Schedules are optional to include in My Food Program. However, you may find them helpful to include for the following reasons:

- Schedules are used to create estimated counts for food production.
- Including the participant's schedule in My Food Program may meet the requirement that sponsors maintain documentation of the usual days and hours in care and typical meals eaten.

To set a participant's schedule:

- Click on "Participants & Rosters" on the main dashboard.
- Click on the name of the participant.
- Click on the orange "Edit Schedule" button.
- Enter the start and end time for when the participant is in care.
- Click the days of the week and typical meals eaten.
- If a participant leaves during the day and then returns or their schedule varies according to the day of the week, click the blue "Add" button to create another set of in/out times and meals.
- Click "Save".

You have the ability to create an alternate schedule for participants, which can be applied during summer holidays and school closures. The provider or center can simply record the days of a school closure or summer holiday and My Food Program will look at the alternate schedule for that participant.

To create an alternate schedule:
- From the Participant page, you can either click on "Copy Regular Schedule to Alternate Schedule" to have a starting point OR click "Edit Alternate Schedule" to build a new schedule from scratch.
- Enter the start and end time for when the participant is in care.
- Click the days of the week and typical meals eaten.
- If a participant leaves during the day and then returns or their schedule varies according to the day of the week, click the blue "Add" button to create another set of in/out times and meals.
- Click "Save".

- This is what the Participant page will look like with both schedules listed: