

## Create a Supplementary Season

*How to create a shorter season or workshop that runs alongside a current season in progress.*

Supplemental seasons allow you to create and manage additional class schedules that run alongside your current season. These seasons are typically shorter in duration and tuition is due up front for the entirety of the season. Use cases for these shorter seasons could range from workshops, camps, to month seasons where students can drop in for added flexibility.

To create a supplemental season, you will first need to create a new season under Admin > Class / Date Administration > #1 Help me set up a new season and enter the following:

- Name the season
- Select to make this hidden or viewable
- Select the option for Fall Spring or Regular
- Select a date range for these classes
- Do not select another season like this one
- Do not copy classes
- Do not charge a registration fee

Once the season is created, go to Admin > Class / Date Administration > #4 Sessions and create a billing period for the season:

- Start Date: First date of the month you are charging for
- Due Date: Date that the month/season we are working on is due
- End Date: Last date of the month/season that you are working on
- Check the box for the new season
- Click "Save Changes" and then "New" and repeat for each month/season that you want to charge for.

Be sure to create one per month if you want to charge monthly for these classes. Once that is done, you can make these new class options under the classes tab and add the new classes into the new season. If you use the Session Charge field when making these classes, that should be the amount that charges per billing period we created in this previous step.