

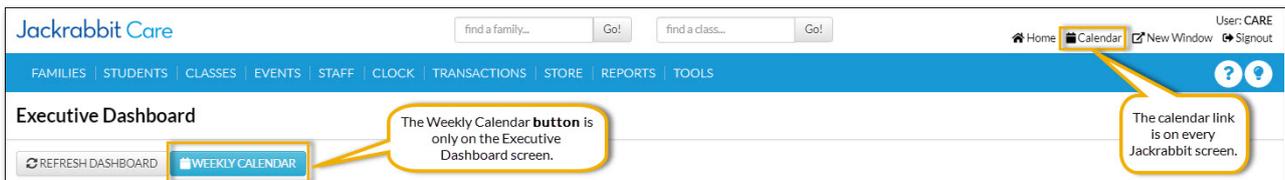
# The Weekly Calendar - Your Command Central

Last Modified on 08/30/2022 1:53 pm EDT

The Weekly Calendar button on the Executive Dashboard opens a calendar view of your classes by week. This is your class command center and allows you to manage almost all areas of your classes from one screen!

You'll also have access to the Weekly Calendar using the Calendar link above the blue menu bar on every other screen in your database.

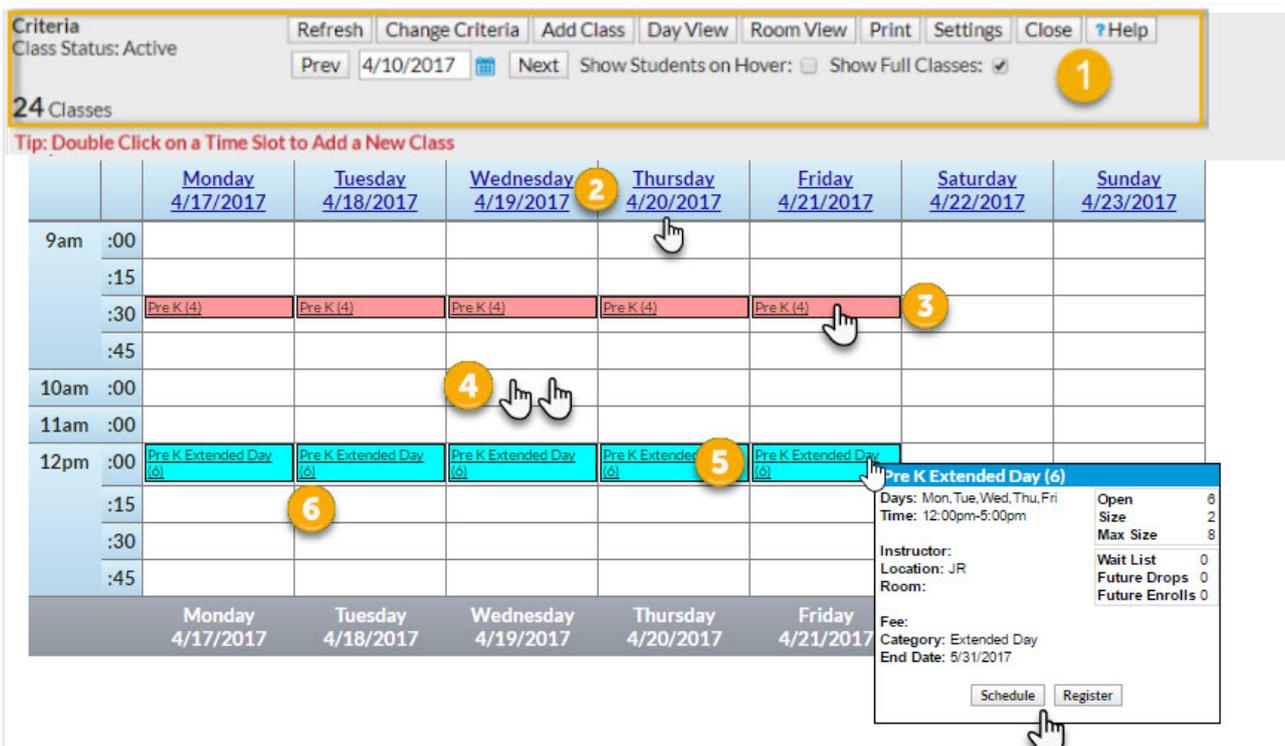
Note: The Weekly Calendar is for internal use only, it is not available to your families.



The Weekly Calendar opens in a new window and displays a week long calendar of classes. While the Weekly Calendar is most easily accessed from the Executive Dashboard, you can also navigate to this calendar from the *Class* menu > *Search* report and also from the *Class* menu > *Weekly/Daily Calendar*. Other calendar/schedule views, such as a monthly or by room, are also available. These are discussed in more detail in our Help article [Class Calendars and Schedules](#).

The Weekly Calendar and other calendar options (daily, monthly, and room) only include your class offerings. At this time your Events are NOT included. They are maintained on the [Event Calendar Views](#).

## Weekly Calendar Features



1. Calendar display settings / Criteria allow you to customize your calendar view.

When first opened your Weekly Calendar will bring up the current week's schedule with no criteria selected (no filters applied, all classes showing). Use the **Prev** and **Next** buttons, or the **date field**, to change the week you are viewing.

