



Managing Calendars in GAPREK

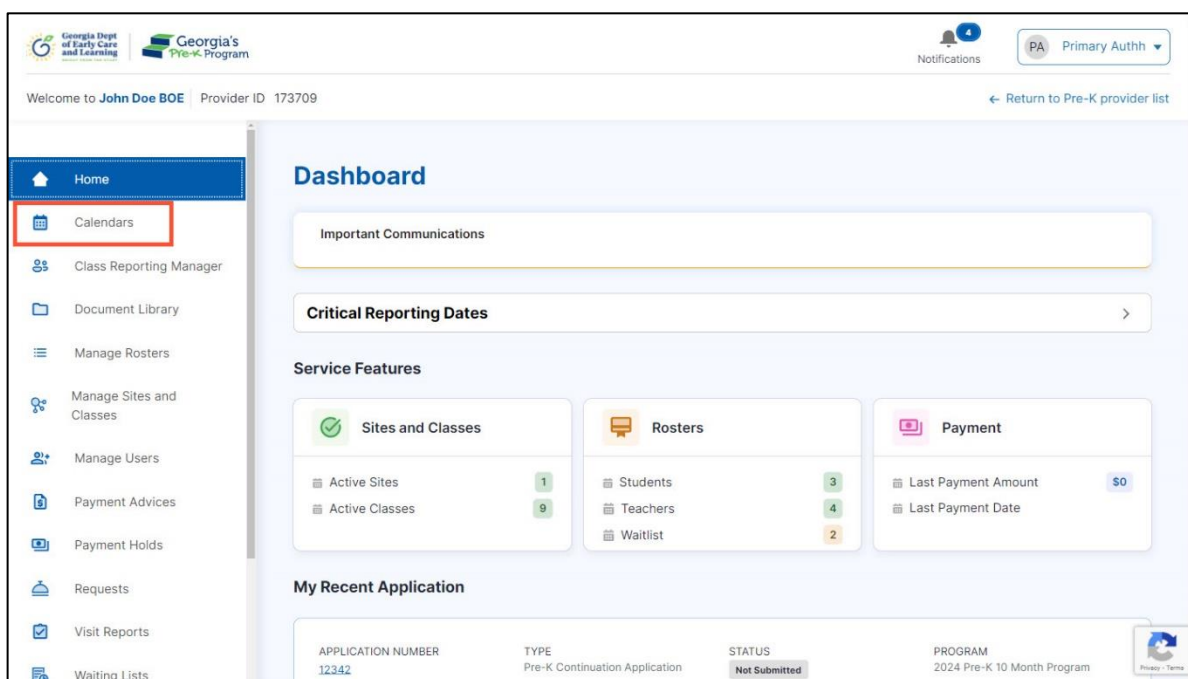
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Managing Calendars in GAPREK

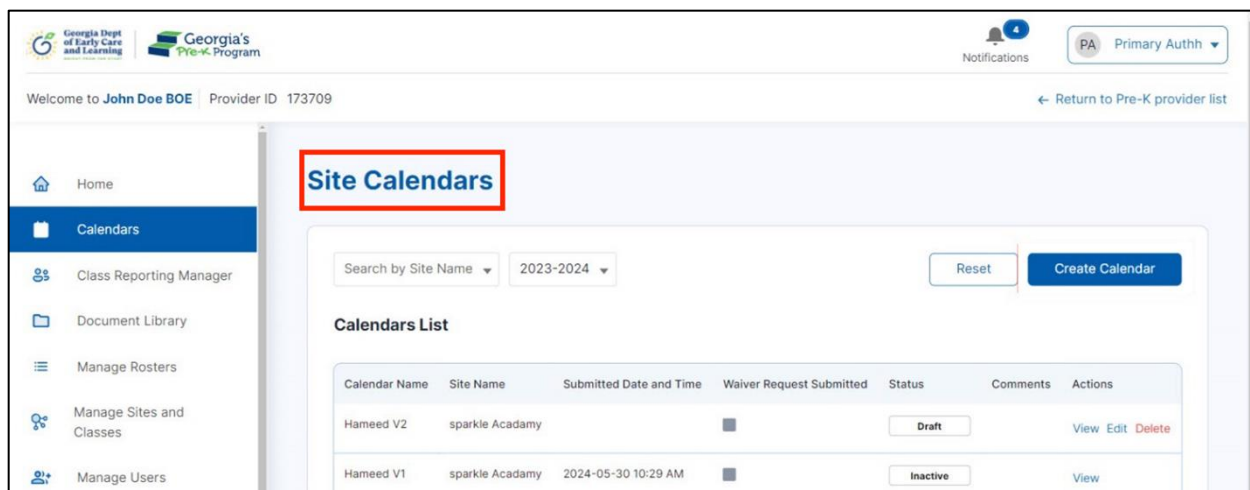
By keeping the calendar updated, you ensure that all staff are informed of upcoming events and deadlines, facilitating better coordination and planning. Effective calendar management also aids in avoiding scheduling conflicts and ensuring that all program activities run smoothly and on time. It is important that the calendar is created and accurate. Monthly payments are based on the number of student instructional days and teacher professional development/planning days reflected in the approved program calendar. Programs that do not have an approved calendar in GAPREK will not receive payment. ***The calendar can be created, edited, and submitted by the Primary Authorized User and Project Director. The Site Director can only view the submitted calendar.***

To manage the Calendar, perform the following steps:

1. Go to the **Calendar** tab on the left panel.



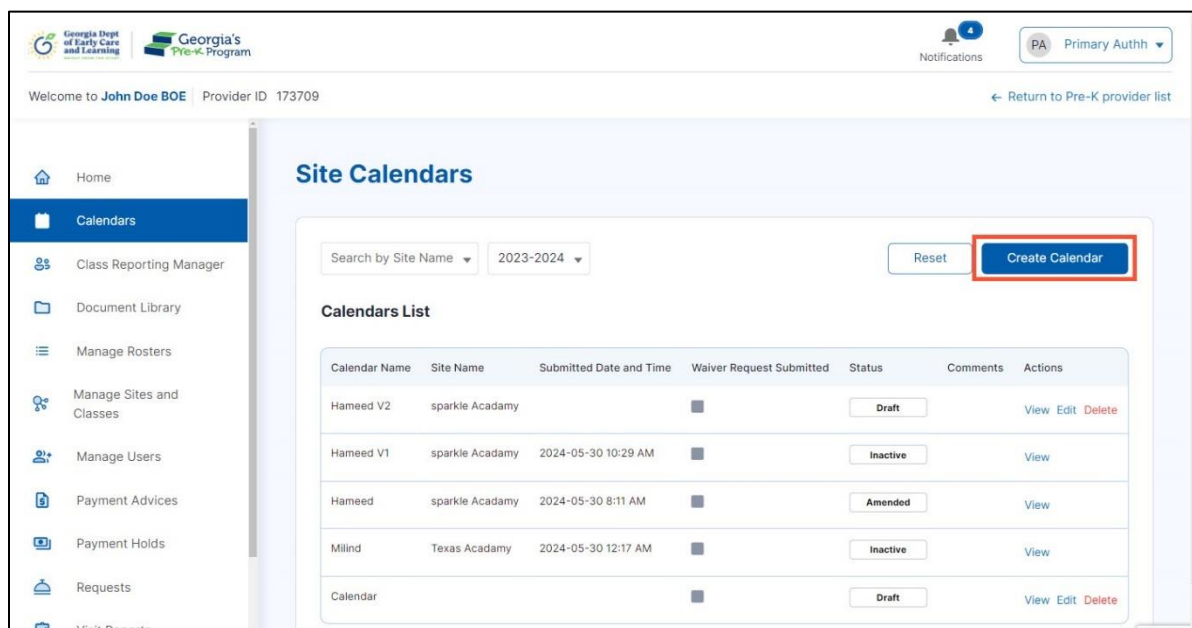
You will be directed to the **Site Calendars** page.



