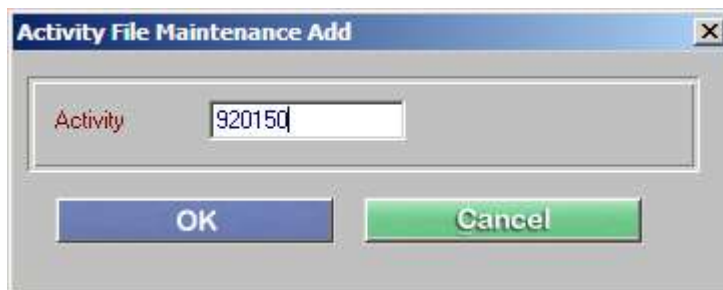


## #70 - CYMS Training Guide - Youth - Activity Setup (Updated March 2012)

### Setting Up an Activity and Its Sections

- 1 Go to **Files** → **Activity** → **Activity Maintenance**. You will proceed to the **Activity Maintenance** screen.
- 2 Click **Add** and you will be prompted to enter an **Activity Number**.



- Refer to the **Youth Activity Numbering scheme** near the end of this document to determine the correct activity number for the activity.
- If the program you are creating is an instructional program, refer to the **Instructional Activity Numbering Scheme** near the end of this document.
- **Do not randomly enter numbers!** To group activities for ease of enrollment and reporting, all activity numbers should be derived from this chart.
- Army and Marines: All Youth activity numbers will be six digits, starting with 92.
- Navy: Each site will be assigned a specific 2 digit prefix.
- If you have only one youth center, the third digit will always be 0. If more than one youth center, each will be assigned a number to use as the third digit.
- The last three digits will come from the chart at the end of this document.
- If you are unsure what your number should be, call VSI for assistance.

In this example, we will create a Hockey Class: Enter *920150* in the **Activity** Number field and click **OK**. You will continue to the **Core Information** screen.

**Hint:** Use the Tab key to move from field to field.

#### Explanation of the important fields on this screen:

**Class Description** – The Class Description should be something generic like **Hockey InLine**, especially if you are planning on adding several sections that are age specific. **If you have multiple Youth Centers that offer this program** you might also need to indicate which Youth Center this program belongs to. For instance **SP Hockey Inline** – SP might stand for South Post.

**Prt Description** – This field will be filled in automatically from the Class Description. You may need to edit it since the print description is shorter than the class description.

**Class Status** – You will almost always select Active. Ask yourself, “Do I want to be able to enroll children into this sport?” If the answer is yes, make it **Active**.

**Permissions List** – Right Click in this field and select the Permissions Code which matches the location of the Center that houses this program. For example, if this program belongs to South Post Youth, you should have a Permissions Code specific to the South Post Youth Center.

**Actv Type** – Right-click in this field and select the appropriate Activity Type. This is a key Annual Report field.

**Actv Sub Type** – This could be a key Annual Report field but not clear how each branch wishes to slice their data. Hoping to develop standard branch picklists in the near future.

**Category** – This could be a key Annual Report field, but not clear how each branch wishes to slice their data. Hoping to develop standard branch picklists in the near future.

**Note:** You can select items from the picklist, but you should never *add* items to these picklists unless instructed to do so by your service headquarters.

**Installment Billing Defaults** – If this is an instructional class and you are going to run billing for this class, right click in the **Installment Billing Defaults** field and select the proper billing Template. Manul should **NOT** be selected if this is an instructional class.

If you are unsure which template to select or need help setting up a new one, contact VSI for assistance. Remember, if you select the wrong template or set up a new one incorrectly it can cause billing problems.

- The Installment Billing template contains key information that is used to set up a billing schedule when children enroll into a program.
- The screen shot below shows the key fields in the template.

Figure 1: The Installment Billing Template Core screen

## Explanation of the Key Fields in the Billing Template:

**Interface Mode:** Typically **Auto** should be selected. This means that CYMS will automatically create the installment bill during the enrollment.

**IB Required:** Select this option to bill everyone who enrolls in the program. When left de-selected, clerks have to click through an additional message during the enrollment.

**Billing Frequency and Dates:** Tells the system how often you want to bill this Activity.

**Day:** This tells the system which day you wish to bill. For instance, "1" indicates you will bill on first of every month, such as 8/01/2011, 9/01/2011, etc.

### **Billing Start Date Rules:**

- Start with the Next Billing Cycle means if a child enrolls in this activity on 8/7/2011 and the Frequency is Monthly, the first bill will be created for 9/01/2011.
- If the Frequency is Semi-Monthly, the first bill would be 08/15/2011.
- **Start with Next Billing Cycle** is the most common selection.

