# Find & Create Class Openings

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.



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.

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## 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:
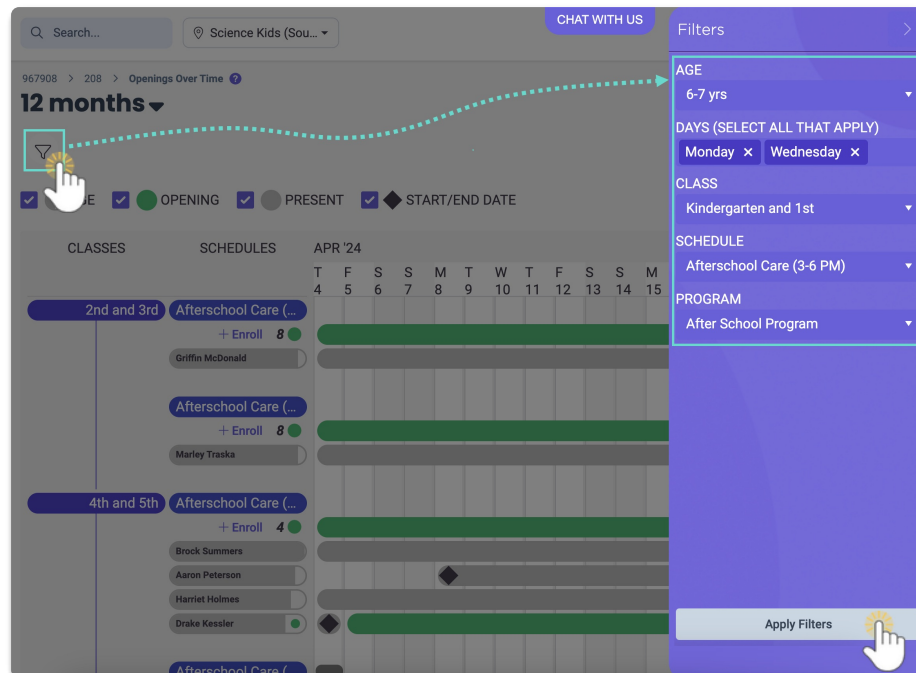
### Set a Date Range

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.
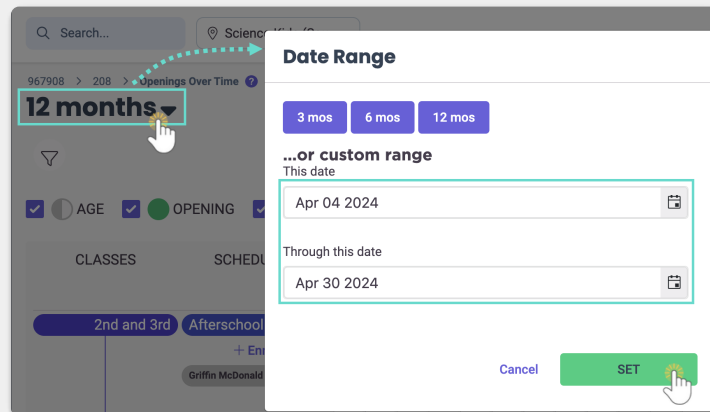


### Filter Classes

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.
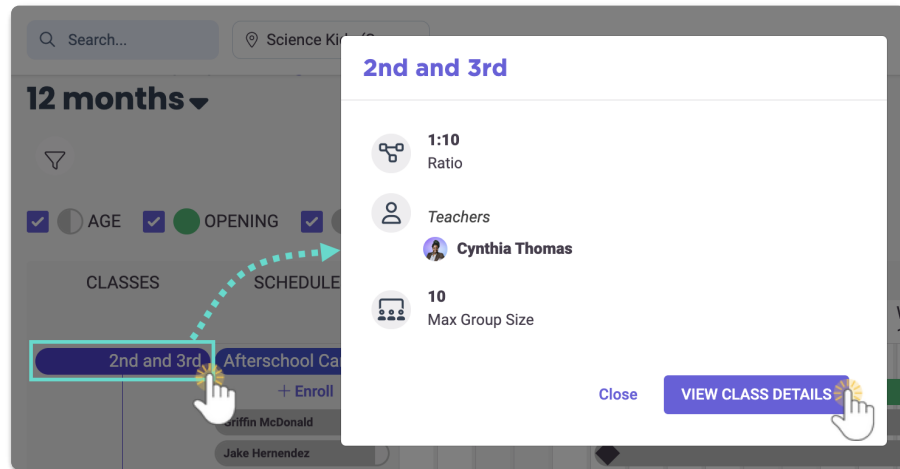


### Page View Filters

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

Age ● Opening ● Present ◆ Start/End Date

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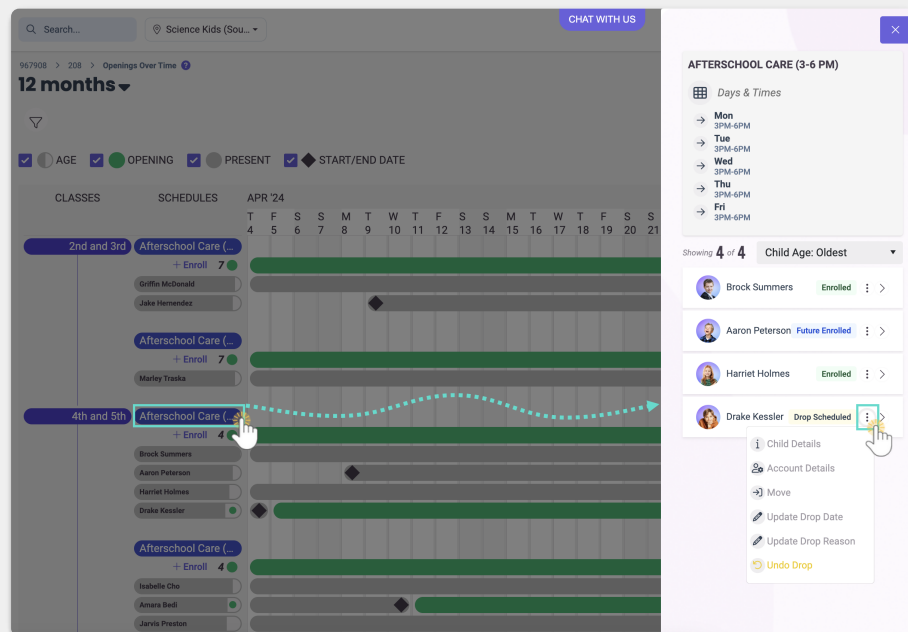
**Classes**

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 `Enrolled` 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 `Drop Scheduled` when a child is currently enrolled, but has an upcoming Drop date scheduled.
- **Future Enrolled -** This status is displayed with a Future Enrolled badge `Future Enrolled` when a child is enrolled on a future date after today.

**Schedules**



# 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.