Creating Calendar

To create the Calendar, perform the following steps:

1. On the Site Calendar page, click the **Create Calendar** button.



You will be directed to the Site Calendars > Calendar Setup page.

2. Enter the name in the **Calendar Name** textbox and click the **Next** button.

Welcome to **John Doe** | Provider ID 173709

[← Return to Pre-K provider list](#)

Home

Calendars

Class Reporting Manager

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Manage Sites and Classes

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Site Calendars

Calendar Setup

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Calendar Status: Draft

* Indicates required field

Year

2023-2024

Provider Legal Name

John Doe BOE

* Calendar Name

Site Calendar

Number of Days (Required Instructional Days + Required Teacher Planning Days) ⓘ

26

Next

You will be directed to the **General** tab on the Site Calendars > Calendar Setup page.

On the General tab, enter the following information:

- a. Select the *time* in the **Start time for the instructional day** field.
Note: Start time should include AM.
 - b. Select the *time* in the **End time for the instructional day** field.
Note: End time should include PM.
 - c. Select the *days* in the **Number of days in a standard week the program will run Pre-K** drop-down list.
 - d. Select the *date* in the **First day of student instruction** field.
Note: The first day of student instruction should not fall on a weekend.
 - e. Select the *date* in the **Last day of student instruction** field.
Note: The last day of student instruction must be greater than the first day of student instruction.
 - f. Enter the *value* in the **Days Pre-K will not operate (holidays, fall/winter/spring break, etc.)** textbox.
 - g. Enter the *value* in the **Teacher planning days** textbox.
Note: Teacher planning days should be less than 10 days.
3. Click the **Save & Next** button.
- Note: If the Number of days in a standard week is 4 days, then you need to select dates for **Not in session 4-day week** and **Teacher Furlough days**.**

The screenshot shows a web application interface with a sidebar on the left containing navigation links: Home, Calendars, Class Reporting Manager, Document Library, Manage Rosters, Manage Sites and Classes, Manage Users, Payment Advices, Payment Holds, Requests, Visit Reports, and Waiting Lists. The main content area is titled 'General' and contains the following fields:

- Start time for the instructional day:** 9:45 AM
- End time for the instructional day:** 2:00 PM
- Number of days in a standard week the program will run Pre-K:** 5
- First day of student instruction:** Jun 12, 2024
- Last day of student instruction:** Jun 25, 2024
- Days Pre-K will not operate (holidays, fall/winter/spring break, etc.):** 10
- Teacher planning days:** 10
- Early Release Days of Instruction:** (empty field)

Red arrows point to each field with the following labels: '* Start time for the instructional day', '* End time for the instructional day', '* Number of days in a standard week the program will run Pre-K', '* First day of student instruction', '* Last day of student instruction', '* Days Pre-K will not operate (holidays, fall/winter/spring break, etc.)', and '* Teacher planning days'. A red box highlights the 'Save & Next' button in the bottom right corner.

**After saving, a success message will be displayed on the page.*

Notes:

- The Instructional days and hours entered on the General page must match the pre-determined Calendar days and hours. If they don't match, you won't be able to submit the Calendar. If the number of days and hours entered do not meet the pre-set

requirements, an error message will be displayed. If you are not able to meet these pre-set days and hours requirements, you will need to submit a Calendar Waiver Request.

- The Teacher planning days, Teacher Furlough days, and Holidays are categorized under Assign day type. Please refer to [Responding to Returned Calendar Requests](#) section to learn how to reset Day Type.

You will be directed to the **Calendar** tab on the Site Calendars > Calendar Setup page.

The **First day of student instruction** and the **Last day of student instruction** will be auto-populated based on the values mentioned in the General tab.

Welcome to **John Doe** | Provider ID 173709 [Return to Pre-K provider list](#)

Calendar Setup

[Return to the list](#)

General **Calendar** Sites

Georgia's Pre-K Program requires a minimum of 180 student instructional days and a minimum of 3 teacher planning days.

School Year: 2023-2024 [Reset Day Type](#)

Type of Days with selected Dates

0 First day of student instruction	0 Last day of student instruction	0 Teacher planning days
0 Holidays	0 Not in session for 4-day week	0 Teacher Furlough Days

4. To add teacher planning days, click the **Teacher Planning Days** button.

Note: You can click the **Reset Day Type** button to reset the dates.

Welcome to **John Doe** | Provider ID 173709 [Return to Pre-K provider list](#)

Calendar Setup

[Return to the list](#)

General **Calendar** Sites

Georgia's Pre-K Program requires a minimum of 180 student instructional days and a minimum of 3 teacher planning days.

School Year: 2023-2024 [Reset Day Type](#)

Type of Days with selected Dates

0 First day of student instruction	0 Last day of student instruction	0 Teacher planning days
0 Holidays	0 Not in session for 4-day week	0 Teacher Furlough Days

July August September

Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat

5. The Day Type pop-up window will be displayed, enter the required details:

Note: If only one day is being selected, the date in the From field and To field should be the same date.

- Select the date in the **From** field.
- Select the date in the **To** field.
- Click Add Date button, and the selected dates will populate under the Selected Days section.
- Once all dates have been added, click the **Save** button.

Day Type

* Indicates required field

Select the dates for Holidays

* From

* To

+ Add Date

* Day Type

Holidays

SELECTED DAYS

Cancel Save

**After saving, a success message will be displayed on the page.*

6. To add the holidays, click the **Holidays** button and follow the instructions under Step 5.

Georgia Dept of Early Care and Learning | Georgia's Pre-K Program

Welcome to **John Doe** | Provider ID 173709

Notifications 1 | PA Primary Auth

← Return to Pre-K provider list

Home

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Site Calendars

Calendar Setup

← Return to the list

General Calendar Sites

Georgia's Pre-K Program requires a minimum of 180 student instructional days and a minimum of 3 teacher planning days.