**Default Number of Bills:** Denotes the number of times you will bill patrons for this program.

- For ongoing Monthly instructional classes, you should enter a large number, such as 60 - one that will probably never be reached. This is done to insure that a child will get billed for this activity over the life of his or her enrollment.
- For example: Assuming monthly billing, if you enter a smaller number, such as 12, the child's installment billing will occur for 1 year and then expire. If the child remains in the program for more than a year, the system will stop billing that enrollment.
- A safe Monthly number might be 60.
- A safe Semi-Monthly number might be: 120.

**Pay Options:** Select **Installment Bill**. And select **Auto Debit from Credit Card** if you interface your credit card payments through CYMS. If unsure whether Auto Debit applies, contact VSI for further information.

**Default Pay Option:** Select Installment Bill.

## Other Key Fields on the Activity Core Info Screen:

**Charge for GUI Waitlist Enrollments:** Typically you would select **No**.

**Charge for Webtrac Waitlist Enrollments:** Typically you would select **No**.

If this is a class that you allow enrollments into on the Web, please refer CTG-95a Webtrac-Activity Setup for important Web field specifics.



Figure 2 The Activity Maintenance Core Information screen

- 3 Click the **Additional Information** screen if you want to configure the system to send an email to someone on your staff for a variety of reasons including, when the classes beneath this activity number become full and/or when someone cancels out of a class that has a waitlist. Otherwise, click the **CYMS** button at the bottom of the screen.
- 4 Enable the **Include Registrations In This Class On Annual Report?** toggle.

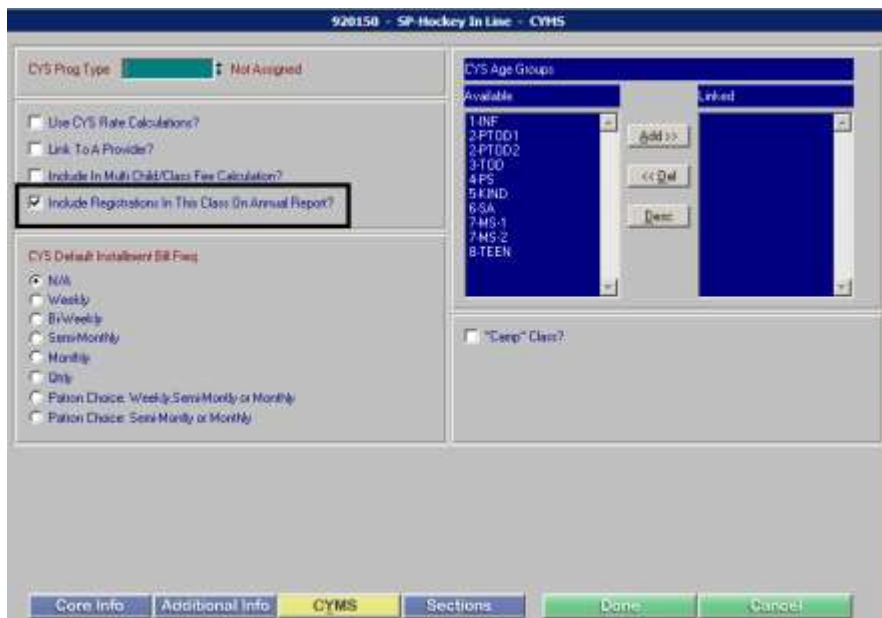


Figure 3: The CYMS screen

- 5 Click the **Sections** button and **Yes** to add a Section.



- 6 Enter 01 (zero one) for the first **Section** and then click **OK**.

If the Activity/Program has multiple classes and the classes are held on multiple days, additional sections should follow in sequence: 02 ,03, etc.

- Section numbers do not need to run consecutively. Be creative to group like sections together:
  - If the class has daily sections, for example, try to number the sections so the Monday sections start with 10, Tuesday with 20 and so on.
  - If you have some sections for MST children and some for SAS, you may want to have all of the MST sections start with 10, 11, 12, etc. The SAS sections might start with 50, 51, 52, etc. to give you a clean separation between the two age groups.

*In this example, each section = a specific Age Group for Hockey.*

#### Explanation of the important fields on this screen:

- **Spec Desc** – The Spec Description is an important field because it is the description the clerk will see when enrolling a child into this class. **The Spec Description should be specific to this section.**  
For instance, **Hockey InLine (7-9)**. The 7-9 would denote the age range.  
**If you have multiple Youth Centers that offer this program** you might also need to indicate which Youth Center this program belongs to. For instance **SP-Hockey Inline (7-9)** – where SP stands for South Post.  
**Whatever your description scheme, be consistent! This will make your activity lists easier to follow.**
- **Custom Desc** – This field is important for Webtrac customers. If the value entered here says Not Assigned Web Patrons will see the **Spec Description** when enrolling/paying on the Web. This field is especially important for Youth Sports and Instructional Programs – to better describe your classes in ways a parent would understand. **For example:** SP-Hockey Inline (7-9.99 Years).  
To enter information in this field you would need to click into the **Spec Description** field and hit **CTRL-L**. Choose the proper **Language Type** (if Army choose Milt) and enter the **Phrase** your Web Parents would see. It is very important that these phrases be consistent and helpful. Remember, your parents may not know certain abbreviations and references like your staff would.
- Enter the **Beginning Age** and **Ending Age** (and **Beginning Grade** and **Ending Grade**, if applicable)

- If the activity is restricted by grade, use the grade range and leave the age range open (0-99).
- If you restrict the section by both age and grade, CYMS will check both criteria and give you separate enrollment messages for every child who does not meet the criteria.

