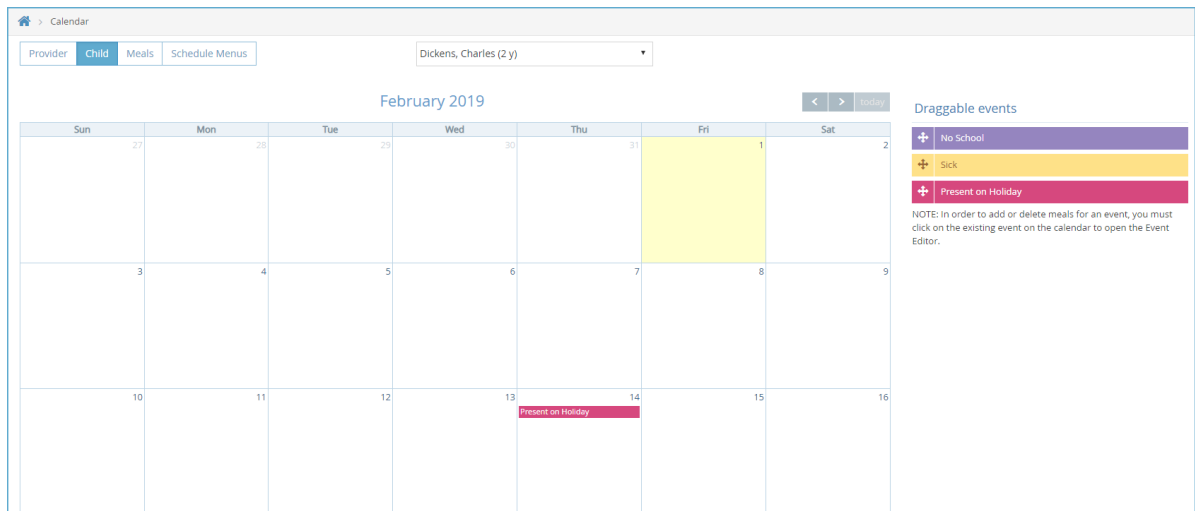


Use the child calendar

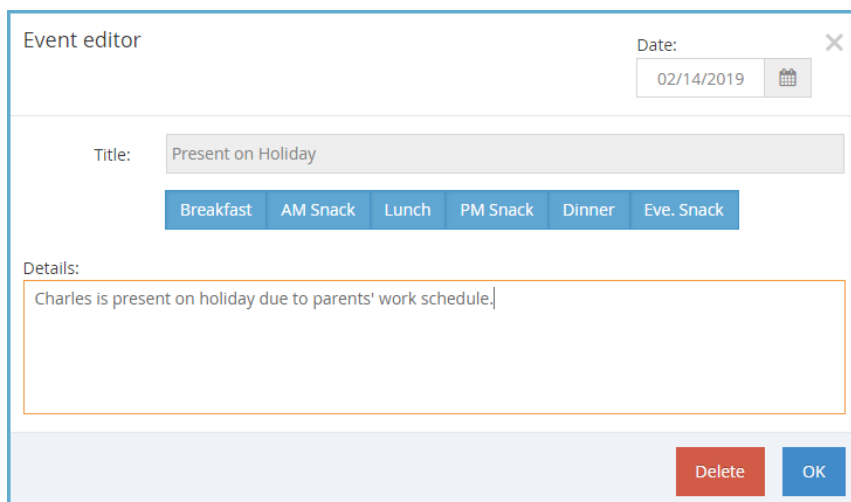
Last Modified on 06/03/2019 1:39 pm CDT

Use the Child Calendar to document children who are present on a holiday, in your care when school was out, or in your care because they were too sick to go to school.

1. From the menu to the left, click **Calendar**. The Calendar page opens.
2. Click **Child**. The Child Calendar opens. Note that you can have multiple calendars selected at the same time. If you do, events from the selected calendars display.
3. Click the **Select Child** drop-down menu and select the child. There are two ways to do so:
 - Expand each category, locate the child, and click their name.
 - Click the **Type to Search** box and enter all or part of the child's name to filter the list. Click the child's name.
4. Drag **events** from the **Draggable Events** section to the right and drop them onto the appropriate day on the calendar.



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



8. 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**.