School Year

2023-2024

Type of Days with selected Dates

1 First day of student instruction	1 Last day of student instruction	0 Teacher planning days
0 Holidays	0 Not in session for 4-day week	0 Teacher Furlough Days

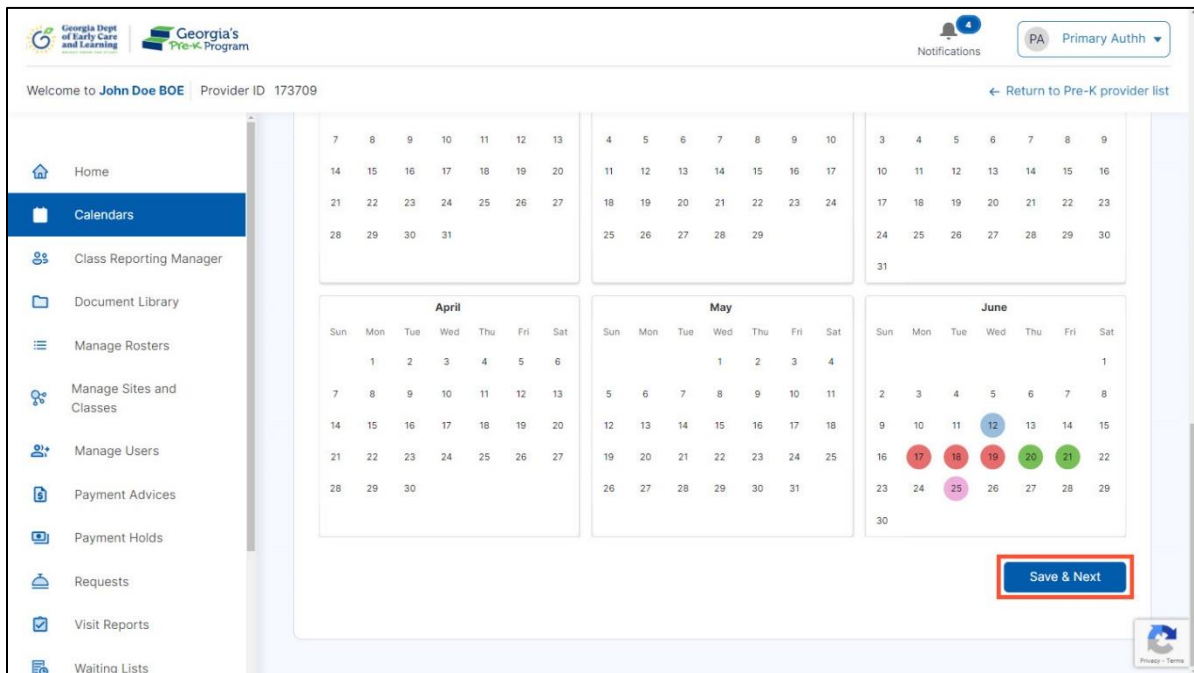
July August September

Privacy - Terms

**After saving, a success message will be displayed on the page.*

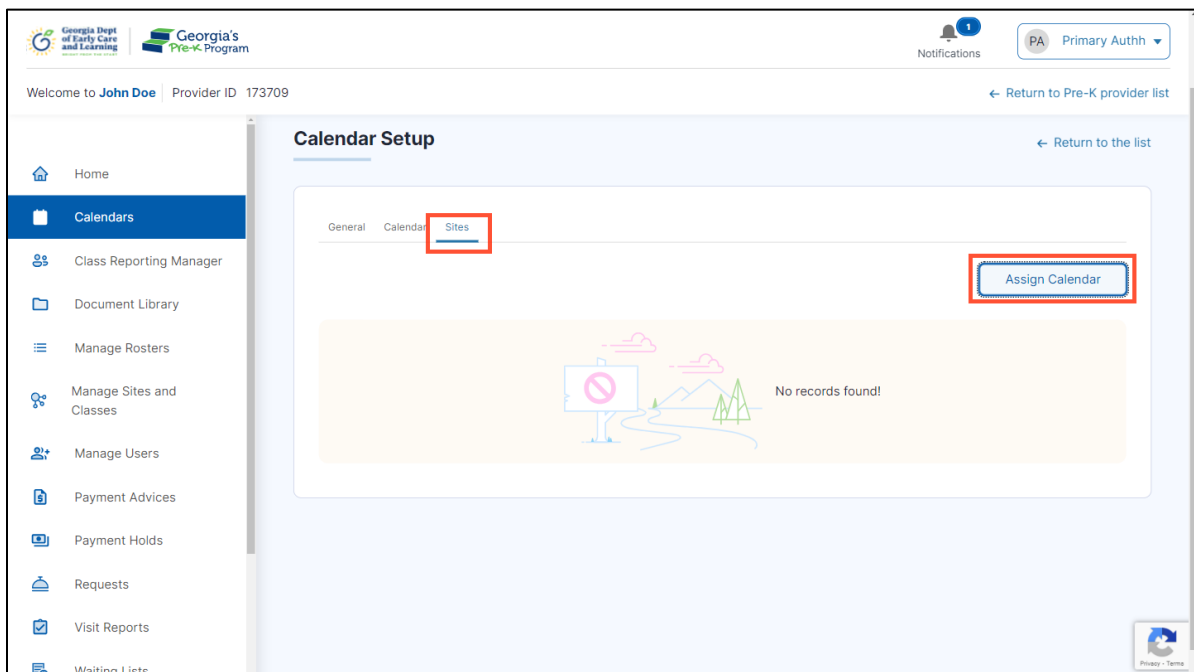
You will be directed to the **Calendar** tab on the Site Calendars > Calendar Setup page.

7. Scroll down and click the **Save & Next** button.



You will be directed to the **Sites** tab on the Site Calendars > Calendar Setup page.

8. To assign a Calendar, click the **Assign Calendar** button.



The Assigning Calendar to Sites pop-up window will be displayed.

9. Enter the required details in the **Assigning Calendar to Sites** pop-up window:
 - a. Check the required Site name box.
 - b. Check the required Class boxes from the **Select all the classes you wish to Assign the Calendar** section.

Assigning Calendar to Sites

Select the sites you wish to assign to this calendar. If you wish to select individual classes, check the specific classes instead of checking the site name.

☐ sparkle Academy | INF-999867

Select all the classes you wish to Assign the Calendar:

☐ Classroom 576 | ID: 100015

☐ Classroom 584 | ID: 100007

☐ Classroom 579 | ID: 100012

☐ Classroom 582 | ID: 100009

☒ Texas Academy | INF-77788

Select all the classes you wish to Assign the Calendar:

☒ a2z3S0000005QmE | ID: 97853359

Cancel Assign

10. Click the **Assign** button.

Assigning Calendar to Sites

☐ Classroom 584 | ID: 100007

☐ Classroom 579 | ID: 100012

☐ Classroom 582 | ID: 100009

☒ Texas Academy | INF-77788

Select all the classes you wish to Assign the Calendar:

☒ a2z3S0000005QmE | ID: 97853359

☐ Bakingo Academy | INF-997hh

Select all the classes you wish to Assign the Calendar:

