

## 14<sup>th</sup> Street Y

### Class Registration Process and Instructions:

#### Process for creating classes for the following season in Quattro

**Updated: June 7, 2019**

**STEP 1:** Download your classes from previous session/season (QUATTRO INSTRUCTIONS LOCATED BELOW IN APPENDIX FOR DOWNLOADING SPREADSHEET)

**STEP 2:** Update your newly downloaded spreadsheet with upcoming session/season correct information including class dates, no class date, start and end times, season start and end times, prices, etc. PLEASE NOTE: columns that need to be updated are highlighted in the spreadsheet. (Anthony Herrera is available for technical help, ext. 4306)

**STEP 3:** Have someone else in your department double check your work to be sure it's accurate

**STEP 4:** Put spreadsheet in the shared drive at the following location and email Marketing (Jaci Fletcher) noting it is there. Marketing will then use the spreadsheet for inclusion in the Preview Guide / Catalog. PLEASE NOTE: Marketing will send any questions for clarification back to program lead if something looks inaccurate. ***Program lead is responsible for making sure updates/edits are made in spreadsheet before uploading back to Quattro.***

Path: Y:\14stYShared\14th Street Y - Catalog\_Calendar Master Grids

**STEP 5:** Double check classes will open on the session/season registration day and time. **REMEMBER:** Unless otherwise noted, fall registration is the first and second Tuesdays of August, winter registration is the first (members) and second (non members) Tuesdays of December, spring registration is the first and second Tuesdays of March, summer registration is the first and second Tuesdays of May. Programs are responsible for ensuring their class registration information is accurate and ready for registration by 12:00 am on the days listed above. (QUATTRO INSTRUCTIONS LOCATED BELOW IN APPENDIX FOR EDITING CLASSES, REMOVING CLASSES, AND TO OPEN/BEGIN/CLOSE SESSIONS)

## Fall Registration

- Member – August 6
- Non-member/open - August 13

## Winter/Spring Registration

- Coming Soon

See Appendix for Quattro instructions

## APPENDIX

### Copying Prior Session/Season for New Session/Season

1. In Quattro menu type in Copy Session
2. Enter the following:
  - a. In existing Session section:
    - i. Branch 1
    - ii. Session: Either last session (ie if creating for SUM 2019 then select SPR 2019 or last year session setup (ie if creating for SUM 2019 then select SUM 2018
    - iii. Department: Select from one of the following:
      1. New Country
      2. New Town
      3. Afterschool
      4. Aquatics
      5. Health and Fitness
      6. Parenting
      7. Preschool
      8. Special Needs
    - iv. All other fields are left as is
  - b. In New Session Section:
    - i. Branch: 1
    - ii. Session: New Session that that is being worked on. Session format:
      1. WIN XXXX
      2. SPR XXXX
      3. SUM XXXX
      4. FALL XXXX
    - iii. Program Beg Date and End Date: Any date in the new session (pref. same date)
    - iv. Program Status: Closed <- ensures your copied classes aren't registered
    - v. Both add fields: 0
    - vi. All other fields as is
  - c. Press Go to Fee Categories
  - d. Press Process Utility
  - e. You will be prompted that your classes were created

### **Editing newly created classes for upcoming sessions:**

1. Program Data Update – In Quattro menu type in Program Data Update
2. Enter the following:
  - a. Branch: 1
  - b. Session: Session you copied
  - c. Department: Department you copied
  - d. All other fields leave blank
  - e. Press create Excel Spreadsheet
3. Excel spreadsheet will download with the copied classes
4. Update all columns where the column header is highlighted **yellow**

### **Remove Classes from Quattro**

In Quattro Menu -> Open/Begin/Close Session:

1. Branch 1
2. Session: 2019 WIN
3. Department: Afterschool
4. New Program Status: Open
5. New Online Display: Do not show
6. Everything else is blank
7. Apply changes

### **Open/Begin/Close Session and enter the following:**

1. Branch 1
2. Session: 2019 SUM
3. Department: Aquatics:
4. New Program Status: Open
5. New Online Display: Show and Allow Reg