

## How to Configure Term Days

Once you have successfully configured your term, the next step is to define which days your activities will be taking place. You can do this by going to **Activity Configuration** on the Main Menu, and then **Days** on the secondary menu.

You will be presented with a page where you can define the various days you teach by unticking and ticking the boxes associated with each day of the week.

Press the boxes to define what days lessons take place.

### Manage Days - Term: February

Days of operation

<input checked="" type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input checked="" type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input checked="" type="checkbox"/> Friday	<input checked="" type="checkbox"/> Saturday	<input type="checkbox"/> Sunday
07-Feb-2022 14-Feb-2022 21-Feb-2022 28-Feb-2022		02-Feb-2022 09-Feb-2022 16-Feb-2022 23-Feb-2022		04-Feb-2022 11-Feb-2022 18-Feb-2022 25-Feb-2022	05-Feb-2022 12-Feb-2022 19-Feb-2022 26-Feb-2022	
<b>4 days</b>		<b>4 days</b>		<b>4 days</b>	<b>4 days</b>	

### Changing Dates

The dates shown on this page are used for defining the lesson dates of new courses, once a course is created the lesson dates are fixed. Changing dates here will not change the lesson dates associated with existing courses. If lesson dates do need to change then you have two options, the first is to re-create a term, the second is to manipulate each course in turn.

### Unavailable Days

It is very common for lessons to not take place through Half Term breaks and Bank Holidays etc. In order to not bill students for these days in the term, you must mark these dates as Unavailable Days.

To do this, copy the date from the list and paste it into the box marked '**Date Unavailable**'. You will need to do each date individually and ensure you type the reason to keep track and finally, press **Store**.

Once you have stored the information in the system, the unavailable dates will show as red, this is an easy way to check you haven't missed any.

**Days of operation**

Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

07-Feb-2022  
14-Feb-2022  
21-Feb-2022  
28-Feb-2022  
3 days

02-Feb-2022  
09-Feb-2022  
16-Feb-2022  
23-Feb-2022  
3 days

04-Feb-2022  
11-Feb-2022  
18-Feb-2022  
25-Feb-2022  
3 days

06-Feb-2022  
12-Feb-2022  
19-Feb-2022  
26-Feb-2022  
4 days

**Unavailable days**

Date unavailable	Reason	
14-Feb-2022	Half Term	Delete
16-Feb-2022	Half Term	Delete
18-Feb-2022	Half Term	Delete
19-Feb-2022		Store

19-Feb-2022

**Term summary - From Tuesday 01-Feb-2022 to Monday 28-Feb-2022**

Red text shows unavailable days.

This page shows the total number of lessons each course will have.

If you make a mistake, just press **delete** to remove the day.

Enter the date here and add a reason for unavailability.

Make sure to press **Store** to save changes.