☒ Classroom 581 | ID: 100010

☐ Classroom 585 | ID: 100006

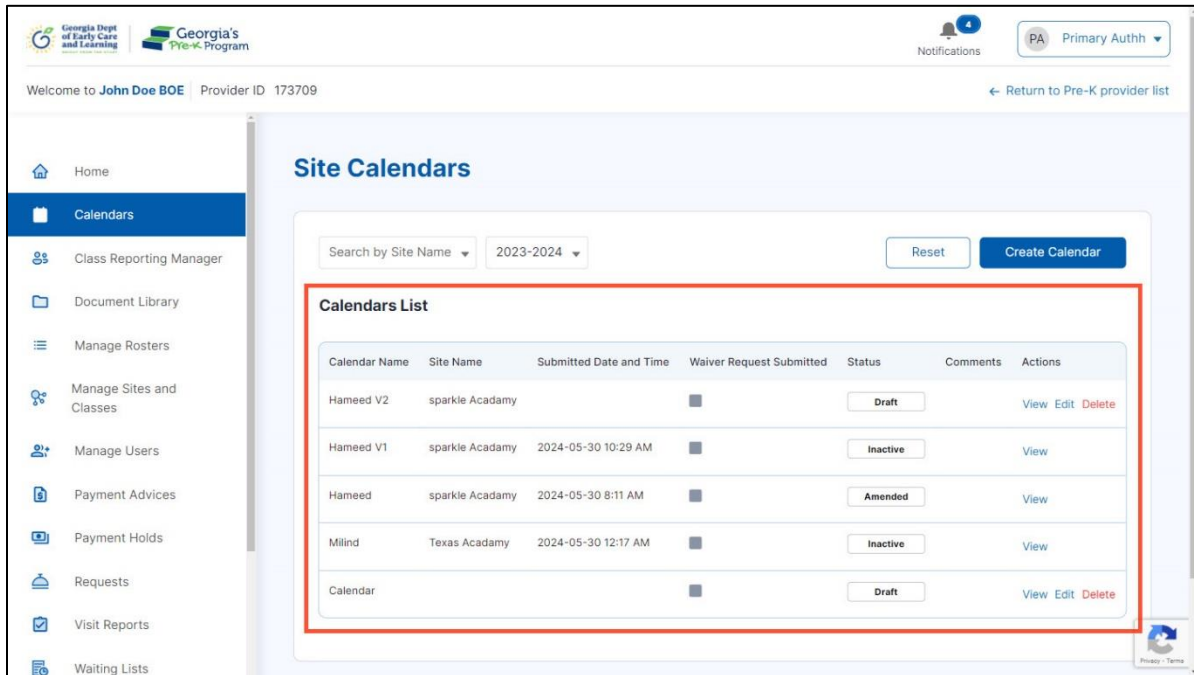
☐ Classroom 578 | ID: 100013

Cancel Assign

**After saving, a success message will be displayed on the page.*

Viewing Calendar

On the Site Calendar page, a list of calendars associated with the provider will be displayed.

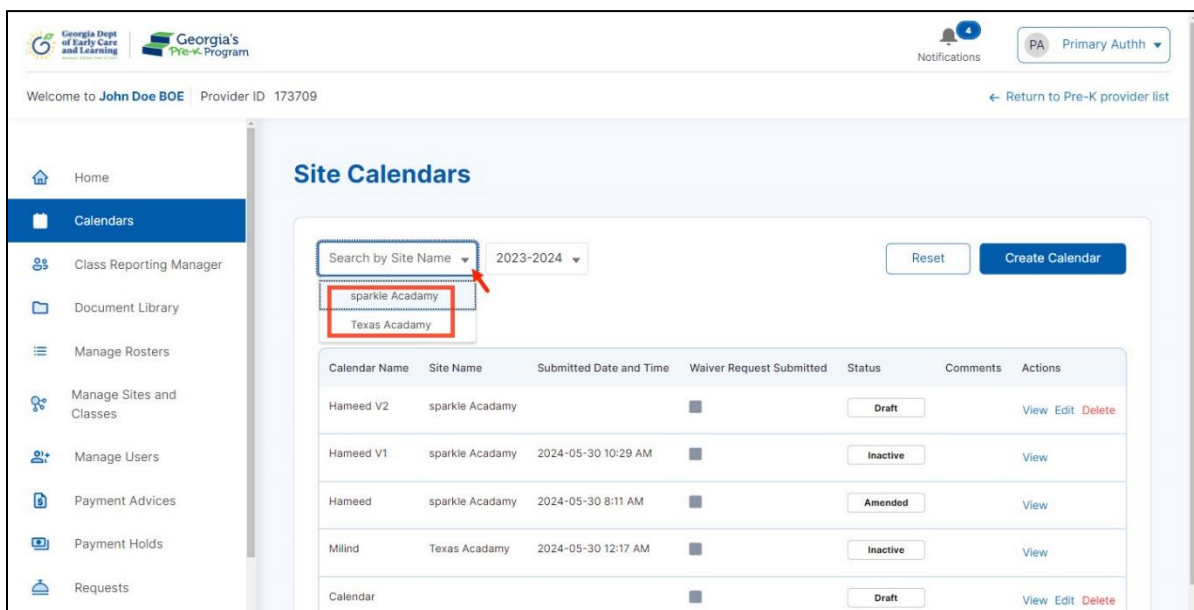


The screenshot shows the 'Site Calendars' page in the Georgia's Pre-K Program system. The page header includes the Georgia Dept of Early Care and Learning logo, the user 'John Doe BOE' with Provider ID 173709, and a 'Return to Pre-K provider list' link. The left sidebar contains navigation links: Home, Calendars (selected), Class Reporting Manager, Document Library, Manage Rosters, Manage Sites and Classes, Manage Users, Payment Advices, Payment Holds, Requests, Visit Reports, and Waiting Lists. The main content area is titled 'Site Calendars' and features a search bar with 'Search by Site Name' and a year range dropdown set to '2023-2024'. There are 'Reset' and 'Create Calendar' buttons. Below the search bar is a table titled 'Calendars List' with the following data:

Calendar Name	Site Name	Submitted Date and Time	Waiver Request Submitted	Status	Comments	Actions
Hameed V2	sparkle Academy			Draft		View Edit Delete
Hameed V1	sparkle Academy	2024-05-30 10:29 AM		Inactive		View
Hameed	sparkle Academy	2024-05-30 8:11 AM		Amended		View
Milind	Texas Academy	2024-05-30 12:17 AM		Inactive		View
Calendar				Draft		View Edit Delete

To view the Calendar, perform the following steps:

1. To view the calendar based on the Site Name, select the *Site Name* from the **Search by Site Name** drop-down list.



This screenshot shows the 'Site Calendars' page with the 'Search by Site Name' dropdown menu open. The dropdown list displays two options: 'sparkle Academy' and 'Texas Academy'. A red box highlights the dropdown menu, and a red arrow points to the 'sparkle Academy' option. The rest of the page, including the table of calendars, remains the same as in the previous screenshot.

2. To view the calendar based on the year range, select the *year range* from the academic year drop-down list.

Note: You can click the **Reset** button to reset the filter.

