Set Up a New Season

How to set up a new season of classes, camps, birthday parties, or workshops.

NOTE: By default, *Set Up a New Season* is accessible to only Admin users of The Studio Director. If necessary, other users can be granted access through the Logins/Passwords/Security settings.

Most studios group classes for a period of time. For instance, you might have classes that run from September through the following June, or you might have classes that run from January through June. These periods of time are referred to as **"Seasons."**

Each season has its own enrollment and class schedules. Seasons can also be displayed in the online customer portal. Multiple seasons can be active at the same time: for example, you can have a season for your regular classes and a season for your competition students going at the same time.

You can set up two different types of seasons:

Regular Weekly Series Season: Classes that meet the same day(s) each week for a period of time. There are three different options to display this type of calendar: A table compressed view with Monday through Sunday columns, a table block view displaying classes for each day in a time block, and a list view displaying all classes in a list. Tuition for these classes is typically charged for time periods within the Season: for example, months, quarters, or a one-time charge for the entire Season. This kind of season is commonly referred to as a "Weekly Series" season.

Date Specific Season: Classes that meet on a specific date or dates. This type of calendar is displayed in a standard calendar view with all dates of the month displaying. Tuition for these classes is charged for each day the class meets. This kind of season is commonly referred to as a "Date Specific" season.

To Set Up Any Season Type:

- Go to the *Admin* tab > Class/Date Administration > Help me set up a new season.
- Enter the name for the new season and click Next. It can be helpful to include the year.
- Select if you would like to make the season viewable or hidden in the customer portal.
  - *Make viewable now:* The season will be immediately viewable in the customer portal.
  - *Make it hidden for now:* The season will remain hidden until you finish setting up classes and are ready to take online registration.

- The system will ask you to choose the type of season you'd link to set up. Follow the season-type specific directions below.

For a Regular Season:

- Select Fall/Spring or Regular.
- Enter the start and end dates of the classes and click Next. This is the first date of the first class and the last date of the last class, *not* when enrollment may begin. This option may be used to set up any session type season when classes meet for a shorter length of time than any other season (i.e. September through October).
- Select the season that is most like the one you are setting up now. Last year's regular season is usually the closest match. This step will be used as a model to speed up the configuration process for the new season. If none of the seasons are similar to the one you are setting up, click here at the bottom of the list.
- *Skip down to the "To Finish Set Up Any Season Type" section on **page 4** for the remaining instructions*

For Summer or Holiday Camps:

- Select Summer or Holiday Camps.
- Enter the start and end dates of the season and click Next. This should be the first day of the first camp and the last day of the last camp.
- Select when you would like tuition to be due.
    - Due as soon as students enroll
    - Due when the season starts
    - Let me choose a due date
- Select the type of camp you are setting up:
    - One-day camps where students are charged for each day they attend. Each day can have a different enrollment.
        - If you select this option, the system will create a Date Specific Season that looks like a calendar with all the days of the month displayed. When you set up the classes, you can select the dates of the camp and enter the per-day fee in the Single Class Charge field.
    - Weekly camps where students enroll and pay for the entire week of camp. Select this option if students are charged for the entire week of camp.
        - If you select this option, the system will create a Weekly Series Season with Monday through Sunday columns displayed. When you set up the classes, you can create one class for each weekly camp. Enter the dates the camp meets in the class name (for example, Ballet Camp June 1-5). Enter the amount you charge for the weekly camp in the Session Charge field.

- o Weekly camps where students select which days of the camp to attend. Select this option if the actual camp runs over the course of several days, but students select which days they want to attend. Students are charged for each day of the camp they attend.
  - ▪ If you select this option, the system will create a Date Specific Season that looks like a calendar with all the days of the month displayed. When you set up the classes, you can select the dates of the camp and enter the per-day fee in the Single Class Charge field.
- o Other
  - ▪ If you select this option, the system will not be able to set up your season for you. Instead, you can create your season by going to Admin > Class/Date Administration > Seasons and set up your season here. You can create a billing session (if needed) for this season by going to Admin > Class/Date Administration > Sessions. Contact Customer Support if you need assistance.
- *Skip down to the "To Finish Set Up Any Season Type" section on **page 4** for the remaining instructions*

For Summer Classes:

- Select Summer Classes.
- Select how you charge for your summer classes:
  - o Once for the whole summer
  - o Monthly during the summer
  - o Some other way
- If you select Once for the whole summer or Monthly during the summer, you will be prompted to enter the season start and end dates. Select the start and end dates of your classes and click Next.
  - o If you selected to bill Once for the whole summer, the system will ask you when you would like tuition to be due:
    - ▪ Due as soon as students enroll
    - ▪ Due when the season starts
    - ▪ Let me choose a due date
  - o If you selected to bill Monthly, select which season is most like the one you are setting up now. This step will be used as a model to speed up the configuration process for the new season. If there is no good match, you can click "click here" at the bottom of the page.
- If you selected Some other way, the system will not be able to set up your season for you. Instead, you can create your season by going to Admin > Class/Date Administration > Seasons and set up your season here. You can create a billing

session (if needed) for this season by going to Admin > Class/Date Administration > Sessions. Contact Customer Support if you need assistance.

- *Skip down to the "To Finish Set Up Any Season Type" section on **page 4** for the remaining instructions*

For Birthday Parties or Workshops:

- Select Birthday Parties or Workshops.
    - The system will create a Date Specific Season that looks like a calendar with all the days of the month displayed. When you set up the classes, you can select the dates of the party or workshop and enter the per-day fee in the Single Class Charge field.
- Enter the dates of the season and click Next. If you plan to have birthday parties or workshops scheduled throughout the year, you could create your season for the entire year.
- *Skip down to the "To Finish Set Up Any Season Type" section below for the remaining instructions*

To Finish Set Up Any Season Type:

- If you would like to copy classes from another season, click the season you would like to copy from. Otherwise, click No.
- If you selected to copy classes from another season, you will have the option to copy the items below. Place a checkmark next to each item you would like to copy and click Next. (Only the applicable items will be listed, so you may not see all four of these items):
    - Copy Enrollment
    - Copy Enrollment as Pre-approved Classes
    - Copy Skill Charts
    - Copy Additional Class Charges **NOTE**: Dates for the additional class charges will not be updated automatically and would have to be reviewed/modified manually to post as due on the correct dates. Otherwise, those charges would all be due upon enrollment.
- If you would like to charge registration fees for this season, click Yes. If you do not, click No.
- If you selected to charge registration fees for the season, the system will ask you some additional questions on how you like to charge for these fees. Follow the prompts to set up the registration fees for your new season. You can view or modify the registration fees by going to the *Admin* tab > Tuition Rate/Charge Administration > select Auto Registration Fee.

- If you need any assistance with setting up registration fees, please contact our Support team at 1-877-688-3870 or support@thestudiodirector.com.
- Congratulations, you are done setting up your season! If the system is unable to set up your billing sessions, you can enter them on your own by going to the *Admin* tab > Class/Date Administration > select Sessions.

Post-Set Up Steps

After setting up a new season, performing the following clean-up tasks on the seasons that are currently in the system will help you to keep your schedules current and prevents payment plans and promotions from a previous season from affecting the new season.

Archive Old Seasons

You can archive a season once there are no longer active billing sessions in it. You can restore an archived season at any time by going to the *Admin* tab > Class/Date Administration > Restore Old Season.

Remove Old Tags

If a family enrolled in a payment plan last season and you want them to choose a payment plan for this year, you must remove the old payment plan tag. **NOTE:** If the previous season is still ongoing, deleting the payment plan and associated tag may affect tag-based tuition.