A large, light blue, stylized watermark of the letter 'e' is centered on the page, serving as a background element.

Parks and Rec 2.5.1.0 Release Guide

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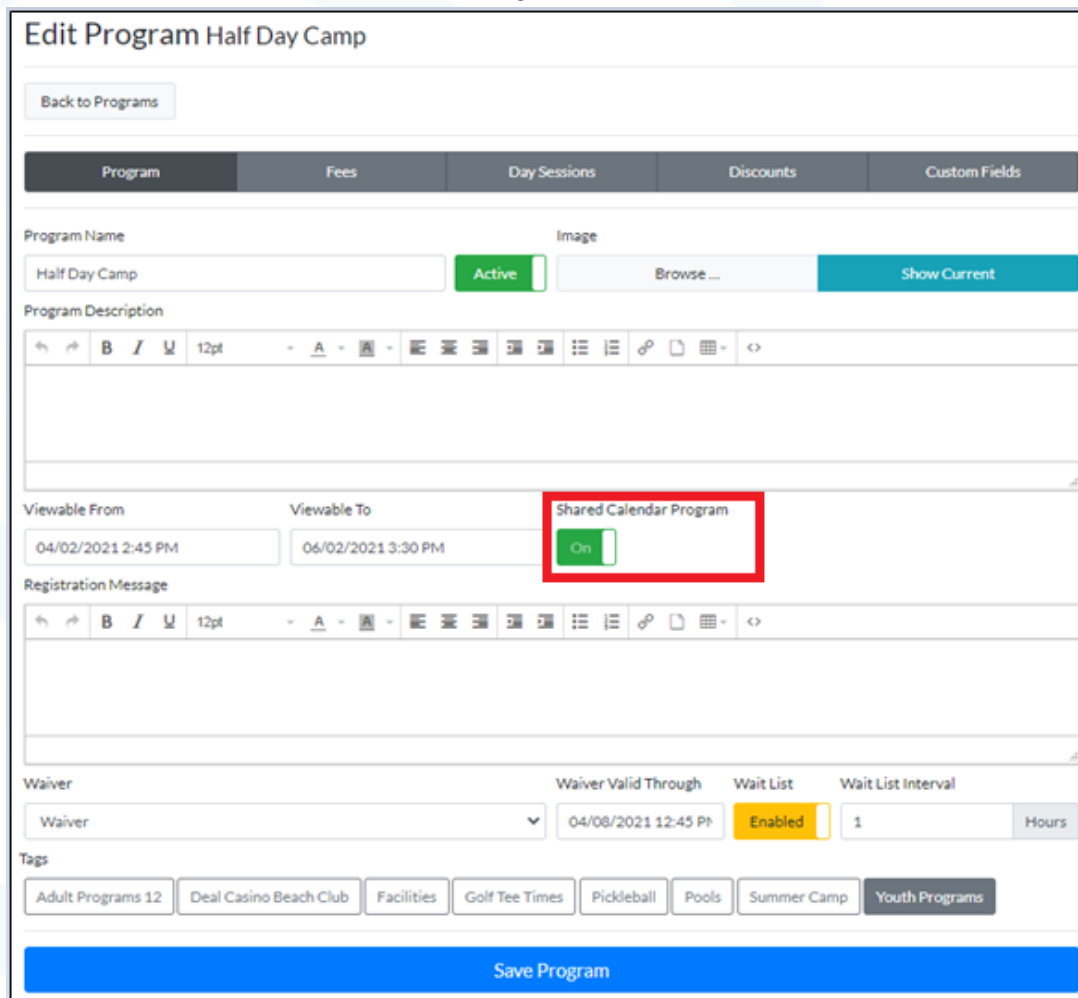
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Program Module

Shared Calendar Program

- A new option has been added to the Add/Edit Program page called **Shared Calendar Program** (figure 1-1)
 - All programs that have this option enabled will display their sessions on a shared calendar which allows the resident to select multiple sessions for a single participant at once.
 - This feature was intended for programs such as daily camps, as each single date the program occurs is configured as a session since the registration fee covers only a single date. This option should **not** be used for programs in which one fee covers multiple dates such as a reoccurring yoga class.

