Sponsors have two choices for checking that meal counts are within a site's licensed capacity:

1. Age Ranges: this method is typically used by child care centers, adult daycares, afterschool programs and emergency shelters. Sponsors define the age ranges (such as infant, toddler, preschool) and then a set capacity for each of those age ranges. Sponsors can also have limits on combinations of age ranges, for example a limit on infants + toddlers.

2. License Types: this method is typically used by family day care homes. Sponsors define the license types (such as family day care and group child care home) and then assign one or more license types to each site.

To define license type:

- Click on the "Setup" tab on the main sponsor dashboard.
- Click on "Sponsor Setup" on the next screen.
- Scroll down to Licensed Capacity Method and select "Licensed Type".
- Click "Save".

To define capacities and distribution for each license type:

- Click on the "Licensing" tab on the main sponsor dashboard.
- Click the blue "+Add" button on the right-hand side of the screen.
- Enter the following information for each of the rules that apply to licenses in your state. Note that there are typically 3-6 rules for each license type AND multiple configurations for each license type. Refer to your state licensing statutes to ensure accuracy:
  - ° License Type Name
  - ° Minimum Age & Maximum Age
  - ° Capacity
  - ° Night Capacity: only check this box if special night capactiy is relevant.
  - ° School Age: options include Applies Only to School Agers, Applies Only to Non School Agers or Applies to All Children. **You should select "Applies to All Children" unless your state defines "school age" according to school enrollment status rather than calendar age.**
- Click the blue "+Add" button to add another age range OR Click "Save".
- You may add as many license types as you need.

To assign a license or licenses to a site:

- Click on the "Sites" tab on the main sponsor dashboard.
- Select the appropriate site and then click on "Site Details".
- Scroll down to "License Types" and select the License(s) you want to apply to this site.
- Click "Save".