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.

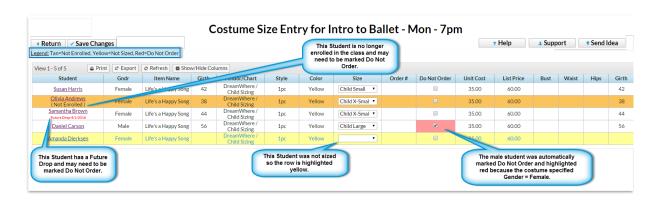


- 1. Go to a class and go to the Costumes tab.
- 2. Click the Add Costume button. In the Add Costume window, enter costume details.
- 3. If your organization plans to post costume fees using *Tools > Costume Management*, **Unit Cost**, **List Price**, and **Deposit Amount** should be entered.
 - Unit Cost = Amount costume costs your organization.
 - **List Price** = Amount your organization charges the customer.
 - **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:	Bodysuit
Approval Date:	3/18/2019 🛗
Item #:	SM1108
Gender:	Female ▼
Vendor Size Chart:	Costume Gallery / Costume Gallery ▼
Color:	Black
Style:	One piece
Catalog Name:	Dance Essentials
Catalog Page #:	153
Costume Picture:	Upload max size 300 x 300 pixels
Unit Cost:	50.00
List Price:	80.00
Deposit:	50.00
Notes:	This amount will be used when you select Deposit in the Post Class Item Fees (Post Deposit/Balance)
	Save Cancel

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 *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.







- 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.