The screenshot shows the 'Site Calendars' page. At the top, there's a header with the Georgia Department of Early Care and Learning logo, 'Georgia's Pre-K Program', and a user profile for 'John Doe BOE' with Provider ID 173709. A left sidebar contains navigation links: Home, Calendars (selected), Class Reporting Manager, Document Library, Manage Rosters, Manage Sites and Classes, Manage Users, Payment Advises, Payment Holds, and Requests. The main content area is titled 'Site Calendars' and features a search bar with 'Search by Site Name' and a dropdown menu currently set to '2023-2024'. A red box highlights this dropdown, and a red arrow points to it. Below the search bar is a 'Reset' button and a 'Create Calendar' button. The 'Calendars List' table has columns: Calendar Name, Site Name, Submitted Date and Time, Waiver Request Submitted, Status, Comments, and Actions. The table lists several calendars, including 'Hameed V2', 'Hameed V1', 'Hameed', 'Milind', and 'Calendar'. The 'View' link in the Actions column for 'Hameed V1' is highlighted with a red box.

Calendar Name	Site Name	Submitted Date and Time	Waiver Request Submitted	Status	Comments	Actions
Hameed V2	sparkle Academy			Draft		View Edit Delete
Hameed V1	sparkle Academy	2024-05-30 10:29 AM		Inactive		View
Hameed	sparkle Academy	2024-05-30 8:11 AM		Amended		View
Milind	Texas Academy	2024-05-30 12:17 AM		Inactive		View
Calendar				Draft		View Edit Delete

The Calendar List will be updated based on the selected Site Name and year range.

3. Click the **View** hyperlink to view the respective calendar.

This screenshot shows the same 'Site Calendars' page, but the 'View' link in the Actions column for the 'Hameed V1' calendar is now highlighted with a red box. The year range dropdown menu is still set to '2023-2024'. The table data remains the same as in the previous screenshot.

Calendar Name	Site Name	Submitted Date and Time	Waiver Request Submitted	Status	Comments	Actions
Hameed V2	sparkle Academy			Draft		View Edit Delete
Hameed V1	sparkle Academy	2024-05-30 10:29 AM		Inactive		View
Hameed	sparkle Academy	2024-05-30 8:11 AM		Amended		View
Milind	Texas Academy	2024-05-30 12:17 AM		Inactive		View
Calendar				Draft		View Edit Delete

You will be directed to the Calendar Setup page.

The screenshot shows the 'Calendar Setup' page within the 'Site Calendars' section. The left sidebar contains navigation links: Home, Calendars (highlighted), Class Reporting Manager, Document Library, Manage Rosters, Manage Sites and Classes, Manage Users, Payment Advices, Payment Holds, Requests, Visit Reports, and Waiting Lists. The main content area is titled 'Calendar Setup' and includes tabs for General, Calendar, and Sites. The 'General' tab is active, showing various configuration fields. A red box highlights the 'Calendar Setup' title. The fields include: Start time for the instructional day (12:00 AM), End time for the instructional day (3:00 AM), Number of days in a standard week (5), First day of student instruction (Jan 1, 2024), Last day of student instruction (May 31, 2024), and Days Pre-K will not operate (5). A red asterisk indicates required fields.

Georgia Dept of Early Care and Learning | Georgia's Pre-K Program

Welcome to **John Doe BOE** | Provider ID 173709

Notifications | PA Primary Authh

Return to Pre-K provider list

Home | **Calendars** | Class Reporting Manager | Document Library | Manage Rosters | Manage Sites and Classes | Manage Users | Payment Advices | Payment Holds | Requests | Visit Reports | Waiting Lists

Site Calendars

Calendar Setup

Return to the list

General | Calendar | Sites

* Indicates required field

* Start time for the instructional day: 12:00 AM

* End time for the instructional day: 3:00 AM

* Number of days in a standard week the program will run Pre-K: 5

* First day of student instruction: Jan 1, 2024

* Last day of student instruction: May 31, 2024

* Days Pre-K will not operate (holidays, fall/winter/spring break, etc.): 5

* Teacher planning days

Early Release Days of Instruction

Editing/Amending Calendar

Important Reminder: Amending an approved calendar after payments are received could impact payments. Prior to amending the approved calendar, consult with your assigned Pre-K Specialist for additional guidance.

To edit the Calendar, perform the following steps:

1. On the Site Calendars page, click the **Edit or Amend** hyperlink.

The screenshot shows the 'Calendars List' page within the 'Site Calendars' section. The left sidebar is the same as the previous screenshot. The main content area is titled 'Calendars List' and includes a search bar with 'Search by Site Name' and '2023-2024' dropdowns, a 'Reset' button, and a 'Create Calendar' button. Below the search bar is a table with columns: Calendar Name, Site Name, Submitted Date and Time, Waiver Request Submitted, Status, Comments, and Actions. The table lists four calendars: Flow Test Calendar, June Site Calendar, Site Calendar, and Hameed V2. The 'Edit' link in the Actions column for 'Site Calendar' is highlighted with a red box.

Home | **Calendars** | Class Reporting Manager | Document Library | Manage Rosters | Manage Sites and Classes | Manage Users | Payment Advices | Payment Holds | Requests

Site Calendars

Search by Site Name | 2023-2024 | Reset | Create Calendar

Calendars List

Calendar Name	Site Name	Submitted Date and Time	Waiver Request Submitted	Status	Comments	Actions
Flow Test Calendar			☐	Draft		View Edit Delete
June Site Calendar			☐	Draft		View Edit Delete
Site Calendar			☐	Draft		View Edit Delete
Hameed V2	sparkle Academy	2024-06-11 11:39 AM	☒	Submitted		View

You will be directed to the **General** tab on the Site Calendars > Calendar Setup page.

2. On the General tab, edit the required fields, then click the **Save & Next** button.

The screenshot shows the 'General' tab of the Georgia's Pre-K Program setup interface. The left sidebar contains a navigation menu with options: Home, Calendars, Class Reporting Manager, Document Library, Manage Rosters, Manage Sites and Classes, Manage Users, Payment Advises, Payment Holds, Requests, Visit Reports, and Waiting Lists. The main content area has three tabs: General, Calendar, and Sites. The General tab is active and contains several required fields, each marked with a red asterisk and a red arrow pointing to it. These fields are: 'Start time for the instructional day' (set to 9:45 AM), 'End time for the instructional day' (set to 2:00 PM), 'Number of days in a standard week the program will run Pre-K' (set to 5), 'First day of student instruction' (set to Jun 12, 2024), 'Last day of student instruction' (set to Jun 25, 2024), 'Days Pre-K will not operate (holidays, fall/winter/spring break, etc.)' (set to 10), and 'Teacher planning days' (set to 10). There is also an 'Early Release Days of Instruction' field set to 23. A 'Save & Next' button is located at the bottom right of the form.

