



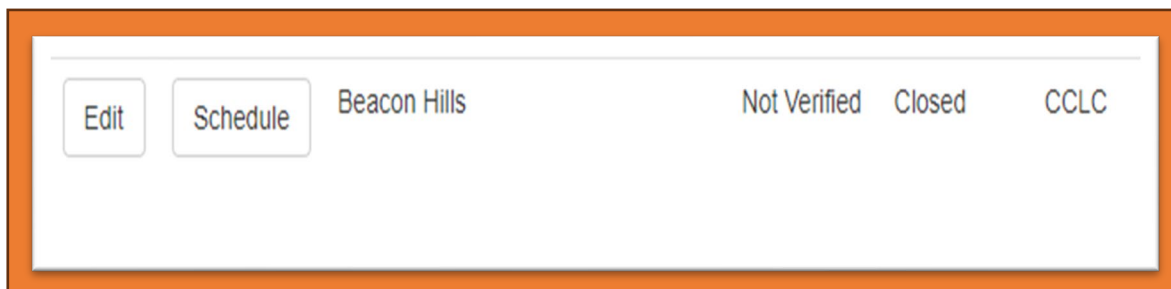
Center Schedule How-To Guide

The Center Schedule for each of a grantee's sites can only be completed **after** the grantee and site(s) has been certified by the Project Director. Make sure, as you are adding your scheduled hours, that you are meeting the TDOE minimum hours of operation per week: LEAPs 15 hours a week, 21st CCLC has grade dependent totals. Instructions to add your center's schedule are provided below.

1. **Login** to ELAP at <https://elap.sworps.tennessee.edu/Account/Login>.
2. Click **Grantee List** and scroll until you locate your Grantee.
3. Once you have located your Grantee, click **Centers**.
 - *Each of your certified sites should have a **Schedule** button located beside their Center Name.*

Edit	Schedule	Center Name	Disposition	Center Active	Grant Type	Site Coordinator	Last Edited	Grantee Approval	Admin Approval
<input type="button" value="Edit"/>	<input type="button" value="Schedule"/>	ANT Farm	Pending	Open	CCLC	Maria Bland	support 2024-07-29	donsims 2023-08-10	
<input type="button" value="Edit"/>	<input type="button" value="Schedule"/>	Beacon Hills	Not Verified	Closed	CCLC	Jessica Hill	support 2024-08-14	donsims 2023-08-10	emccutch 2023-09-07
<input type="button" value="Edit"/>	<input type="button" value="Schedule"/>	Cartoon Institute of Antarctica	Complete	Open	CCLC	Deidre Ford	dmartin 2024-07-29	donsims 2023-08-10	dmartin 2024-07-29
<input type="button" value="Edit"/>	<input type="button" value="Schedule"/>	Cyphers School of Symbology	Complete	Open	CCLC		don.sims 2024-08-14		don.sims 2024-08-14

4. Select the **Schedule** button for each for each of your sites and add the scheduling information for Program Year 2024 – 2025.



5. Select **Create New** (located under “*Operating Schedule for...*”) in the left-hand corner of the page.

Operating Schedule for Beacon Hills

[Create New](#)

Edit	Delete	Day Of Week	Start Minutes	End Time	Elapsed Minutes	Conflicts
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Time per week: 0:00

[Back to Center Update List](#)

6. Select the days of the week your site is open and enter the hours of those days in **Start Time** and **End Time**. Please note, all center times should be entered in the following format: HH:MM AM/PM (Ex. 07:00 AM)

Create Schedule

Beacon Hills

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Start Time

End Time

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- *If your site’s times vary from day to day OR if they are open for both AM and PM times every day, you will need to create a new schedule for each variation. For example, if your site is open Monday through Friday 7:00 am to 8:00 am and again from 3:30 pm to 5:00 pm, your schedule will look like the example below.*

*To create a similar schedule, you would need to **Create New** twice – once for your AM days and once for your PM days.*

Operating Schedule for Beacon Hills

Create New

Edit	Delete	Day Of Week	Start Minutes	End Time	Elapsed Minutes	Conflicts
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	Monday	7:00 AM	8:00 AM	60	
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	Monday	3:30 PM	5:00 PM	90	
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	Tuesday	7:00 AM	8:00 AM	60	
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	Tuesday	3:30 PM	5:00 PM	90	
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	Wednesday	7:00 AM	8:00 AM	60	
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	Wednesday	3:30 PM	5:00 PM	90	
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	Thursday	7:00 AM	8:00 AM	60	
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	Thursday	3:30 PM	5:00 PM	90	
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	Friday	7:00 AM	8:00 AM	60	
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	Friday	3:30 PM	5:00 PM	90	

Time per week: 12:30

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- *If your site is open Monday/Wednesday/Friday 7:00 AM to 8:00 AM and again from 3:30 PM to 5:00 PM, and on Tuesday/Thursday it is only open from 3:30 PM to 4:30 PM, your schedule would look like the example below.*

*To create a similar schedule, you would need to **Create New** three times – once for the AM days, once for the Monday/Wednesday/Friday PM days, and once for the Tuesday/Thursday PM days.*

Operating Schedule for Beacon Hills

Create New

Edit	Delete	Day Of Week	Start Minutes	End Time	Elapsed Minutes	Conflicts
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	Monday	7:00 AM	8:00 AM	60	
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	Monday	3:30 PM	5:00 PM	90	
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	Tuesday	3:30 PM	4:30 PM	60	
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	Wednesday	7:00 AM	8:00 AM	60	
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	Wednesday	3:30 PM	5:00 PM	90	
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	Thursday	3:30 PM	4:30 PM	60	
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	Friday	7:00 AM	8:00 AM	60	
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	Friday	3:30 PM	5:00 PM	90	

Time per week: 9:30

[Back to Center Update List](#)

7. Click **Back to Center Update List** after completing each center schedule.
8. Once all sites have their schedule added, you are free to return to the main **Menu**.

Don't hesitate to reach out to the Help Desk for any questions or concerns you have about this process. We will do our best to make sure things go as smoothly as possible.