

## **Copying a Session**

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## Tool Search: Dependent Care

Users may copy an existing session and change the necessary details to save time when creating a new session.

1. Select the session you'd like to copy and press the **Copy** button. A copy of the copied session displays with the Create Session screen open.

ependent Care Da	shboard ☆				Dependent Care > Administration > Dependent C
COPY) Spring Break	Non-School Days				
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	Use this tool to create a Dependent Care Session. D	efine below the details of the Session then progress to a Schedule Type *	additional components.		
	(COPY) Spring Break Non-School Days	Non-School Day	•		
	Session Start Date *	Session End Date *			
	MM/DD/YYYY	MM/DD/YYYY			
	Exclusion Dates				
	June 2025 - July 2025		( Today >		
	June 2025	July 2025			
	SU MO TU WE TH	FR SA SU MO TU WE TH FR SA			
	1 2 3 4 5	6 7 29 30 1 2 3 4 5			
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	6 7 8 9 10	11 12 3 4 5 6 7 8 9			
	Exclusion Dates				
	Foderal Tax ID *				
	44-444444				
	Site *	Max Students			
	nassan Elementary				
	Add Site				
	[				
			Cancel Save Save & Next		

- 2. Use the **Session Name** field to enter a new name for the session. The name must be unique. Using Session Name (Copy) does not qualify as unique.
- 3. In the **Session Start** and **End Date** fields, enter the applicable dates.
- 4. Exclusion dates are not included when a copy of a session is made. Users must enter new **Exclusion Dates**.
- 5. Change the **Federal Tax ID**, if necessary.
- 6. The **Site** fields copied over from the existing session may not be removed from the new session. Users, however, may add additional sites.
- 7. Add **Max Students** for the existing site and any additional sites added, if necessary.
- 8. Press Save & Next to continue.
- From the Charges & Discounts screen, any existing charges/discounts from the copied session are included in the new session. Users can activate/inactivate, edit, remove, or add new charges and discounts to the copied session. See the <u>Adding Charges and Discounts to a New Session</u> article for more information on performing these actions. When finished, press Save & Next to continue to the Sections & Rates screen.
- All Session Sections & Rates from the copied session are included in the new session. Users are able to edit, remove, copy, or add sections and rates. See the <u>Adding Sections and Rates</u> to a <u>New Session</u> article for more information on performing these actions. When finished, press Save & Next to continue to the Portal Information screen.
- 11. Use the Registration Start Date & Time and Registration End Date and Time to determine the date range of the registration window for this session.



- 12. Under Session Details, enter any desired information about the session. This information appears on the portal and is tied to this session.
- 13. Next, us the Form field to add any additional forms. Users may keep or remove any existing forms from the copied session. See the <u>Adding Portal Information to a New Session</u> article for more information on performing these actions.
- 14. When finished, press **Complete**.