- Enter an **Aging Date** if applicable. These are helpful if children need to turn a certain age as of a certain date.

**For Example:** A class may have an Age Range of 7.00-9.99.

- If the Aging Date is blank they will need to be 7.00-9.99 on the day they are enrolled in the class.
- **If there is an Aging Date**, the system will calculate the child's age as of the date entered.
- If they are between 7.00 and 9.99 they will be allowed to enroll.

When used, the **Aging Date** is **usually** the same as the **Beginning Date** of the class.

Aging Dates are most commonly used in sports activity setups.

Aging Dates are usually not required for on-going classes.

- **Gender Option** – Select whether this activity is a **Male Only**, **Female Only** or **Coed**.
- **Beg Date/End Date** – This is the date range of the class.
- Enter the **Beginning** and **Ending Times** for the section.
- Select the appropriate **Meeting Days**.
- **Beg Time/End Time** – Enter the center's opening and closing time. If this is a before or after school program, enter the appropriate before or after time.
- **Holiday Dates** – If the activity you are creating crosses a Holiday, you may wish to enter those dates here.
- **Meet Days** – Select the days of the week this class is held.
- **Maximum Count** – Enter the maximum number of children allowed in this program.
- **Minimum Count** Enter the minimum number of children you need to enroll to go forward with this class offering. Example, if at least 5 children don't enroll you would consider cancelling the program. .
- Be sure that the **Max Res Count** and **Max N/R Count** get filled in automatically. If not fill them in with the Max Count number.
- **Maximum W>List Cnt** – In the event that the Max Count is reached, do you wish to allow children to be entered onto a waitlist in case there are future cancellations?  
If yes, how many children will you allow to be entered on the waitlist?  
Entering **9999** will allow unlimited children to be waitlisted for this program.  
Entering 10 will allow 10 to be waitlisted.  
Entering 0 (zero) indicates you do not want anyone to be able to be added to the waitlist for this program.
- **Fac ID** – Right-click in this field and select the room/field where this class will be held. The **Fac Type**, **Fac Loc**, and **Fac Id** fields will fill in when the facility is selected.
- **Fee Codes:** Click **Add** – this should add a green/shaded area to the browser. Enter the **GUI Begin/End Date and GUI Begin/End Time**.  
This date and time range controls when you will allow GUI (Over The Counter) enrollments into this program. VSI recommends that you enter today's date thru 12/31/2050 and a Time Range of 00:00 thru 24:00.  
Please note that the Fee Code area should **NOT** be populated with Res or NR – the Fee Code area should be green or shaded but not have a Fee Code in it.

If this is a program you will allow on the Web, see Guide 95a for appropriate Web Begin/End Dates and Web Begin/End Times.

Your screen should look similar to this:

The screenshot shows the 'Activity/Section Core Information' screen for 'SP-HockeyInLine (7-9)'. The interface includes several sections:

- Top Section:** Contains 'Spec Desc' (SP-HockeyInLine (7-9)), 'Custom Desc' (SP-Hockey InLine (7-9) 95 Years), 'Sec Status' (Active), 'Lottery Opt' (Normal Only), and 'Season' (WINTER, 2012).
- Second Section:** Includes 'Beginning Age' (7.00), 'Beginning Grade' (2.00), 'Ending Age' (9.99), 'Ending Grade' (4.99), 'Aging Date' (11/01/2011), 'OR Run Between' (// / /), and 'Gender Opt' (Coed Enroll).
- Third Section:** Features 'Beg Date' (11/01/2011), 'Beg Time' (17:00), 'Class Cognit', 'End Date' (02/01/2012), 'End Time' (20:00), 'Holiday Dates', 'Week Days' (Mon, Tue, Wed, Thu, Fri, Sat, Sun), 'Maximum Count' (30), 'Minimum Count' (14), 'Maximum N/RI Count' (10), and 'Max Fee Count' (30).
- Fourth Section:** Shows 'Fac Type' (YSYM), 'Fac Loc' (GYM), 'Fac Id' (7573), 'How Many?' (One Fac), 'Setup Min' (0), 'Cleanup Min' (0), 'FR Pass No', and 'CR Pass No'.
- Table:** A table with columns: Fee Codes, GUI Begin Date, GUI Time, GUI End Date, GUI Time, WEB Begin Date, WEB Time, WEB End Date, WEB Time, and Override. The first row contains: 06/01/2011, 00:00, 12/31/2010, 00:00, 00:00, 00:00.
- Bottom Section:** Includes buttons for 'Add', 'Select Today', '@ Today', 'Delete', 'Core Info', 'Core Info 2', 'Fees', 'Comments', 'WebTrac', 'Done', and 'Cancel'.