Figure 1-1



The screenshot shows the 'Edit Program Half Day Camp' form. The 'Shared Calendar Program' checkbox is highlighted with a red box and is currently checked (On). Other visible fields include 'Program Name' (Half Day Camp), 'Active' status, 'Image' (Browse... Show Current), 'Program Description' (rich text editor), 'Viewable From' (04/02/2021 2:45 PM), 'Viewable To' (06/02/2021 3:30 PM), 'Registration Message' (rich text editor), 'Waiver' (Waiver), 'Waiver Valid Through' (04/08/2021 12:45 PM), 'Wait List' (Enabled), 'Wait List Interval' (1 Hours), and 'Tags' (Adult Programs 12, Deal Casino Beach Club, Facilities, Golf Tee Times, Pickleball, Pools, Summer Camp, Youth Programs). A 'Save Program' button is at the bottom.

Program Administration Page

- To access the Program Administration page, select **Programs -> Program List**.
 - Programs that have the Shared Calendar Program option enabled will display differently on the Program Administration page.
 - As these programs tend to have many sessions, a link called “All Sessions” is listed beneath the program name in place of the full list of sessions.
 - Clicking on this link will take the admin user to the Edit Day Sessions page which lists out all the sessions and has an option to build additional sessions (figure 1-2).

Half Day Camp All Sessions	04/02/2021	06/02/2021
-------------------------------	------------	------------

Figure 1-2

Edit Day Sessions

- To access the Edit Day Sessions page, select **Programs -> Program List** and then click on the “All Sessions” link beneath the program name in the list.
 - The Edit Day Session page lists all sessions that have been added to the Shared Calendar program.
 - An existing session can be edited by clicking on the session name from the list (figure 1-3). This page also has the participant icon which allows an admin user to see the participant list, print a participant report or view any custom field responses. The trash can icon allows an admin user to cancel the entire session.
 - The Add Day Sessions button will direct the admin user to the Add Day Sessions page to add additional sessions to the program.

Edit Session Halfd Day Camp-Waitlist Session

Back to Sessions

Program	Fees	Sessions	Discounts	Custom Fields
---------	------	----------	-----------	---------------

Name
 Active

Registration Start Date **Registration End Date** **Resident Restriction**
 Anyone

Participant Limits

Min	<input style="width: 80%;" type="text" value="1"/>	Max	<input style="width: 80%;" type="text" value="1"/>	Online	<input style="width: 80%;" type="text" value="1"/>
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Age Restriction

<input type="radio"/> No	<input type="radio"/> Min	<input type="radio"/> No Min	<input type="radio"/> Max	<input type="radio"/> No Max	<input type="radio"/> No	As Of	<input style="width: 80%;" type="text" value="-- Select --"/>
--------------------------	---------------------------	------------------------------	---------------------------	------------------------------	--------------------------	--------------	---

Grade Restriction

<input type="radio"/> No	<input type="radio"/> Min	<input type="radio"/> No Min	<input type="radio"/> Max	<input type="radio"/> No Max
--------------------------	---------------------------	------------------------------	---------------------------	------------------------------

Fees

Day Camp Fee

Session Start Time **Session End Time**

Save

Figure 1-3

Add Day Sessions

- To access the Add Day Sessions page, click on the Add Day Sessions button from the Edit Day Sessions page (figure 1-4).
 - This page allows an admin user to add day sessions either one at a time or in bulk.
 - The top of the screen is required to add a session(s) as it indicates the session name, registration start date, participant limit and any age, grade, or residency restrictions.
 - Once this information is completed, an option to Add a Date allows an admin user to add a single session or the option to Bulk Add Dates to add many sessions at once. Once sessions are added they list beneath the Bulk Add Dates option and can be deleted using the trash can icon if no participants are yet registered into the session.

