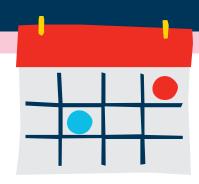


# HOW TO CUSTOMIZE AND CONFIRM YOUR CHILD'S WEEKLY SCHEDULE

When planning your child's care, think **WEDNESDAYS!** Make sure to save any changes by 11:59 p.m. on the Wednesday prior to the week of care you're scheduling.



### STEP-BY-STEP INSTRUCTIONS FOR CUSTOMIZING YOUR SCHEDULE

### Make a One-Time Change to Your Schedule:

- 1. Sign in to the **Champions Family Portal** and click on **Dashboard** at the top of the screen.
- 2. Click the **Show Schedule** button in the Custom Schedule section.
- 3. **Use the arrow buttons** to navigate to the week you wish to change, and customize your child's week.
- 4. Reference the **Color Key** to confirm your enrollment status for each day.
- 5. Click **Apply Changes** to save your selections, and look for the confirmation message that says **Schedule Updated Successfully**.

## Make a Recurring Schedule Change (repeats every week):

- 1. Sign in to the <u>Champions Family Portal</u> and click on **Dashboard** at the top of the screen.
- 2. Click the **Change Recurring Schedule** link next to your child's name.
- 3. Check or uncheck each day you'd like to change.
- 4. Enter a **new start date** (pro tip: it must be set for a Monday).
- 5. Confirm everything is correct, and **Save**.

# **Color Key**

**Blue:** Child is scheduled, and account is charged.

**White:** Child is not scheduled, but space is available.

**Dark Gray:** Child is not scheduled, and space is unavailable.

**Light Gray:** Champions is closed (typically weekends).

Yellow: Child is waitlisted.

Red-Orange (with a lock icon): Champions doesn't offer care for that day, and it will not count toward the total number of days your child is scheduled for the week.

<sup>\*</sup> If your child attends our program without scheduling by the Wednesday prior, you will be charged a drop-in fee at a higher rate.



If you have difficulties tailoring your schedule on the Family Portal, call us at 1-800-246-2154. Champions Family Support is open Monday through Friday, from 6:00 a.m. to 5:00 p.m. PST.