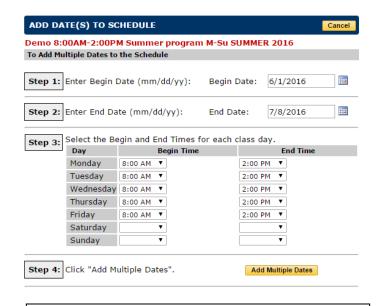# Setting up Activity:
Summer

In order for EMS to capture attendance for a six hour program, sites MUST create an activity that is six hours long and enroll all students in the program in that activity.

SERVICE DETAILS — Cancel — Save & Return

Service Name

* Group	Demo
* Time Start	8:00 AM ▼
* Time End	2:00 PM ▼
* Activity Name	Summer program
* Days of the Week	☑ M ☑ Tu ☑ W ☑ Th ☑ F

Ensure your activity is 6 hours long, the activity can be longer than six hours but not shorter than six hours.

GENERAL INFO — Delete

Demo 8:00AM-2:00PM Summer program M-Su SUMMER 2016

Name	Edit
Demo 8:00AM-2:00PM Summer program M-Su SUMMER 2016	
Activity Type	Edit
Drop-In Activity — No	
Does this activity contribute toward College and Career Readiness?	Edit
No	
Activity Category	Edit
Student Population(s) Targeted	Edit
Subject Area(s)	Edit
Schedule	Edit
Staff	Edit

Schedule: Every activity must have a schedule.

ADD DATE(S) TO SCHEDULE — Cancel

Demo 8:00AM-2:00PM Summer program M-Su SUMMER 2016

To add **Multiple Dates** to the schedule, click here

To add a **Single Date** to the schedule, click here

ADD DATE(S) TO SCHEDULE — Cancel

Demo 8:00AM-2:00PM Summer program M-Su SUMMER 2016

To Add Multiple Dates to the Schedule

Step 1: Enter Begin Date (mm/dd/yy):   Begin Date: 6/1/2016

Step 2: Enter End Date (mm/dd/yy):   End Date: 7/8/2016

Step 3: Select the Begin and End Times for each class day.

Day	Begin Time	End Time
Monday	8:00 AM ▼	2:00 PM ▼
Tuesday	8:00 AM ▼	2:00 PM ▼
Wednesday	8:00 AM ▼	2:00 PM ▼
Thursday	8:00 AM ▼	2:00 PM ▼
Friday	8:00 AM ▼	2:00 PM ▼
Saturday	▼	▼
Sunday	▼	▼

Step 4: Click "Add Multiple Dates".   Add Multiple Dates

1. Set the begin date and an end date of the activity. Activities can be yearlong, semester based, tied to the grading period or just a few weeks.
2. Select the Begin and End times for each day that the activity meets. Activity times MUST be 6 hours long for summer activities.
3. When you have finished click the yellow "Add Multiple Dates" tab