Add Day Sessions

[Back to Sessions](#)

Program	Fees	Day Sessions	Discounts	Custom Fields
---------	------	--------------	-----------	---------------

Name: Half Day Camp Registration Start Date: 04/20/2021 11:15 AM Resident Restriction: Anyone

Participant Limits: Min: 1 Max: 50 Online: 50

Age Restriction: Yes Min: 6 Max: 16 As Of: First Session Day

Grade Restriction: No Min: No Min Max: No Max

Fees: Day Camp Fee

Add Date

Start: 04/20/2021 11:15 AM Duration: 1 Hours: [Add](#)

Bulk Add Dates

Series Start: 04/20/2021 Series End: 05/20/2021 S M T W T F S

Start Time: 11:15 AM Duration: 1 Hours: [Bulk Add](#)

Name	Start	End	
Half Day Camp	5/6/2021 8:30 AM	5/6/2021 12:30 PM	
Half Day Camp	5/7/2021 8:30 AM	5/7/2021 12:30 PM	

Figure 1-4

Registration Calendar

- The registration calendar is accessed by clicking on the Register button from the search results page (figure 1-5).

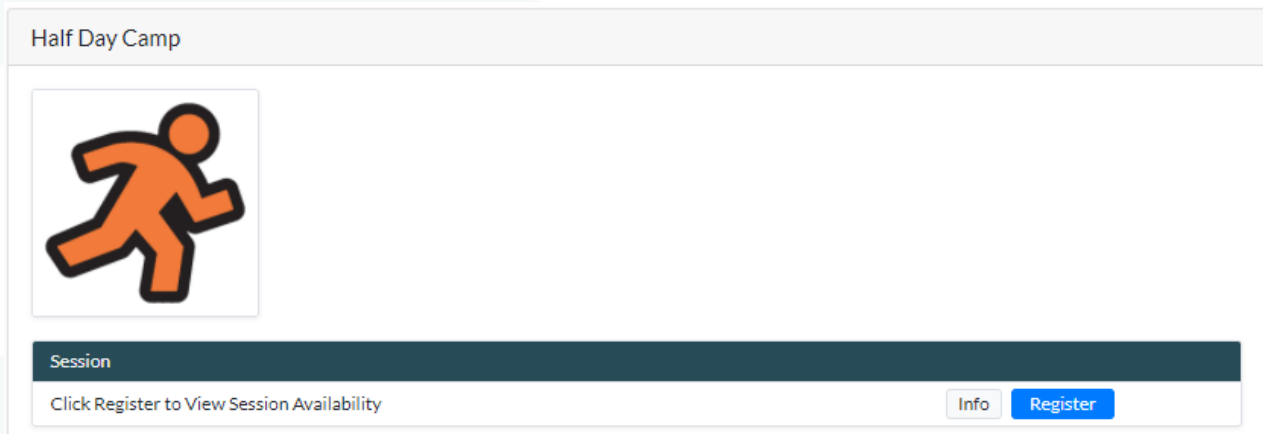


Figure 1-5

- The user then can select the participant they would like to register for the program (figure 1-6).