Figure 4 The Activity/Section Core Information screen

7 Click the **Core Info 2** button at the bottom of the screen.

**Explanation of the important fields on this screen:**

- **Sports Physical Option** – Select the appropriate option. During an enrollment, we will add 365 days to the Last Sports Physical date and compare it to the option that is selected.
  - **Valid when Enrolling:** After adding 365 days to the child’s Last Sports Physical date, it must be > or equal to the **date they are enrolling** or the clerk will be prompted with a challenge message.
  - **Valid when Sections Begins:** After adding 365 days to the child’s Last Sports Physical date, it must be > or equal to the **Begin Date** of the section or the clerk will be prompted with a challenge message. .
  - **Valid Throughout Section:** After adding 365 days to the child’s Last Sports Physical date, it must be > or equal to the **End Date** of the section or the clerk will be prompted with a challenge message.
  - Not Required: Means you are not checking for a valid Sports Physical.
- **Require Pass Membership** - Select this option to require patron’s to have a valid pass to enroll in this class.
- **Pass Status Option** - Select **Active When Enrolling**. This means the child’s pass must be active on the day of enrollment.

- **Pass Types** – Click **Pass Types** and Add to the Linked column the kind of valid pass the child must have to enroll in this program.
- **Question Group** – If there is certain information you need to gather about the children enrolling in this program (for instance, shirt size, or whether their mom or dad is interested in coaching, etc) you can create a question group or link an existing one to the program. If you are unsure about what questions are linked to a particular Question Group, select it from the picklist and click View. A single question group can be linked to multiple activities/sections.
- **Section Link** – Some bases give multi-child discounts to their Sports families. In some cases discounts are given in this manner: If more than one child in the same household is enrolled in the **same sport** the second, third and fourth child, etc would receive a discount. In other cases, the discount is given to the second, third and fourth child as long as they are enrolled in a sport that takes place during the **same season**.

Your specific rules and fee policy will dictate what belongs here, however, **realize that there are other setup steps to ensure your discounts are handled properly and those steps are not all covered in this document.**

Right click in the **Section Link** field. If your scheme seems obvious, select the proper code accordingly. When the class set up is done, VSI recommends that you do some test enrollments to be sure your discounts are being given correctly. If not, press F1 for Section Link field help and see the **Topic Doc – Multi-Participation/Multi Class Discounts** or contact VSI for further assistance.

If you do not give your Sports enrollees a multi-child discount, leave the **Section Link** blank.

**Receipt Documents** – If there is important information you wish to convey to your enrollees you may elect to link Receipt Documents. If a receipt document is linked, you control whether the information prints on GUI enrollments, Web enrollments or both. This is a great way to lessen the burden on your front desk clerks and a great way to ensure your parents get a consistent message – even if they signup online!

If you need further assistance with linking a receipt document, press F1 for Help or contact VSI for assistance.

Your screen should look similar to this:



Figure 5 The Activity/Section Core 2 Information screen



- 8 Click **Fees** to continue to the Fees screen.
- 9 Click **Add** to add a **Bill Code**. Click **into** the green field and then **right click** in the green field under the Bill Code header and select the appropriate **Bill Code** for your center. For instance, if this is a Sports class for Youth Center 1 you would select the appropriate bill code that relates to Sports Fees for Youth Center 1.

**Note: Bill Codes** are linked to General Ledger accounts and Cost Centers.  
When a customer enrolls into this class, the bill code is linked to the enrollment.  
Payments made against the enrollment will be directed to the proper general ledger account and cost center.

- 10 **Fee Req** – should **NOT** be selected
- 11 **Fee Codes** – should be left blank
- 12 **Discount** – should be selected.
- 13 **Fee Amount** – If you charge a one-time enrollment fee, enter that amount here.
- 14 **Fee Count** - should be left at 1.00.
- 15 **IB Amt and IB Init** should all be left at 0.00 unless this is an instructional program that you will be installment billing. Contact VSI for further assistance if this program is to be installment billed.

**Note:** If installment billing for this program, you must have an Installment Billing Template linked to the activity on the **Activity Maintenance Core Information** screen.

To view or update your Installment Billing Default Template go to Files → System → Finance Codes Maintenance → Installment Billing Default Template Maintenance.

**Be very careful in here as any time you change a Template you are affecting any Activity that Template is linked to.**

**Explanation of other important fields on this screen:**

**Multi-Part/Multi-Class Disc** – Like the Section Link field, this field is important if you give multi-child discounts to your sports families.

