

Add Costumes (Apparel) to Classes and Students

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Watch a (2:14) video tutorial on Adding Costumes to Classes

Once you have [created your costume \(apparel\) vendors and sizes](#), you are ready to add costumes.

New costumes are added from the *Class* record > *Costumes (Apparel)* tab using the **Add Costume** button.

The screenshot shows the 'Class: Beginner Dance Tu 9:30a' interface. At the top, there are buttons for 'Return', 'Save Changes', and 'Delete'. Below these are tabs for 'Class Roll', 'Email Class', 'Enter Absences', 'Post Group Fee', 'Edit Wait List', 'Copy Class', 'Mass Drop', 'Sizes/Measurements', and 'Archive Class'. The 'Costumes' tab is selected and highlighted. Below the tabs, there are buttons for 'Add Costume', 'Add Existing Costume', 'Costume Sizes', and 'Auto-Size Costumes'. The 'Add Costume' button is highlighted. Below these buttons, there is a table titled 'Class Costumes' with the following columns: #, Item Name, Approval Date, Vendor Size, Gender, Item#, Style, Color, Catalog, Page #, List Price, Unit Cost, Deposit, Date Created, Created By, and a trash icon. The table contains one row with the following data: # 1, Item Name 'Tiny Tutu', Approval Date '9/20/2012', Vendor Size, Gender 'Female', Item# 'W985', Style '1 piece', Color 'Pink', Catalog 'ABC - Fall 2012', Page # '9', List Price '80.00', Unit Cost '50.00', Deposit '45.00', Date Created '9/21/2012 11:26:00 AM', Created By 'HELP2', and a trash icon.

#	Item Name	Approval Date	Vendor Size	Gender	Item#	Style	Color	Catalog	Page #	List Price	Unit Cost	Deposit	Date Created	Created By	
1	Tiny Tutu	9/20/2012		Female	W985	1 piece	Pink	ABC - Fall 2012	9	80.00	50.00	45.00	9/21/2012 11:26:00 AM	HELP2	

1. Go to a class and go to the **Costumes** tab.
2. Click the **Add Costume** button. In the **Add Costume** window, enter costume details.
3. If your organization plans to post costume fees using *Tools > Costume Management*, **Unit Cost**, **List Price**, and **Deposit Amount** should be entered.
 - o **Unit Cost** = Amount costume costs your organization.
 - o **List Price** = Amount your organization charges the customer.
 - o **Deposit** = Amount your organization charges for a costume deposit.
4. **Save**.
5. If you entered a *Vendor Size Chart*, and your database is set to not *Hide Auto-Size* (*Tools > Edit Settings*), enter **Yes** or **No** in the *Auto-Size* window to auto-size the costume. *Note: If your database is set to Hide Auto-Size = Yes no Auto-Size window will display and no costumes will be auto sized.*
6. Click **OK** in *Class Item Added* window.

Add Costume

Item Name:

Approval Date:

Item #:

Gender: Female ▼

Vendor Size Chart: Costume Gallery / Costume Gallery ▼

Color:

Style:

Catalog Name:

Catalog Page #:

Costume Picture: Upload max size 300 x 300 pixels

Unit Cost:

List Price:

Deposit: This amount will be used when you select Deposit in the Post Class Item Fees (Post Deposit/Balance)

Notes:

To complete the costume assignment process, click the **Costume Size** button and check that:

- Each Student has a girth size and a size.
- If auto-sizing has been used, review sizing. If you need to make a change, click the *Size drop down list arrow* and select a different size. Be sure to **Save Changes**. If auto-sizing has not been used, manually enter sizes by selecting them from the *Size drop down list*. **Save Changes**.
- Student's Gender versus Costume Gender and click the **Do Not Order** box if gender doesn't match.
- Any student marked "(Not Enrolled)" has the **Do Not Order** box correctly set.

Costume Size Entry for Intro to Ballet - Mon - 7pm

[Return](#)
[Save Changes](#)

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Legend: Tan=Not Enrolled, Yellow=Not Sized, Red=Do Not Order

Student	Gndr	Item Name	Girth	Vendor/Chart	Style	Color	Size	Order #	Do Not Order	Unit Cost	List Price	Bust	Waist	Hips	Girth
Susan Harris	Female	Life's a Happy Song	42	DreamWhere / Child Sizing	1pc	Yellow	Child Small		<input type="checkbox"/>	35.00	60.00				42
Olivia Andrews (Not Enrolled)	Female	Life's a Happy Song	38	DreamWhere / Child Sizing	1pc	Yellow	Child X-Smal		<input type="checkbox"/>	35.00	60.00				38
Samantha Brown	Female	Life's a Happy Song	44	DreamWhere / Child Sizing	1pc	Yellow	Child X-Smal		<input type="checkbox"/>	35.00	60.00				44
Daniel Carson	Male	Life's a Happy Song	56	DreamWhere / Child Sizing	1pc	Yellow	Child Large		<input checked="" type="checkbox"/>	35.00	60.00				56
Amanda Dierksen	Female	Life's a Happy Song		DreamWhere / Child Sizing	1pc	Yellow			<input type="checkbox"/>	35.00	60.00				

This Student has a Future Drop and may need to be marked Do Not Order.

This Student is no longer enrolled in the class and may need to be marked Do Not Order.

This Student was not sized so the row is highlighted yellow.

The male student was automatically marked Do Not Order and highlighted red because the costume specified Gender = Female.



Helpful Tips:

- The costume assignments/orders are NOT automatically updated when changes are made to a class's enrollment. Once costumes are assigned to a class, enrolling or dropping a student from a class requires two steps: Make the enrollment change, then click the *Costume Sizes* button in the Costumes tab to review and update the costume assignment for the new or dropped student. For new students, the costume sizes must be assigned.
 - The *Costume Size Entry* page uses the color coding: Yellow=Not Sized, Red=Marked Do Not Order. *Future Drop Dates* are listed when applicable, so you can decide if you want to mark the student as *Do Not Order*.
 - Use the *Show/Hide Columns* button to display only the information important to you.
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