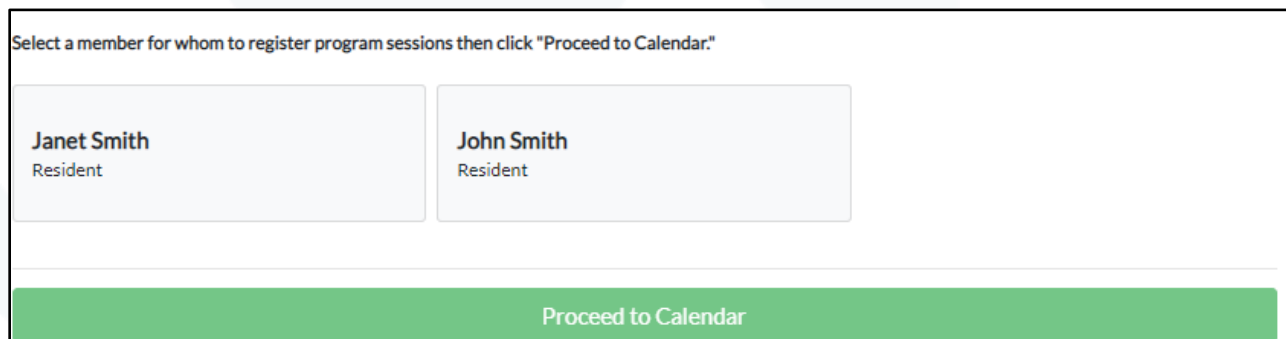


Figure 1-6

- The calendar will list sessions from all programs that have the Shared Calendar Program option enabled (figure 2-1).
 - Sessions that are restricted to the participant will show in red with a message that indicates the type of restriction (age, grade, residency, or availability).
 - The user can click on any gray session that is available which will highlight green once selected prior to adding them to their shopping cart.
 - After all selections are made, the user can either proceed to the cart to pay or select the option to Add to Cart and Select Another member to select another participant to add to sessions.

Figure 2-1

Program Session Calendar

Select sessions to register for **John Doe** then click an "Add To Cart" button below.

May 1 – 31, 2021 Day Month Today Help < >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	1
	9:30a Daily Camp (\$75.00) 1p Half Day Camp-Waitlist Session (\$0.00) 5p Half Day Session -8-12 yrs old (Over Age Limit)	9:30a Daily Camp (\$75.00) 1p Half Day Camp-Waitlist Session (\$0.00) 5p Half Day Session -8-12 yrs old (Over Age Limit)	9:30a Daily Camp (\$75.00) 1p Half Day Camp-Waitlist Session (Join Waitlist) 5p Half Day Session -8-12 yrs old (Over Age Limit)	9:30a Daily Camp (\$75.00) 1p Half Day Camp-Waitlist Session (Join Waitlist) 5p Half Day Session -8-12 yrs old (Over Age Limit)	9:30a Daily Camp (\$75.00) 1p Half Day Camp-Waitlist Session (\$0.00) 5p Half Day Session -8-12 yrs old (Over Age Limit)	
2	3	4	5	6	7	8
	1p Half Day Camp-Waitlist Session (\$0.00) 5p Half Day Session -8-12 yrs old (Over Age Limit)	1p Half Day Camp-Waitlist Session (\$0.00) 5p Half Day Session -8-12 yrs old (Over Age Limit)	1p Half Day Camp-Waitlist Session (\$0.00) 5p Half Day Session -8-12 yrs old (Over Age Limit)	8:30a Half Day Camp (\$75.00) 1p Half Day Camp-Waitlist Session (\$0.00) 5p Half Day Session -8-12 yrs old (Over Age Limit)	8:30a Half Day Camp (\$75.00) 1p Half Day Camp-Waitlist Session (\$0.00) 5p Half Day Session -8-12 yrs old (Over Age Limit)	
9	10	11	12	13	14	15
	8:30a Half Day Camp (\$75.00)	8:30a Half Day Camp (\$75.00)	8:30a Half Day Camp (\$75.00)	8:30a Half Day Camp (\$75.00)	8:30a Half Day Camp (\$75.00)	
16	17	18	19	20	21	22
	8:30a Half Day Camp (\$75.00)	8:30a Half Day Camp (\$75.00)	8:30a Half Day Camp (\$75.00)		8:30a Half Day Camp (\$75.00)	
23	24	25	26	27	28	29
	8:30a Half Day Camp (\$75.00)	8:30a Half Day Camp (\$75.00)	8:30a Half Day Camp (\$75.00)	8:30a Half Day Camp (\$75.00)	8:30a Half Day Camp (\$75.00)	
30	31	1	2	3	4	5
	8:30a Half Day Camp (\$75.00)					

Selected Sessions Total: \$150.00

Add to Cart and Select Another Member

Proceed to Cart