

Participants & Rosters: Households & Participants: Adding Children: Schedules: Copying Schedules from Siblings



Since siblings often maintain the same schedule, there is a short-cut that allows users to copy the schedule of a sibling.

To copy a schedule from a sibling:

- Click on “Participants & Rosters” on the main dashboard.
- Click on the name of the child.
- Scroll down to Participant Schedule.
- Select the name of the sibling from the drop-down menu.
- The schedule will then be populated. If the sibling did not have any schedule information, then nothing will be copied.
- Click “Save”.

A screenshot of a web application interface titled "Participant Schedule". The interface has a white background with a blue header bar. In the top right corner of the header, there is an orange button with a pencil icon and the text "Edit Schedule". Below the header, there is a section with the text "No schedules added yet". To the right of this text is a dropdown menu labeled "Copy Schedule from Sibling". The dropdown menu is open, showing two options: "Select" (highlighted in blue) and "Zaylon Brown". A yellow oval is drawn around the dropdown menu and its options.