**After saving, a success message will be displayed on the page.*

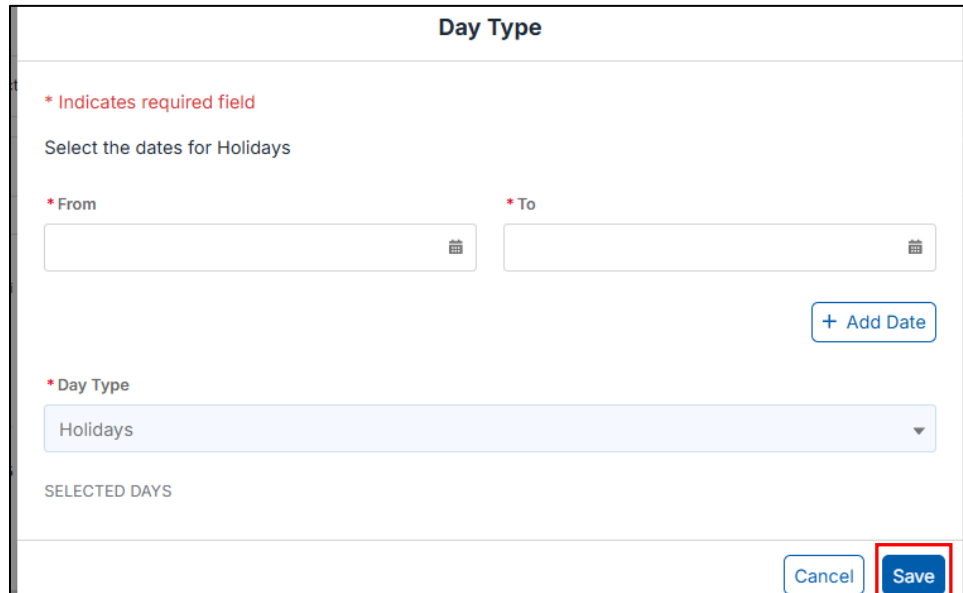
You will be directed to the **Calendar** tab on the Calendar Setup page.

3. Select the **Type of Day with selected Dates** and edit the information.

The screenshot shows the 'Calendar Setup' page in the Georgia's Pre-K Program setup interface. The left sidebar is the same as in the previous screenshot. The main content area has three tabs: General, Calendar, and Sites. The Calendar tab is active and contains a message: 'Georgia's Pre-K Program requires a minimum of 180 student instructional days and a minimum of 3 teacher planning days.' Below this is a 'School Year' field set to '2023-2024' and a 'Reset Day Type' button. The 'Type of Days with selected Dates' section is highlighted with a red box and contains six items: 'First day of student instruction' (0), 'Last day of student instruction' (0), 'Teacher planning days' (0), 'Holidays' (0), 'Not in session for 4-day week' (0), and 'Teacher Furlough Days' (0). Below this section are three calendar views for July, August, and September, showing the days of the week and the dates.

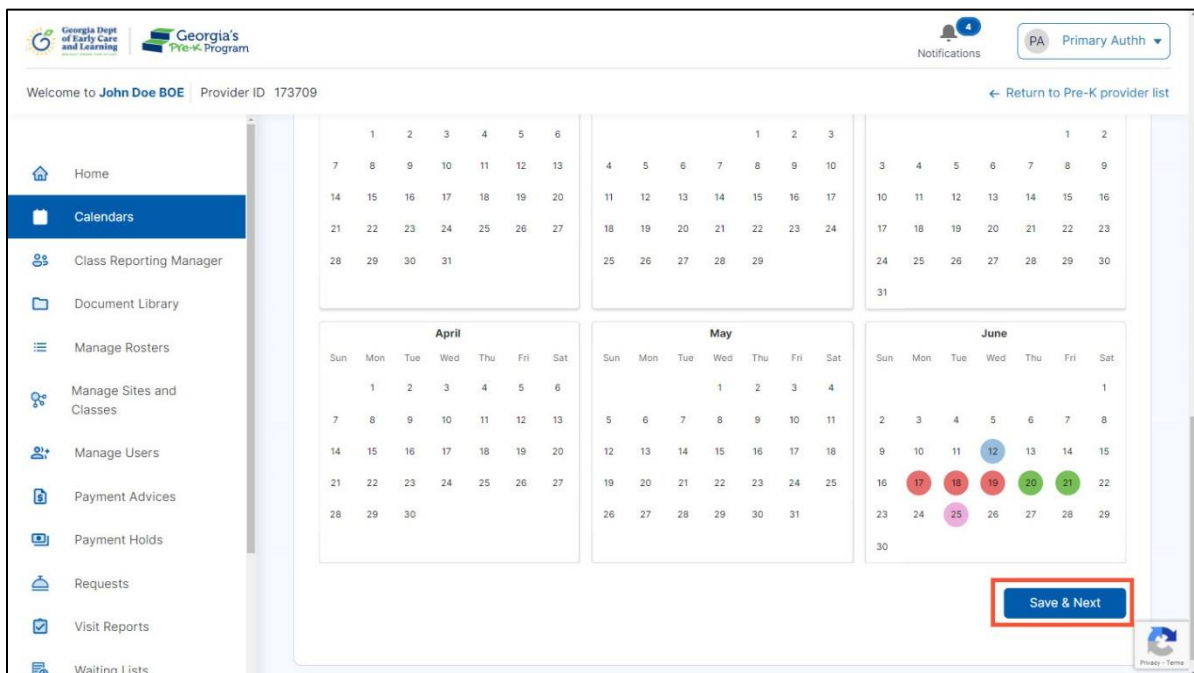
The Day Type pop-up window will be displayed.

4. On the **Day Type** pop-up window, edit the required fields, then click the **Save** button.



The Day Type pop-up window is displayed. It has a title bar "Day Type". Below the title bar, there is a red asterisk followed by the text "Indicates required field". The main content area is titled "Select the dates for Holidays". It contains two input fields: "* From" and "* To", both with calendar icons. Below these fields is a "+ Add Date" button. Further down is a "* Day Type" dropdown menu currently set to "Holidays". At the bottom, there is a "SELECTED DAYS" section. At the very bottom right, there are "Cancel" and "Save" buttons, with the "Save" button highlighted by a red rectangle.

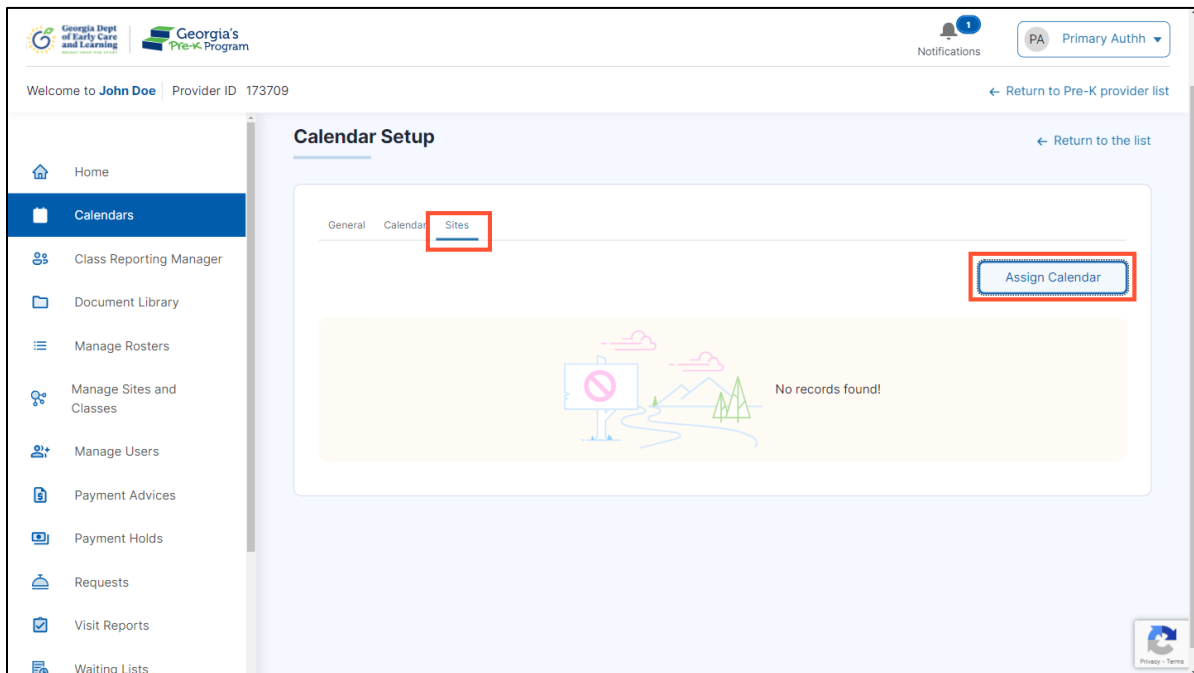
5. On the Calendar Setup page, scroll down and click the **Save & Next** button.



