

Use the provider calendar

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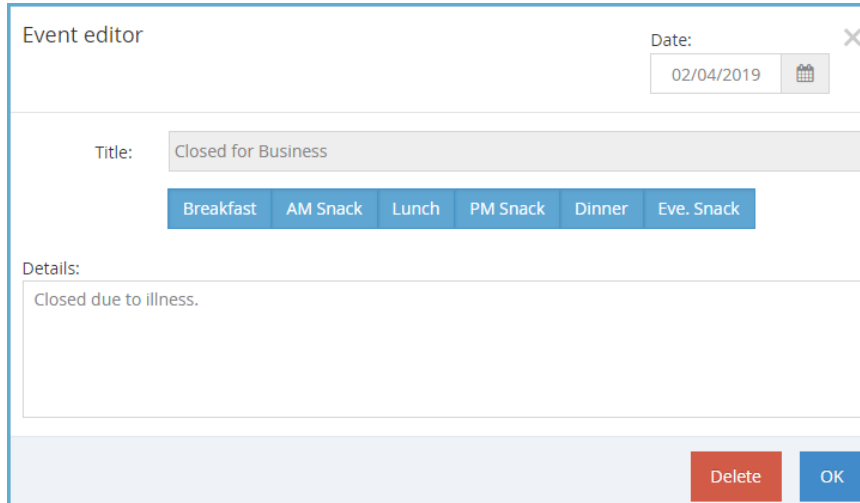
Use the Provider Calendar to document days that you are closed for business, open on holidays, or doing off-site meals. It is important to document this information so your food program sponsor knows when you are closed, serving special meals (holidays), or are serving meals off-site.

1. From the menu to the left, click **Calendar**. The Provider calendar displays by default.
2. Drag **events** from the **Draggable Events** section to the right and drop them onto the appropriate day on the calendar. Note that days on which menus are scheduled are highlighted yellow.

The screenshot shows the 'Calendar' interface for February 2019. At the top, there are tabs for 'Provider', 'Child', 'Meals', and 'Schedule Menus'. The 'Provider' tab is selected. The calendar grid shows days from Sunday to Saturday. The 1st of the month (Friday) is highlighted in yellow. On the right side, there is a 'Draggable events' section with three options: 'Closed for Business' (grey), 'Open on Holiday' (green), and 'Off-Site Meal' (red). Below these options is a note: 'NOTE: In order to add or delete meals for an event, you must click on the existing event on the calendar to open the Event Editor.' The calendar grid also shows some events: 'Closed for Business' on Monday the 3rd and Monday the 10th, and 'Off-Site Meal' on Friday the 7th.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16

3. Once you have added an event to the calendar, click it to add details. The Event Editor pop-up opens.
4. Select the meal(s) this event affects.
5. Click the **Details** box and enter any notes about the event.



The screenshot shows the 'Event editor' pop-up window. At the top right, there is a 'Date:' field with the value '02/04/2019' and a calendar icon. Below this, the 'Title:' field contains the text 'Closed for Business'. Underneath the title, there is a row of six buttons: 'Breakfast', 'AM Snack', 'Lunch', 'PM Snack', 'Dinner', and 'Eve. Snack'. Below these buttons is a 'Details:' section with a text area containing the text 'Closed due to illness.'. At the bottom right of the window, there are two buttons: 'Delete' (in red) and 'OK' (in blue).

6. When finished, click **OK**.

Note: To delete an event you added in error, click the event to open the Event Editor. Then, click **Delete**. At the Are You Sure prompt, click **Delete**.