SCHEDULE ABSENCES & MAKEUP CLASSES!

Jackrabbit Dance

In order to provide you with the best experience at AIM, and with some classes reaching capacity, AIM is utilizing a new feature In your Customer Portal! Scheduling Absences and Makeup classes Is now easier than ever!

WHERE TO START

Follow the attached Images to learn how to schedule your dancers' makeup classes!

We highly encourage scheduling your make up through your Customer Portal.
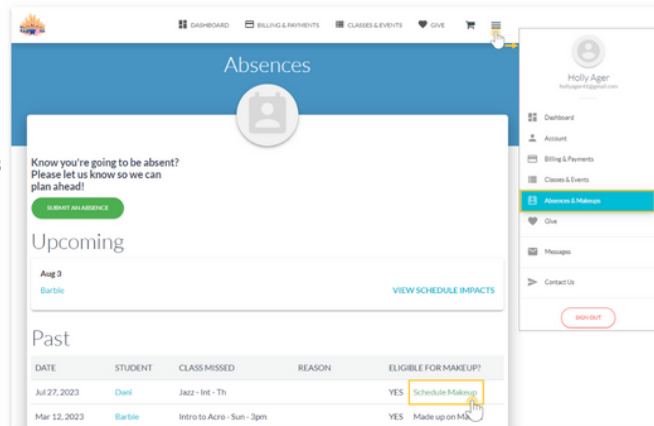
Please note that make up classes can not be done during party weeks.

Schedule a Makeup for a Past Absence

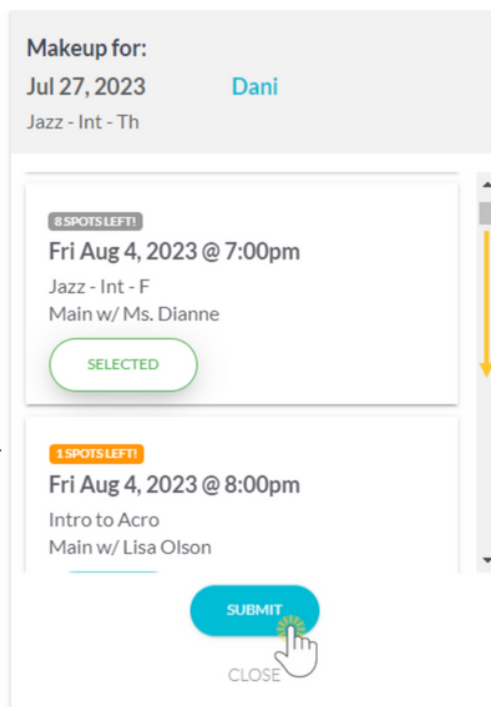Parents can schedule makeups from the **Absences & Makeups** page in the Parent Portal following these steps:

1. From the *Menu (icon)* ≡ , select **Absences & Makeups**.

2. In the *Past* section, locate the absence to be made up and click **Schedule Makeup**.

A window opens with the absence information, the student's name, and the available makeup classes (max of 100 classes displayed).

3. Click to **Select** the desired makeup class.

4. Click **Submit**.

Note: The system performs a final check to be sure the class is still available. If the class is no longer available a message *"This class is no longer available for a makeup"* pops up and the **Select** button is disabled. A different class will need to be selected.

If a Makeup success message has been created in the **Parent Portal Absence & Makeup Settings**, it will display to confirm the submission of the makeup.

5. Click **OK** to return and close out the window.
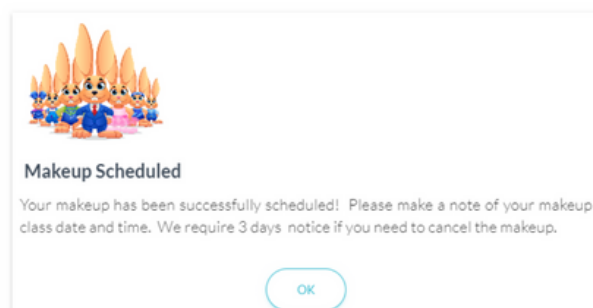
Schedule a Makeup for an Upcoming Absence

When **scheduling an absence in the portal**, parents can schedule a makeup at the same time, if permitted according to the *Makeup scheduling rules* defined in the **Parent Portal makeup settings**.

When an absence has been submitted in the Parent Portal, the parent is returned to the **Absences & Makeups** page, and the scheduled absence appears in the *Upcoming* section.

1. Click **View Schedule Impacts** to see the classes that will be missed due to the absence.
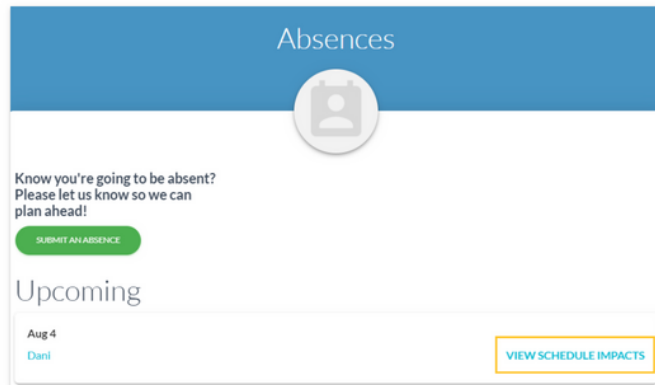
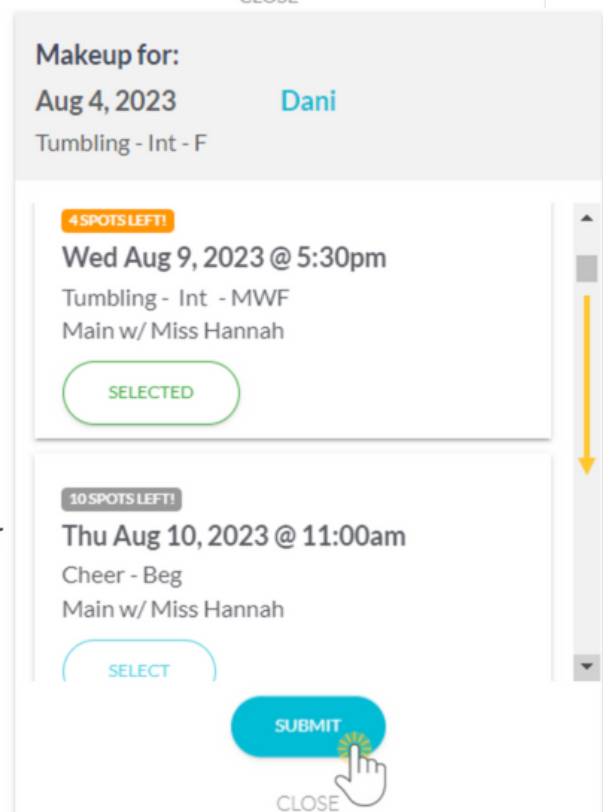A window opens with the absence information and the student's name.

2. Click **Schedule Makeup**.

A window opens with the absence information, the student's name, and the available makeup classes (max of 100 classes displayed).

3. Click to **Select** the desired makeup class.

4. Click **Submit**.

Note: The system performs a final check to be sure the class is still available. If the class is no longer available a message *"This class is no longer available for a makeup"* pops up and the **Select** button is disabled. A different class will need to be selected.

If a Makeup success message has been created in the **Parent Portal Absence & Makeup Settings**, it will display to confirm the submission of the makeup.

5. Click **OK** to return and close the window.