Right click in the **Multi-Part/Multi Class Disc** field. If your scheme seems obvious, select the proper code accordingly. When the class set up is done, VSI recommends that you do some test enrollments to be sure your discounts are being given correctly. If not, press F1 for Multi-Part/Multi-Class Disc field help and see the **Topic Doc – Multi-Participation/Multi Class Discounts** or contact VSI for further assistance.

If you do not give your Sports enrollees a multi-child discount, leave this field blank.

**Your screen should look similar to this:**

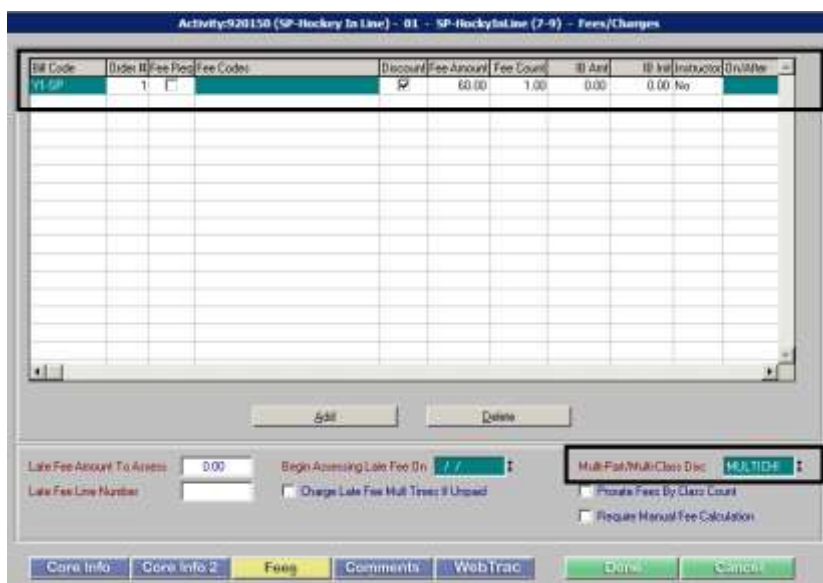


Figure 6 The Activity/Section Fees screen

- 16 Click **Comments** to continue to the next screen.
- 17 A **Comment Code** can be created to provide customers with generic information about a group of classes. This information will print on the customer's enrollment receipt.
  - a. For example, you may want to create a fee policy comment code—FPOL.
  - b. This comment code could be linked to all of your classes, and it would remind parents of payment and/or cancellation policies, etc.

**Misc Comments** can be created to provide customers with specific information about one class. For example, if you are setting up a Hockey program you may wish to remind your parents that skates, pads and helmets are not provided by the center.

Right click to select an existing **Comment Code** from a picklist if applicable and/or type in your **Misc Comments** in the blue area.

- 18 **Brochure Code and Brochure Comments** – If you use Webtrac, the Brochure Code and Brochure Comment fields are important. Please see CTG-95a Webtrac-Activity Setup for more detailed information.

**Your screen should look similar to this:**

**Figure 7 The Activity/Section Comments/Misc Information screen**

- 19 If you use Webtrac, click **Webtrac** to continue to the next screen and see CTG-95a Webtrac Activity Setup for more detailed information.
- 20 Otherwise click **Done**.

To add another section to this **same activity**, click **Add** and repeat Steps 5-20.

- 21 OR click <<**Back** and **Done** to return to the **Activity Maintenance screen**.

## Activity Numbering Scheme

The activity number has six digits:

- Start with **92** – this is a standard number for Youth Services.
- The **third digit** represents the **location**.
  - If you have only one youth center, the third digit will always be **0**.
  - If you have more than one center, each will be assigned a number to use as the third digit.
- The last three digits come from the chart below.
  - The darker bar across the top is the **4<sup>th</sup> digit**. It signifies the **type of activity** (e.g., 0=Camps, 1=Team Sports, 2=Individual Sports, etc.).
  - The **5<sup>th</sup> and 6<sup>th</sup> digits** at the left of each column represent the different **activities**. They are grouped into ranges of 10 numbers 00-09, 10-19, 20-29, etc.
  - For most youth programs, only one activity number in the range is needed
    - **Example:** for Baseball you could have an Activity Number of 920100 with multiple sections underneath – section 01 for T-Ball, 02 for Coach Pitch, 03 for 6-8, etc. OR Make T-Ball its own activity (920100) and Coach Pitch its own (920101), etc with a few related sections underneath.
  - The different “offerings” that fall under this activity are called **Sections**.

- You have 99 numbered sections available under each activity.
- Sections under the Baseball activity (for example) might include: T-ball, Coach Pitch, Baseball (9-10), Baseball (11-12) etc.
  
- Another, different **example** -- **to add Soccer**:
  - The number would start with **92**.
  - You only have one youth center, so the third digit would be **0**.
  - It is a team sport, so the fourth digit would be **1**.
  - And finally, you are adding soccer, so the 5th and 6th digits would be **40**.
  - Therefore, the number for soccer would be **920140**.
  
