

Mark School Out

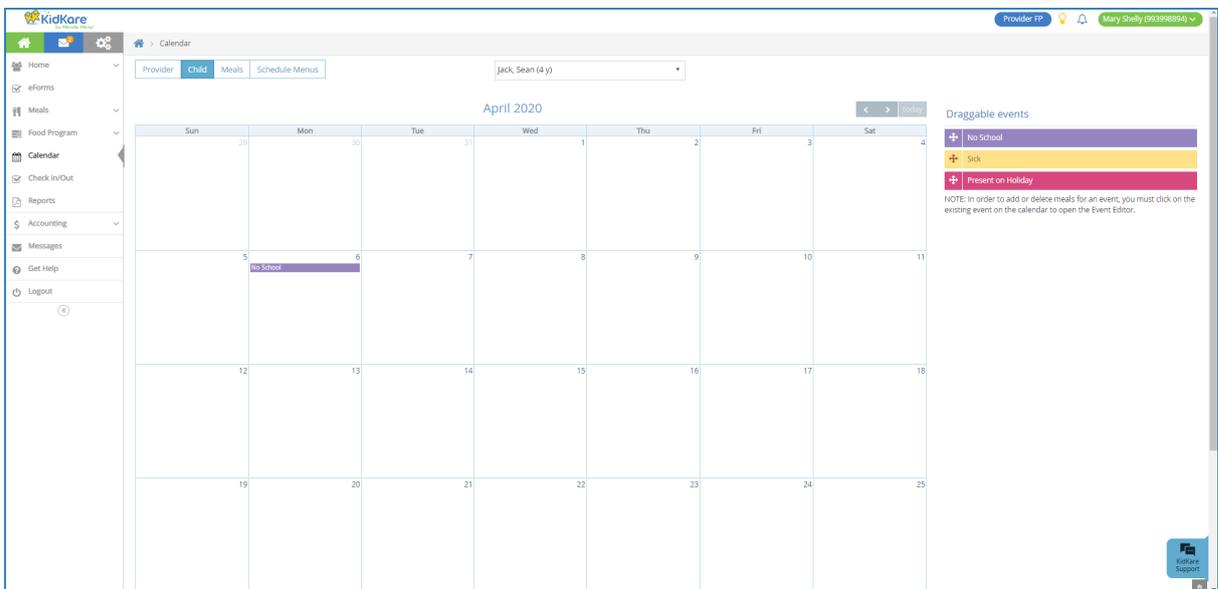
Last Modified on 10/21/2021 2:48 pm CDT

When school-aged participants are out of school, add the event to the calendar.

1. From the menu to the left, click **Calendar**.
2. Click **Participants**. The Participants Calendar opens. Note that you can have multiple calendars selected at the same time. If you do, events from the selected calendars display.

Note: According to your display settings, this option and calendar may be called something else, such as Child and Child calendar. For more information, see [Set Display Settings](#).

3. Click the **Select Participant** drop-down menu and select the child. There are two ways to do so:
 - Expand each category, locate the participant, and click their name.
 - Click the **Type to Search** box and enter all or part of the participant's name to filter the list. Click the participant's name.
4. Drag the **No School** event from the **Draggable Options** to the right and drop it on the calendar.



5. Click the event. The Event Details pop-up opens.
6. Use the **From** and **To** boxes to set a date range if school is out for more than a single day. Enter the first day school is out in the **From** box, and enter the last day school is out in the **To** box.

The screenshot shows the 'Event editor' pop-up window. At the top, it has 'From:' and 'To:' date pickers set to '04/06/2020' and '04/10/2020' respectively. Below this is a 'Title:' field containing 'No School'. Underneath the title are several meal selection buttons: 'Breakfast', 'AM Snack', 'Lunch', 'PM Snack', 'Dinner', and 'Eve. Snack'. A 'Details:' section contains a text area with the text 'Spring break week'. At the bottom right of the window are two buttons: 'Delete' and 'OK'.

7. The Child Calendar defaults to school out all day. If you are entering a partial school out day, click the meals where school was in session to unselect them. Only those meals for which school was out should be blue. For example, if school was in session in the morning during Breakfast and the AM Snack, click Breakfast and AM Snack to clear them. Only those meals for which school was out should be selected.
8. Click the **Details** box and enter any notes about this event, if needed.
9. Click **OK**.