



## Add Day(s) to an Existing Reservation

- Select **Reservation** in the **Main Menu**. Double-click into the **Reservation** in question and a Reservation window will open.

[5813] Reservation

Group \* Child Care Permit

Create/Add Reservations

Purpose Before/After Care

Start Time 6:30 AM End Time 6:00 PM

Start Date 11/03/2020 End Date 11/03/2020

Setup Min 0 Teardown 0

Day  Week  Month  Year

1 \* Per Week  Multiple Times Per Week

Su  Mo  Tu  We  Th  Fr  Sa

Wk1  Wk2  Wk3  Wk4  Wk5

Check Availability

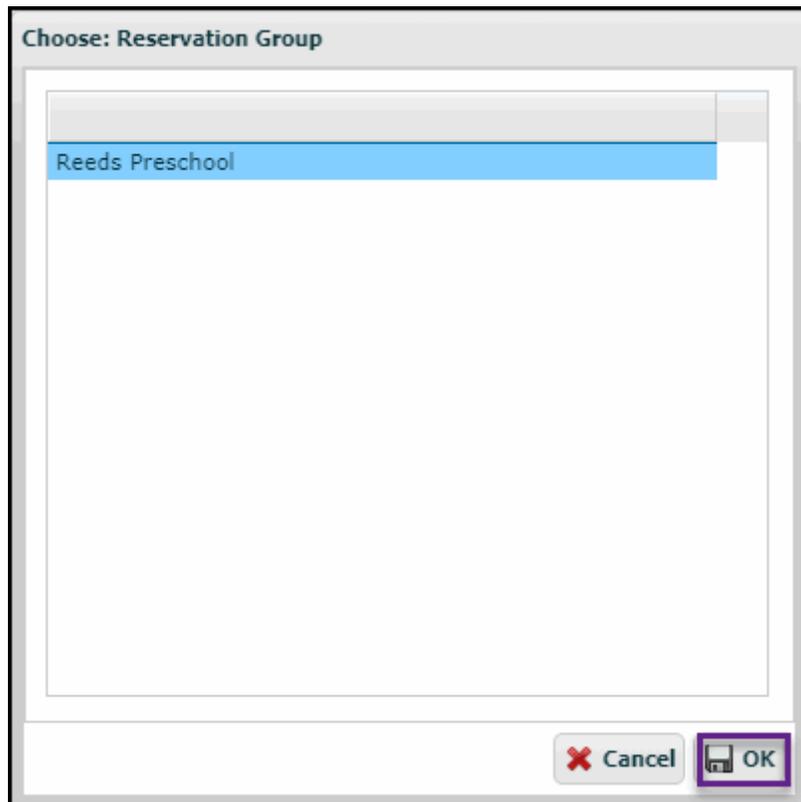
Create Add

Date	Space	Conflict
<input checked="" type="checkbox"/>	11/03/2020 Room 8	

Cancel Save

- In the **Create/Add** tab and within the **Purpose** field, enter the name of the Reservation designated for change.
- Define timing parameters for the additional day(s) by completing **Start/End Time**, as well as **Start/End Date**.
- Choose a **Space** from the options on the right, then click **Check Availability** for that **Space**.

- Once Availability has been confirmed by selecting the dates you wish to add, select the **Add** button. This adds the new day(s) to the reservation.
- Select the Reservation Group to which these days will be added, and select **OK**.



To complete the process, navigate to the Class to which the Reservation is linked. Open the Class, then Save. This links the revised Reservation to the existing Class.