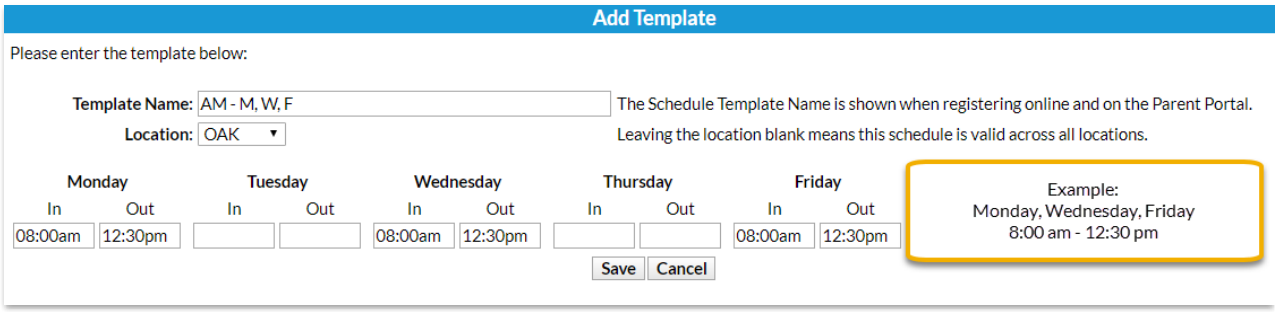
Create Schedule Templates

Last Modified on 06/19/2019 2:24 pm EDT

Schedule templates allow you to create and save common schedules to make enrolling students quicker and easier. Schedule templates are not required.

Schedule Templates are all about saving time! When you use a template to schedule a student, the days and times will pre-fill but can be edited as needed. Create templates for your most common schedules and edit as needed.

1. Point to **Tools** on the menu bar and select**Edit Settings**.
2. Choose **Schedule Templates** from the left side menu.
3. Select the **Add Template** button.
4. Name your template, choose a Location, and add the days/hours.*Note: leaving the Location blank makes it available to all Locations.*
5. Click **Save**.



Templates that will be used during Online Registration and for Parent Portal enrollments should be named in an informative way for parents to understand.