- If you have **Fall Soccer** and **Spring Soccer**, you could use a second activity number --
 

**920140 as Soccer-Fall)    and    920141 as Soccer-Spring.**

After you create the activity, you will create different sections of the activity to represent different age groups, skill levels, genders, meeting days/times, etc.

## YOUTH SERVICES ACTIVITY NUMBERING SCHEME

The standard activity numbering scheme consists of 6 highly controlled digits. The chart below gives general guidelines. If you have any questions about the appropriate numbering scheme for your activities, please contact VSI for assistance.

**ARMY ONLY:** For Information on setting up SKIES (Instructional) Programs please refer to CTG-70a – SKIES Activity Setup.

**1<sup>st</sup>/2<sup>nd</sup> Position = 92 (YS)                      3<sup>rd</sup> Position = 0-9 (Location)**

**4th Position = 0 (CAMPS)**

5 <sup>th</sup> /6 <sup>th</sup> Position	TITLE	EXAMPLES - <a href="#">Sections</a> or Additional <a href="#">Activities</a> (Depending on Scope and Volume of Offerings)
<b>00-09</b>	Camps-Schools Out	CampS-Su (Wk1), CampM-W (Wk1), etc.
<b>10-19</b>	Camps-Leadership	
<b>20-29</b>	Camps-Challenge	Camp-Teen Challenge, Camp-Adventure
<b>30-39</b>	Camps-Music	
<b>40-49</b>	Camps-Sports	Camp-Basketball, Camp-In Line, Camp-Soccer, etc.
<b>50-59</b>	Camps-Art/Craft	
<b>60-69</b>	Camps-Performing Arts	Camp-Drama, Camp-Dance
<b>70-79</b>	Camps-Science/Nature	Camp-Computer, Camp-Nature
<b>80-89</b>		
<b>90-99</b>		

**4th Position = 1 (TEAM SPORTS)**

5 <sup>th</sup> /6 <sup>th</sup> Position	TITLE	EXAMPLES - <a href="#">Sections</a> or Additional <a href="#">Activities</a> (Depending on Scope and Volume of Offerings)
<b>00-09</b>	Baseball	Baseb-TBall, Baseb (6-8), Baseb (9-11), Softb-Girls (9-11), etc
<b>10-19</b>	Basketball	Bsktb-Smart Start, Bsktb-Jr (6-8), Bsktb-Sr Girl (13-15), etc.
<b>20-29</b>	Cheerleading	Cheer-Football, Cheer-Soccer (Spr), Cheer-Soc (Fall), etc.
<b>30-39</b>	Football	30 = Footb-Flag (8-10), Footb-Flag (11-13), etc 31 = Footb-Tackle (8-10), Footb-Tackle (11-13), etc.
<b>40-49</b>	Soccer	40 = Soc-Fall (6-8), Soc-Fall (9-11), etc. 41 = Soc-Spr (6-8), Soc-Fall (9-11), etc.
<b>50-59</b>	Hockey	Hock (12-14), Hock (15-18), etc.
<b>60-69</b>		
<b>70-79</b>		
<b>80-89</b>		
<b>90-99</b>		

**4th Position = 2 (INDIVIDUAL SPORTS)**

<b>5<sup>th</sup>/6<sup>th</sup> Position</b>	<b>TITLE</b>	<b>EXAMPLES - <u>Sections</u> or Additional <u>Activities</u> (Depending on Scope and Volume of Offerings)</b>
<b>00-09</b>	Bowling	
<b>10-19</b>	Golf	
<b>20-29</b>	Swimming	
<b>30-39</b>	Tennis	
<b>40-49</b>	Skating	
<b>50-59</b>	Track	
<b>60-69</b>	Wrestling	
<b>70-79</b>		
<b>80-89</b>		
<b>90-99</b>		

**4th Position = 3 (CLASSES)**

<b>5<sup>th</sup>/6<sup>th</sup> Position</b>	<b>TITLE</b>	<b>EXAMPLES - <u>Sections</u> or Additional <u>Activities</u> (Depending on Scope and Volume of Offerings)</b>
<b>00-09</b>	Gymnastics Classes	
<b>10-19</b>	Martial Arts Classes	
<b>20-29</b>	Dance Classes	
<b>30-39</b>	Music Classes	
<b>40-49</b>	Language Classes	
<b>50-59</b>	Art Classes	
<b>60-69</b>	Life Skills Classes	
<b>70-79</b>		
<b>80-89</b>		
<b>90-99</b>		

**4th Position = 4 (CLUBS / COUNCILS)**

<b>5<sup>th</sup>/6<sup>th</sup> Position</b>	<b>TITLE</b>	<b>EXAMPLES - <u>Sections</u> or Additional <u>Activities</u> (Depending on Scope and Volume of Offerings)</b>
<b>00-09</b>	BGCA-Art/Rec/Leisure	BG-Fine Arts Exhibit BG-Nat'l Photo Contest BG-Ultimate Journey
<b>10-19</b>	BGCA-Life/Cit/Leadership	BG-Keystone Club BG-Job Ready BG-Career Explorers BG-Club Service BG-Torch Club BG-Youth of Year
<b>20-29</b>	BGCA-Mentor/Interv/Spt	BG-Smart Moves BG-Street Smart BG-Act Smart

