled on a future date after today.

Schedules



The screenshot displays a user interface for managing class schedules. On the left, a grid shows classes for '2nd and 3rd' and '4th and 5th' grades. The '4th and 5th' section is highlighted, showing an 'Afterschool Care' class with 4 spots. A hand cursor is pointing at the options icon (⋮) for a child named Drake Kessler, who is marked as 'Drop Scheduled'. On the right, a detailed view of the 'Afterschool Care (3-6 PM)' class is shown, including a list of enrolled children: Brock Summers (Enrolled), Aaron Peterson (Future Enrolled), Harriet Holmes (Enrolled), and Drake Kessler (Drop Scheduled). A hand cursor is also pointing at the options icon for Drake Kessler, which has opened a menu with options: Child Details, Account Details, Move, Update Drop Date, Update Drop Reason, and Undo Drop.

Access Child Information, Move or Drop Classes

Click on a child's name listed in a class to open a card to see basic information or click **View Child Details** to go to their Details tab. Use the **Options** icon (☰) to do the following:

- Access a family's Account Details or Child's Details.
- Move the child from one class to another.
- Edit a child's enrollment status, such as dropping a child from a class or canceling a future enrollment.

