Costumes and Apparel Overview

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Costume Management, located under the *Classes (menu)*, can help you manage your costume orders and help post costume fees! With the Costume Management module you can:

- Manage costume **vendor information including size charts**.
- Create costumes and **assign them to classes and students**.
- **Post costume fees** to classes as deposits or in full.
- **Manually size your students**, or speed up the process using Jackrabbit's **auto-size** function.
- Create and print costume **purchase orders**.
- Manage your costumes and costume orders with Jackrabbit's **costume reports**.

This module may be named differently, depending on the edition of Jackrabbit you are using.

Default Module Name	Jackrabbit Edition(s)
Apparel	Class, Cheer, and Swim
Costume	Dance
Supplies	Music

While this module was originally designed with dance studios in mind (for recital costuming), it can also be used to track and order supplies and equipment. From the *Gear (menu) > Settings > General > Organization Defaults (left menu) > Costume/Apparel Module Settings*, you can change the module name to something more meaningful to your organization, selecting from Apparel, Costume, Equipment, Materials, Supplies, and Uniform.

For simplicity, this section uses the term *costume* throughout, however, *costume*, *apparel*, *equipment*, *materials*, and *supplies* can be considered interchangeable terms throughout this topic and throughout your Jackrabbit system.

Assigning, sizing, and ordering costumes is a simple four-step process:

For a User to see and work with the Costume Management module they must have the **User ID permission** "Costume/Apparel Module", which is located under the Gear (icon) > Settings > Users & Permissions.