		BG-Project Learn BG-Power Hour
<b>30-39</b>	BGCA-Sport/Hea/Fitness	BG-Quick Smart BG-Fitness Authority
<b>40-49</b>	4H-Mandatory Clubs	4H-Cmty Club 4H-Cmty Svc Club 4H-Fine Arts Club 4H-Photo Club 4H-Tech/Comp Club
<b>50-59</b>	4H-Optional Clubs	4H-Cooking Club, 4H-Sewing Club, 4H-Drama Club, 4H-Horse Club, etc.
<b>60-69</b>	Councils/Forums	Youth Council, Teen Forum, etc.
<b>70-79</b>		
<b>80-89</b>		
<b>90-99</b>	Misc Clubs/Councils	90 = Sp-Had Incoming, Sp-Had Outgoing, Sp-Served AS 91 = Promise Passport 92 = Character Counts

#### 4th Position = 5 (TRIPS / TOURS)

<b>5<sup>th</sup>/6<sup>th</sup> Position</b>	<b>TITLE</b>	<b>EXAMPLES - <u>Sections</u> or <u>Additional Activities</u> (Depending on Scope and Volume of Offerings)</b>
<b>00-09</b>	Trips-Amusement Parks	Trip-Six Flags, Trip-MiniGolf, Trip-Busch Gardens
<b>10-19</b>	Trips-Cultural	Trip-Museum, Trip-Dinner/Movie, Trip-County Fair, etc.
<b>20-29</b>	Trips-Sports	Trip-Baseball Game, Trip-Rafting, etc.
<b>30-39</b>	Trips-Swimming	Trip-Water World, Trip-Wave Pool, etc.
<b>40-49</b>		
<b>50-59</b>		
<b>60-69</b>		
<b>70-79</b>		
<b>80-89</b>		
<b>90-99</b>		

#### 4th Position = 6 (SOCIAL EVENTS – ONLY WHERE “BY NAME” LIST IS REQUIRED – MOST EVENT “BULK” COUNTS ARE TRACKED USING TRANS CODES )

<b>5<sup>th</sup>/6<sup>th</sup> Position</b>	<b>TITLE</b>	<b>EXAMPLES - <u>Sections</u> or <u>Additional Activities</u> (Depending on Scope and Volume of Offerings)</b>
<b>00-09</b>	Cmty Events	Probably TRAN Code
<b>10-19</b>	Dances	Probably TRAN Code unless advance signup required
<b>20-29</b>	Lock-Ins	Lock-In #1, Lock-in #2 or Lock-In (Spr), Lock-In (Su), etc.
<b>30-39</b>	Parent Events	Probably TRAN Code
<b>40-49</b>	Sports Events	Probably TRAN Code unless advance signup required
<b>50-59</b>		
<b>60-69</b>		
<b>70-79</b>		
<b>80-89</b>		
<b>90-99</b>		

**4th Position = 7 (CLINICS)**

<b>5<sup>th</sup>/6<sup>th</sup> Position</b>	<b>TITLE</b>	<b>EXAMPLES - <u>Sections</u> or Additional <u>Activities</u> (Depending on Scope and Volume of Offerings)</b>
00-09	Clinics-Music	
10-19	Clinics-Perf Arts	
20-29	Clinics-Personal Care	
30-39	Clinics-Sports	
40-49		
50-59		
60-69		
70-79		
80-89		
90-99		

**4th Position = 8 (MISC)**

<b>5<sup>th</sup>/6<sup>th</sup> Position</b>	<b>TITLE</b>	<b>EXAMPLES - <u>Sections</u> or Additional <u>Activities</u> (Depending on Scope and Volume of Offerings)</b>
00-09		
10-19		
20-29		
30-39		
40-49		
50-59		
60-69		
70-79		
80-89		
90-99		

**4th Position = 9 (NOT USED YET)**

<b>5<sup>th</sup>/6<sup>th</sup> Position</b>	<b>TITLE</b>	<b>EXAMPLES - <u>Sections</u> or Additional <u>Activities</u> (Depending on Scope and Volume of Offerings)</b>
00-09		
10-19		
20-29		
30-39		
40-49		
50-59		
60-69		
70-79		
80-89		
90-99		



