

Adding and Deleting Dates in Your Schedule

Click **Activities** from the main menu, running vertically along the left hand side of the screen

After School Matters Logout

Home
Activities
Participants & Staff
Locations
Staff Training
Documents
Issue Tracker
Admin Reports
Account Settings

GROUP ACTIVITIES ★ Fall 2016

After School Matters

View by Initial
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ALL

Page 1

Show Advanced Filters

Name	Act. ID	Begin	End
Drawing and Painting_test	2761696	9/28/16	12/7/16

Adv App@Austin Business Entrepreneurial Academy @ Austin Campus

1 Click on your program link

★ **Note:** If you don't see your program listed on the Activities page, make sure that you are selecting the correct term

Location / Campus: [Austin Business Entrepreneurial Academy @ Austin Campus](#)

Location: Wayne Issa, Mr. Williams, Mr. Yarch (Principals)
[\(Checklist\)](#)

Room Number

Notes

[Other Location\(s\)](#)

Check Delivery Location

Check Delivery Location

Schedule **Edit**

Date Range: 9/28/2016 - 12/7/2016

Days of Week: W

Time: 10:00 AM - 11:45 AM

Status: In Progress

Staff

Lead Staff: New Liaison -
Instructor

Support Staff: Tess Blooming - 111-111-2222
Independent Liaison
YPQA Assessor

Support Staff: Jane Doe - 312-123-4567
Instructor [\(Checklist\)](#)

2 Click on the **Edit** button next to Schedule

Adding and Deleting Dates in Your Schedule

Delete a program date

Select the date/s that you would like to delete from your program's schedule and click the **Delete Selected** button

A list of the dates that have been selected will pre-populate, please check that the correct dates are listed. If they are correct click the **CONFIRM DELETE** button

The screenshot shows the 'SCHEDULE' page for the program 'Drawing and Painting_test'. The 'Delete Selected' button is highlighted in red. A list of dates is shown with checkboxes next to them, indicating which dates are selected for deletion.

Select	Date	Begin	End	Time
<input checked="" type="checkbox"/>	Wednesday, September 28, 2016	10:00 AM	11:45 AM	(Time)
<input checked="" type="checkbox"/>	Monday, October 3, 2016	4:00 PM	6:00 PM	(Time)
<input checked="" type="checkbox"/>	Wednesday, October 5, 2016	4:00 PM	6:00 PM	(Time)
<input checked="" type="checkbox"/>	Wednesday, October 5, 2016	10:00 AM	11:45 AM	(Time)
<input checked="" type="checkbox"/>	Monday, October 10, 2016	4:00 PM	6:00 PM	(Time)
<input checked="" type="checkbox"/>	Wednesday, October 12, 2016	4:00 PM	6:00 PM	(Time)
<input checked="" type="checkbox"/>	Wednesday, October 12, 2016	10:00 AM	11:45 AM	(Time)
<input checked="" type="checkbox"/>	Monday, October 17, 2016	4:00 PM	6:00 PM	(Time)
<input checked="" type="checkbox"/>	Wednesday, October 19, 2016	4:00 PM	6:00 PM	(Time)
<input checked="" type="checkbox"/>	Wednesday, October 19, 2016	10:00 AM	11:45 AM	(Time)
<input checked="" type="checkbox"/>	Monday, October 24, 2016	4:00 PM	6:00 PM	(Time)
<input checked="" type="checkbox"/>	Tuesday, October 25, 2016	4:00 PM	5:00 PM	(Time)
<input checked="" type="checkbox"/>	Wednesday, October 26, 2016	4:00 PM	6:00 PM	(Time)
<input type="checkbox"/>	Wednesday, October 26, 2016	10:00 AM	11:45 AM	(Time)
<input type="checkbox"/>	Wednesday, November 2, 2016	10:00 AM	11:45 AM	(Time)
<input type="checkbox"/>	Wednesday, November 9, 2016	10:00 AM	11:45 AM	(Time)
<input type="checkbox"/>	Wednesday, November 16, 2016	10:00 AM	11:45 AM	(Time)
<input type="checkbox"/>	Wednesday, November 30, 2016	10:00 AM	11:45 AM	(Time)
<input type="checkbox"/>	Wednesday, December 7, 2016	10:00 AM	11:45 AM	(Time)

The screenshot shows the 'DELETE SCHEDULED DATES' confirmation dialog. It lists the dates selected for deletion and includes a table showing the number of present records for each date. The 'CONFIRM DELETE' button is highlighted in red.

DELETED SCHEDULED DATES

Below is the list of dates selected to be removed. Dates that contain valid attendance data **CANNOT** be deleted. Only the dates highlighted in yellow can be removed. (**Warning! Data will not be recoverable.**) To delete the dates highlighted in yellow, please select "CONFIRM DELETE". To cancel this transaction, please select "Cancel".

Date of Service	Number of Present Records
Monday, October 3, 2016	0
Wednesday, October 5, 2016	0
Monday, October 10, 2016	0
Wednesday, October 12, 2016	0
Monday, October 17, 2016	0
Wednesday, October 19, 2016	0
Monday, October 24, 2016	0
Tuesday, October 25, 2016	0
Wednesday, October 26, 2016	0

★ **Note:** Dates for which there are present attendance records entered in the system cannot be deleted

Add Multiple Dates or a Single date to the program schedule

The screenshot shows the 'SCHEDULE' page for the program 'Drawing and Painting_test'. The 'Add Dates' button is highlighted in red.

Click on Add Dates

The screenshot shows the 'ADD DATE(S) TO SCHEDULE' dialog. It provides instructions on how to add multiple dates or a single date to the schedule. The link 'To add Multiple Dates to the schedule, click here' is highlighted in red.

ADD DATE(S) TO SCHEDULE

To add **Multiple Dates** to the schedule, click [here](#)
 To add a **Single Date** to the schedule, click [here](#)

Adding and Deleting Dates in Your Schedule

Add a Single date to the program schedule

Select or input the single date you are adding to your program schedule

Remember to Click Add Single Date button

Note: After clicking Add Single Date, the system will confirm in green that the date has been **successfully added to schedule**

★ Begin/End times can be modified in 15 minute

Add Multiples Dates to the program schedule

Select or input the begin and end dates that you are adding to your program schedule

Day	Begin Time	End Time
Monday	4:00 PM	6:00 PM
Tuesday		
Wednesday	4:00 PM	6:00 PM
Thursday		
Friday		
Saturday		
Sunday		

Remember to Click Add Multiple Dates button