The Calendar Setup page is displayed. It features a header with the Georgia Department of Early Care and Learning logo, the text "Welcome to John Doe BOE", and "Provider ID 173709". A navigation sidebar on the left includes links to Home, Calendars (highlighted), Class Reporting Manager, Document Library, Manage Rosters, Manage Sites and Classes, Manage Users, Payment Advices, Payment Holds, Requests, Visit Reports, and Waiting Lists. The main area shows three calendar views for April, May, and June. The June calendar has several dates highlighted with colored circles. At the bottom right, there is a "Save & Next" button highlighted by a red rectangle.

You will be directed to the Sites tab of the Calendar Setup page.

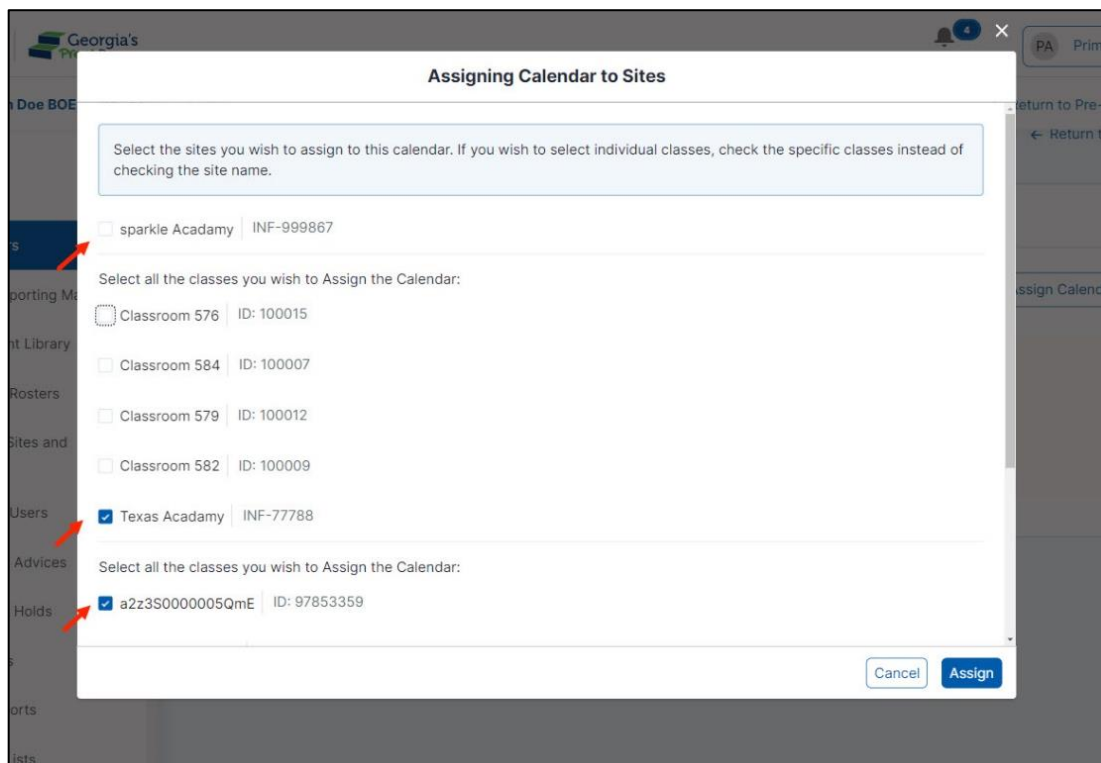
6. Click the **Assign Calendar** button.



You will be directed to the Assigning Calendar to Sites page.

7. On the **Assigning Calendar to Sites** pop-up window, edit the required fields.

8. Select the Sites and Classrooms to be assigned.



- Click the **Assign** button.

Note: The amended calendar will now have “V1” at the end notating the amendment.



A modal window with a light gray background. On the left, there is a sidebar with labels: 'Advices', 'Holds', 'rts', and 'sts'. The main area contains two rows of text: 'Classroom 585 | ID: 100006' and 'Classroom 578 | ID: 100013'. At the bottom right, there are two buttons: 'Cancel' and 'Assign'. The 'Assign' button is highlighted with a red rectangular border.

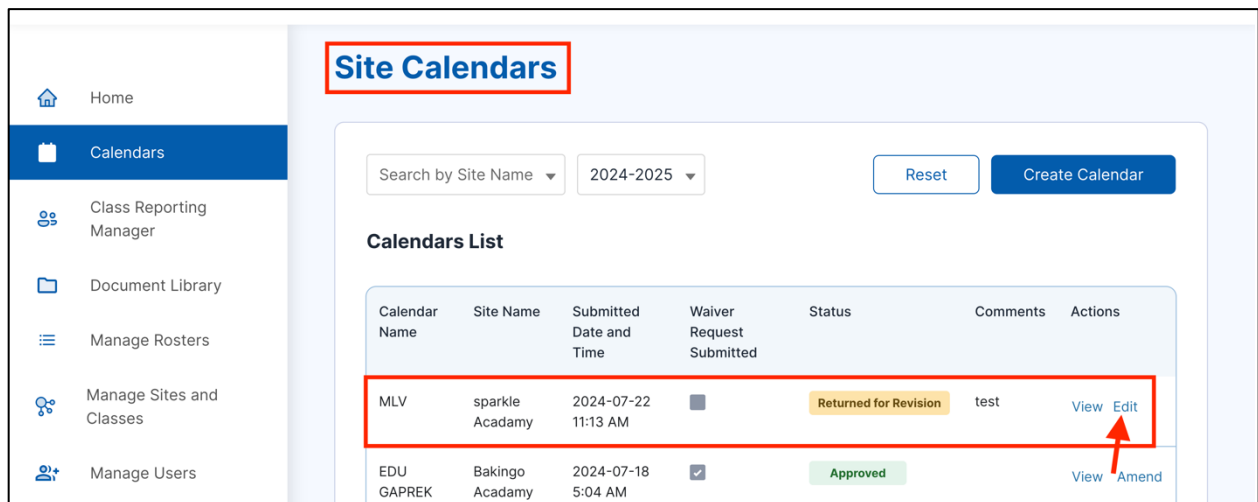
**After saving, a success message will be displayed on the screen.*

Responding to Returned Calendar Requests

When the calendar request submitted by you is returned for revision, you must address the feedback and make necessary adjustments to ensure smooth approval.