**THE TABLES BELOW COMPARE THE NUMBERING SCHEMES  
FOR THE CDC, SAS AND YS PROGRAMS:**

CDC NUMBERING SCHEME	SAS NUMBERING SCHEME	YS NUMBERING SCHEME
<p>Samples:</p> <p>900000 = FD Infant Program in Main CDC</p> <p>905002 = FD Tod Program in CDC Annex</p> <p>900053 = 5-day PDPS Class in Main CDC</p>	<p>Samples:</p> <p>911105 = SA Camp in Main SAS Facility</p> <p>911125 = SA Before School SA in Main Facility</p> <p>915527 = K/SA Before School in SA Annex Facility</p>	<p>Samples:</p> <p>920100 = Baseball at main YS location</p> <p>920310 = Martial Arts Classes</p> <p>920444 = 4H-Photography Club</p>
<p align="center"><b>First &amp; Second Character</b></p> <p>90 CDC (fixed)</p>	<p align="center"><b>First &amp; Second Character</b></p> <p>91 SAS (fixed)</p>	<p align="center"><b>First &amp; Second Character</b></p> <p>92 YS (fixed)</p>
<p align="center"><b>Third &amp; Fourth Characters - Location</b></p> <p>00-49 Main Facility</p> <p>50-74 Annex</p> <p>75-97 Satellite Facility</p> <p>98 CLEOS Facility/Activity</p>	<p align="center"><b>Third &amp; Fourth Characters – Location</b></p> <p>00-49 Main Facility</p> <p>50-74 Annex</p> <p>75-97 Satellite Facility</p> <p>98 CLEOS Facility/Activity</p>	<p align="center"><b>Third Character - Location</b></p> <p>0 <i>Locally Assigned</i></p> <p>1 <i>Locally Assigned</i></p> <p>2 <i>Locally Assigned</i></p> <p>3 <i>Locally Assigned</i></p> <p>4 <i>Locally Assigned</i></p> <p>5 <i>Locally Assigned</i></p> <p>6 <i>Locally Assigned</i></p> <p>7 <i>Locally Assigned</i></p> <p>8 <i>Locally Assigned</i></p> <p>9 <i>Locally Assigned</i></p>
<p align="center"><b>Fifth Character - Program Type</b></p> <p>0 Full Day</p> <p>1 Part Day (Shift, Misc)</p> <p>2 Before School</p> <p>3 After School</p> <p>4 Hourly <i>Not an Activity</i></p> <p>5 Part Day Preschool (5-Day)</p> <p>6 Part Day Preschool (3-Day)</p> <p>7 Part Day Preschool (2-Day)</p> <p>8 Before and After School</p> <p>9 Other (Special Needs, Etc)</p>	<p align="center"><b>Fifth Character - Program Type</b></p> <p>0 Before and After School</p> <p>1 Part Day</p> <p>2 Before School</p> <p>3 After School</p> <p>4 Hourly <i>Not an Activity</i></p> <p>5 Camp – Summer</p> <p>6 Camp – Spring</p> <p>7 Camp – Winter</p> <p>8 Camp – Fall</p> <p>9 <i>Not Yet Used</i></p>	<p align="center"><b>Fourth Character - Service Areas</b></p> <p>0 Camps</p> <p>1 Team Sports</p> <p>2 Individual Sports</p> <p>3 Instructional Classes</p> <p>4 Clubs/Councils</p> <p>5 Trips/Tours</p> <p>6 Social Events</p> <p>7 Clinics</p> <p>8 Misc</p> <p>9 <i>Not Yet Used</i></p>
<p align="center"><b>Sixth Character - Age</b></p> <p>0 Infant (.01 - .99)</p> <p>1 <i>Not Used</i></p> <p>2 Toddler (2.00 - 2.99)</p> <p>3 Preschool (3.00 - 4.99)</p> <p>4 Kindergarten (5.00 - 5.99)</p> <p>5 <i>Not Used</i></p> <p>6 <i>Not Used</i></p> <p>7 Pre-Toddler 1 (1.00 - 1.49)</p> <p>8 Pre-Toddler 2 (1.50 - 1.99)</p> <p>9 <i>Not Used</i></p>	<p align="center"><b>Sixth Character – Age</b></p> <p>0 <i>Not Yet Used</i></p> <p>1 <i>Not Yet Used</i></p> <p>2 <i>Not Yet Used</i></p> <p>3 <i>Not Yet Used</i></p> <p>4 Kindergarten</p> <p>5 School-Age</p> <p>6 Middle School</p> <p>7 Kindergarten / School-Age</p> <p>8 School-Age / Middle School</p> <p>9 Kindergarten / School-Age / Middle School</p>	<p align="center"><b>Fifth &amp; Sixth Characters – Program</b></p> <p align="center"><b>See attached "template" matrix . . .</b></p>
		<p><b>Fifth Character = General Groupings</b> (Soccer, Dance Classes, Trips, Etc)</p> <p><b>Sixth Character = Offerings</b> Remains 0 unless very specific additional activities are needed: - Soccer-Fall and Soccer-Spring - Dance - Ballet, Tap, Jazz - Trips-Amusement Park, Trips-Sports, Trips-Cultural, etc.</p>