

## How to prepare Co-Curricular Clubs for the next academic year

When creating your Co-Curricular clubs for the next academic year, some key dates must first be decided.

- 1. What date do you want to publish Clubs for viewing, and what date do you want to open them for booking?
- 2. What date does your MIS rollover to the next academic year?

Once these dates have been determined, then availability settings for your Co-Curricular Clubs can be decided.

## To edit the availability of a Co-Curricular Club:

- 1. Ensure you are logged into the Staff Message Centre.
- 2. Click 'Singular Clubs' or 'Batch Clubs' in the Co-Curricular Zone.
- 3. Locate the appropriate club; click 'Options' and click 'Edit Club'.
- 4. Scroll down to the 'Availability' section.

If you are setting your Clubs up for the Autumn term, but not planning on publishing and opening booking until after your MIS rollover, then please read Scenario A. If you plan on creating your Autumn term clubs, and want to publish and open booking before your MIS rollover, then please read Scenario B.

## Scenario A

If you are waiting for the data in your MIS to rollover to the next academic year before opening your Clubs for viewing/booking, you will only need to assign the year groups that the club will be available for to one of the Availability lists. For example:

Chess Club - Autumn Term 2017, available for Year 4 and 5.

Simply add the appropriate year groups to one the correct 'Availability' year and click 'Save'.

Availability		
Choose the availability year and hea	d start booking availability of this batch club.	
Availability Year		Ensure that the correct year groups are assigned to the appropriate 'Availability' year.
Availability Year	● None ● 2016/2017 ● 2017/2018 Choose the current availability year to control rolling club availability. None availability year will hide the club from all users.	
	2016/2017 availability 2017/2018 availability	
Availability 2017/2018	Year: 4	
* Group	Year: 5	
	Add group	



Once the MIS rollover has taken place, and ClarionCall has synchronised successfully following this, publish the clubs for viewing and open them for booking.

## Scenario B

If you wish to publish your Clubs, and open them for booking before your MIS rolls over, then you will need to use a two list approach. One list will be populated with year groups in the current academic year. The other list will be populated with the year groups for the next academic year. For example:

Chess Club - Autumn Term 2017, available for Year 4 and 5.

The current academic year list will need to be populated with Year 3 and 4.

When the club is published, and opened for booking, before your MIS rollover takes place, pupils will still be in their current years of 3 and 4. Therefore availability 2016/17 will need to be set as Year 3 and 4.

Availability Year				
Availability Year	None  2016/2017  2017/2018 Choose the current availability year to control rolling club availability. None availability y will hide the club from all users.			
	2016/2017 availability	2017/2018 availability		
Availability 2016/2017	Year: 3	â		
	Year: 4	۵		
* Group	None			
Group	Add group			
	Availability Year Availability Year Availability 2016/2017 * Group	Availability Year  Availability Year  None  2016/2017  2017  2016/2017  Vear: 3  Year: 4  * Group None  Add group		

The next academic year list will need to be populated with Year 4 and 5.

Once the MIS rollover has taken place, these same pupils will be in Year 4 and 5. Therefore, availability 2017/18 will need to be set as Year 4 and 5.

Availab	Availability Year					
Next academic year groups.	Availability Year	○ None ○ 2016/2017  ● 2017/2018 Choose the current availability year to control rolling club availability. None availability year will hide the club from all users.				
		2016/2017 availability	2017/2018 availability			
	Availability 2017/2018	Year: 4	<b>a</b>			
		Year: 5	<b>a</b>			
	* Group	None	¥.			
		Add group				



Once the MIS rollover has taken place, use the 'Bulk' menu option to 'Select next year availability'. This will ensure that Year 4 and 5 parents will still be able to successfully book the Chess Club.

Select current year availability		
Select next year availability		
Set no availability		
Send an e-mail		
Send text message		
Export Club - List view		
Export Club - Summary view		
🕑 Bulk		

There may be a need to suspend Club booking availability whilst your MIS rolls over, and ClarionCall synchronises. The 'Bulk' menu option 'Set no availability' will suspend parent access to the club, to ensure that the roll over and synchronisation take place successfully, before reopening the Club.

0	Select current year availability		
	Select next year availability		
ſ	Set no availability		
L	Send an e-mail		
	Send text message		
0	Export Club - List view		
	Export Club - Summary view		
	🕑 Bulk		

Simply click the 'Bulk' menu option 'Activate Next Academic Year' to reopen the Club.

Alternatively, the 'Bulk' menu option 'Unpublish Club and Sessions' will set the Club back to 'Draft' status, removing it from the 'Availability' tab in the Parent Message Centre. Click 'Publish Club and Sessions' once the rollover and synchronisation are complete to reopen the Club.

Publish club and sessions	
Unpublish club and session	าร
🕑 Bulk	