

AVAILABILITY AND CAPACITY

Service Details

✓ Consent

Availability and Capacity

Under the final tab there are several sections to fill in giving more information about your setting, such as availability and capacity and the age range your setting caters for

Click on **Availability and Capacity** tab, then **Opening Dates**

Opening Dates

Availability

Age Range

Then click on the **Normal Opening Hours** link

Opening Dates

Opening Times

Opening Times Exceptions

In the **Opening Times** tab each time is set to a default in the 24 hour clock format, to amend click on the item.

Week Day *

Start Time (HH:MM 24 Hour) *

End Time (HH:MM 24 Hour) *

Capacity

Vacancies

Description

This opens another window where start/end times and capacity and vacancy details can be inserted/amended

For each day that changes are made, ensure you **Submit** click on to submit the changes

For days that your setting isn't open insert 00:00 as the Start time and 00:01 as the End time (these fields cannot be blank)

Description	Week day	Start Time	End Time
Tuesday	TUE	07:30	18:00
Wednesday	WED	07:30	18:00
Thursday	THU	07:30	18:00
Monday	MON	07:30	18:00
Friday	FRI	07:30	18:00
Saturday	SAT	00:00	00:01
Sunday	SUN	00:00	00:01