The currently selected criteria is displayed. Use the **Change Criteria** button to edit those selections.

**Current Search Filters**

Class Name:  (Note: Use \* to search text within Class names such as "\*Stars" finds "Yellow Stars" and "Blue Stars".)

Status: Active ▾ Per-Day: ▾

Location: JRHC ▾ (Select one or more by holding down the CTRL key)

Room: ▾

Instructor: Camille Johns  
Dianne Harris  
Eva Sargeant ▾

Session: Spring 2017 ▾

Category 1: Adult Fitness  
Birthday Party  
Camp ▾

Category 2: Advanced  
Beginner  
Intermediate ▾

Category 3: Fri  
Mon  
Sat ▾

Submit Cancel

These filter selections are displayed under the title "Criteria"

Use the **Add Class** button to quickly add a class on the fly! You can also add a class into a specific time slot. See feature #5.

Click the **Settings** button to change the time range that your calendar displays. Set this to your facility's opening and closing time.

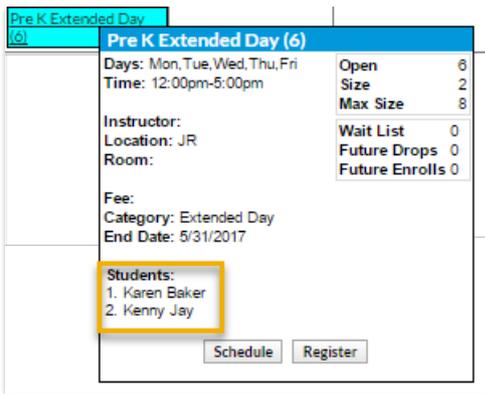
**Schedule Preferences**

Schedule Start Time: 11:00 AM ▾

Schedule End Time: 8:00 PM ▾

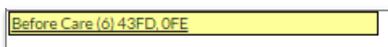
Save Cancel

Select **Show Students** to add the scheduled students' names to the class information that displays when you rest your mouse pointer over the class on the calendar (hover without clicking). See feature #6 for more information on that class information window.



The **Show Full Classes** checkbox defaults to checked to display full classes as well as classes with openings. Clear the checkbox to hide classes that are full which makes it easier to find a class with an opening to enroll a student in.

2. Click the **link** for any date to look at the daily view. The display criteria you have selected will also be applied to that daily view. For more information on the daily view see our Help article [Class Calendars and Schedules](#).
3. See summary information for each class on the calendar at a glance. Click the **link** for quick access to the class record. *Note: The class record opens in the main Jackrabbit window and may be hidden behind the Weekly Calendar window; drag the Weekly Calendar window until you can see the main window.*



Class name

Number of openings (#)

Number of future drops #FD

Number of future enrolls #FE

4. **Accurate enrollment counts are displayed in real time! A full class (0) that has a future drop scheduled for the following week will accurately reflect that opening (1) when you advance the Weekly Calendar to that date.**
5. Double click into any **opentime slot** to add a class. The *Add Class* window will open with the start date and time for the slot that you clicked into pre-selected; these values can be edited. You can also use the *Add Class* button in the criteria / settings section which will open the *Add Class* window with no pre-selections made.
6. Hold your mouse pointer over a **class (hover)** to open a window with a summary of class information including openings, future drops and enrolls, absences, and more. To include the names of all enrolled students click the *Show Students* checkbox in the criteria/settings area.

**Pre K (4) 4FD, 0FE**  
 Days: Mon, Tue, Wed, Thu, Fri  
 Time: 9:30am-12:00pm  
 Instructor: Michelle L.  
 Location: JR  
 Room: Room 6  
 Fee: 135  
 Category: Preschool  
 End Date: 5/31/2017

Open 4  
 Size 4  
 Max Size 8

Wait List 0  
 Future Drops 4  
 Future Enrolls 0

Schedule Register

Click the **link** for any of Future Drops, Future Enrolls, or Absences to open a window with more detail including student names. Click the **Enroll** button to enroll an existing student into the class or click the **Register** button to open the *Quick Registration Form* to add a new family and enroll a student in the class. If the class is full you will see CLASS FULL and a **Waitlist** button, click to add a student to the class waitlist. Once the waitlist is also full the button will drop off and you will only see CLASS FULL.

**Future Drops & Enrolls**

Enroll Quick Reg Close

Wait List

#	Student Name	Wait List Date
No Wait List		

Future Drops

#	Student Name	Drop Date	Drop Reason
1	Susan Harris	4/28/2017	Completed

Future Enrolls

#	Student Name	Enroll Date	Enroll Type	Drop Date
1	Samantha Brown	4/17/2017	Enrolled	

- Classes can display color coded by Category 1 if you have assigned colors to your Category 1 drop-down values in the *Drop-Down List Editor* (Tools menu). When darker colors are chosen the text display will change to white.

This makes it very easy to distinguish between the different types of classes you offer!

6pm	:00		Int Tumbling - Tues 6pm (1)	
	:15			
	:30	Beginner Tumbling (1)	Pointe (1)	
	:45			
7pm	:00	Dolphin - Mon - 7pm (3) Swim Kids L9 - Mon - 7pm (6)	Advanced Tap (3)	Advanced Jazz (0)