To update the calendar, perform the following steps:

- On the Site Calendars page, click the **Edit** hyperlink for the Calendar with Returned for Revision status.



The screenshot shows the 'Site Calendars' page. The title 'Site Calendars' is at the top left of the main content area. Below it, there is a search bar with 'Search by Site Name' and a dropdown menu showing '2024-2025'. To the right of the search bar are 'Reset' and 'Create Calendar' buttons. Below the search bar is a 'Calendars List' table. The table has columns: 'Calendar Name', 'Site Name', 'Submitted Date and Time', 'Waiver Request Submitted', 'Status', 'Comments', and 'Actions'. There are two rows in the table. The first row is highlighted with a red border and has a red arrow pointing to the 'Edit' link in the 'Actions' column. The second row is not highlighted.

Calendar Name	Site Name	Submitted Date and Time	Waiver Request Submitted	Status	Comments	Actions
MLV	sparkle Academy	2024-07-22 11:13 AM	☐	Returned for Revision	test	View Edit
EDU GAPREK	Bakingo Academy	2024-07-18 5:04 AM	☒	Approved		View Amend

You will be directed to the **General** tab on the Site Calendars > Calendar Setup page.

2. On the General tab, edit the required fields, then click the **Save & Next** button.

Calendar Setup

General Calendar Sites

* Indicates required field

* Start time for the instructional day
12:00 PM

* End time for the instructional day
3:30 PM

* Number of days in a standard week the program will run Pre-K
4

* First day of student instruction
Jul 10, 2024

* Last day of student instruction
Jun 2, 2025

* Number of days Pre-K will not operate (holidays, fall/winter/spring break, etc.)
20

* Teacher planning days
10

Teacher furlough days
4

Early Release Days of Instruction

Save & Next

**After saving, a success message will be displayed on the page.*

You will be directed to the **Calendar** tab on the Calendar Setup page.

3. To remove the Day Type from selected dates or to change the dates for any Day Type, click the **Reset Day Type** button.

Calendar Setup

General Calendar Sites

Georgia's Pre-K Program requires a minimum of 180 student instructional days and a minimum of 10 teacher planning days.

School Year
2024-2025

Reset Day Type

Type of Days with selected Dates

1 First day of student instruction

1 Last day of student instruction

10 Teacher planning days

20 Holidays

0 Not in session for 4-day week

4 Teacher Furlough Days

July

August

September

The **Day Type** pop-up window will be displayed.

4. On the Day Type pop-up window, enter the **From** and **To** dates, then click the **Save** button.

Georgia Dept of Early Care and Learning | Georgia's Pre-K Program

Welcome to **jadeja** | Provider

Notifications

FU Fin Care User

Return to Pre-K provider list

Return to the list

Home

Calendars

Class Reporting Manager

Document Library

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Manage Sites and Classes

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Payment Advises

Payment Holds

Type of Days with selected Dates

1 First day of student instruction

1 Last day of student instruction

10 Teacher planning days

Privacy - Terms

**A Successful Data Reset message will be displayed.*

11. To update the Type of days with Selected Dates, click the required **Data Type** button.

Note: The below screenshot below shows the process of assigning new dates for **Holidays**.

Site Calendars

Calendar Setup

General Calendar Sites

Georgia's Pre-K Program requires a minimum of 180 student instructional days and a minimum of 10 teacher planning days.

School Year

2024-2025

Reset Day Type

Type of Days with selected Dates

1 First day of student instruction

1 Last day of student instruction

8 Teacher planning days

21 Holidays

0 Not in session for 4-day week

3 Teacher Furlough Days

July

August

September

Privacy - Terms

12. The Day Type pop-up window will be displayed, enter the required details:

- e. Select the date in the **From** field.
- f. Select the date in the **To** field.
- g. Click the **Save** button.

Day Type

* Indicates required field

Select the dates for Holidays

* From Jul 17, 2024

* To Jul 30, 2024

* Day Type Holidays

Cancel Save

**After saving, a success message will be displayed on the page.*

5. On the Calendar Setup page, scroll down and click the **Save & Next** button.

Home

Calendars

Class Reporting Manager

Document Library

Manage Rosters

Manage Sites and Classes

Manage Users

Payment Advices

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Visit Reports

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Waivers

Save & Next

You will be directed to the **Sites** tab of the Calendar Setup page.

6. If you wish to assign the Calendar to some other Sites, then click the **Assign Calendar** button.

Note: Confirm the **acknowledgment** and click the **Submit Calendar** button if you wish to continue with the same Site.

The screenshot shows the 'Calendar Setup' page with a sidebar on the left containing links like Home, Calendars, Class Reporting Manager, Document Library, Manage Rosters, Manage Sites and Classes, Manage Users, Payment Advises, and Payment Holds. The main content area has three tabs: General, Calendar, and Sites. The 'Sites' tab is active and highlighted with a red box. Below the tabs, there is a red asterisk indicating a required field. To the right, the 'Assign Calendar' button is highlighted with a red box. Below this, a table lists sites with columns for Site ID, Site Name, and Calendar Name. The table contains one entry: Site ID INF-999867, Site Name sparkle Academy, and Calendar Name MLV. At the bottom, there is a checkbox for 'I acknowledge that the information entered is correct.' and a 'Submit Calendar' button.

Site ID	Site Name	Calendar Name
INF-999867	sparkle Academy	MLV

You will be directed to the **Assigning Calendar to Sites** page.

7. On the **Assigning Calendar to Sites** pop-up window, select the required Sites, then click the **Assign** button.

Note: Classes under the Site are automatically selected after choosing the Site. You can also select individual Classes if you don't want to assign the Calendar to all Classes under this Site.

The screenshot shows a pop-up window titled 'Assigning Calendar to Sites'. It contains instructions: 'Select the sites you wish to assign to this calendar. If you wish to select individual classes, check the specific classes instead of checking the site name.' Below this, there are two sections. The first section, 'Select the sites you wish to assign to this calendar:', has a checkbox next to 'Bakingo Academy | INF-997hh'. The second section, 'Select all the classes you wish to Assign the Calendar:', has two checkboxes: '100006-2025 | ID: CN-00032052' and '100010-2025 | ID: CN-00032050'. At the bottom right, there are 'Cancel' and 'Assign' buttons, with the 'Assign' button highlighted by a red box and an arrow pointing to it from the left.

8. To resubmit the Calendar, confirm the **acknowledgment** and click the **Submit Calendar** button.

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Site Calendars

Calendar Setup

GeneralCalendarSites

* Indicates required field

Assign Calendar

Site ID	Site Name	Calendar Name
INF-999867	sparkle Academy	MLV
INF-7778865656	Texas Academy	MLV

☐ *

I acknowledge that the information entered is correct.

Submit Calendar

Privacy - Terms

**After submission, a success message will be displayed on the page.*