

Configure an after-school edition

Review the edition identity, period and weekly schedule before saving changes.

6 min · Requires the After-school module · 2026-09-21

Before you begin

- ✓ You need Manage After-school editions in the edition scope.
- ✓ Open an existing edition, or create one before configuring its schedule and fees.

1 STEP 1 OF 4 · 1-2 MIN

Open the active edition

From Youth Center → After-school, open Edition. The picker at the top identifies the edition you are working on; the demo shows the 2026 edition.

Under General, review the name, school year, period and status. The service archetype — homework groups, 1:1 tutoring or mixed — shapes the operational tabs.

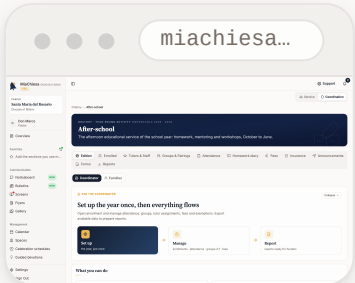


Fig. 1 The overview introduces the edition's Set up, Manage and Report workflow.

2 STEP 2 OF 4 · 2 MIN

Review the recurring schedule

Select Weekly schedule. Each Monday-to-Friday row shows whether the service is open, its times and the slot or activity. The pattern repeats during the edition period.

Attendance is recorded day by day. School closures are not inferred from the weekly pattern alone, so always check the operational day before using the register.

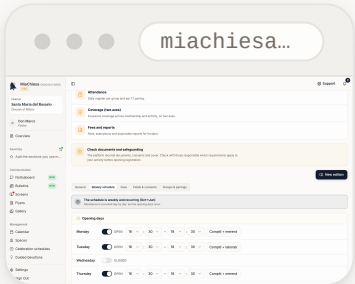


Fig. 2 This is the edition's recurring pattern, not the attendance register.

3

STEP 3 OF 4 · 1-2 MIN

Prepare a correction

Return to General and update Contact person / coordinator when the operational contact changes. Review the period start and end before saving.

The capture fills the contact with "Anna Bianchi" but does not select Save, so the change is prepared and has not been applied.

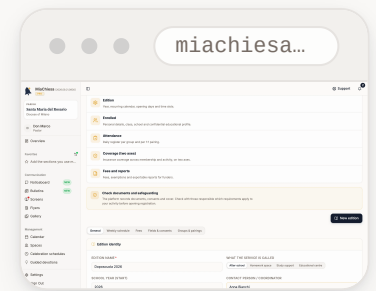


Fig. 3 The contact is filled in but not saved in the demonstration capture.

4

STEP 4 OF 4 · 1 MIN

Save carefully

Select Save only after reviewing every field on General. The safeguarding ratios are presented as prudential guidance and warnings, not legal constraints.

Some controls on other subtabs save as soon as they are changed. Work one item at a time and check the outcome message before continuing.

What you have achieved

- ✓ You identified the edition and reviewed its recurring schedule.
- ✓ You prepared a coordinator correction without saving it in the demo.

Troubleshooting

I cannot see the Edition tab



You need Manage After-school editions in the correct scope, and the After-school module must be enabled.

Does the weekly schedule record attendance?



No. It defines recurring service days; arrivals and departures are recorded under Attendance.