

Center's Settings

1. Log in and look for "Control Panel" on the left under "Administration". Keep in mind, not every person has this type of access.
2. Click on any of the different categories that you wish to edit the settings for within your center.

Tracking Settings



General
Common tracking configuration



Walk-Ins
For non scheduled sign-ins



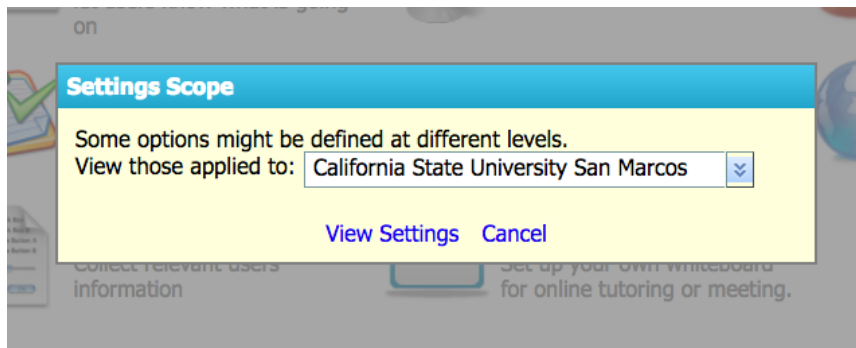
Appointments
Calendar and scheduled sign-ins options



Class Attendance
Tracking options for classes

NOTE: Class Attendance will not be used in your center or may not even appear on this screen because it is a function that is used to take attendance in a classroom via a list of enrolled students.

3. Go ahead and click your center (most of you will ONLY see your center).



3. Now you can edit the settings for your center.

NOTE: You can hover over an option to get a brief explanation as to what the specific setting means.

4. MAKE SURE YOU CLICK **SAVE CHANGES** AT THE TOP!!!!