

Add Costumes (Apparel) to Classes and Students

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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.

Add Costumes to Classes

1. Go to a class record and select the **Costumes** tab.
2. Click **Add Costume** (button).
3. Enter costume details in the **Add Costume** window. If your organization plans to post costume fees using *Classes (menu) > 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. Click **Save**.

Note: If you entered a *Vendor Size Chart*, and your system is set to not *Hide Auto-Size* (*Gear icon > Settings > General > Organization Defaults > Costume/Apparel Module Settings*), enter **Yes** or **No** in the *Auto-Size* window to auto-size the costume. **Note:** If your system is set to *Hide Auto-Size = Yes* no *Auto-Size* window will display and no costumes will be auto-sized.

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.

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. **Step 1:** Click the *Costume Sizes* button in the *Costumes* tab, **Step 2:** Review and update the costume assignment for the new or dropped student. For new students, the costume sizes must be assigned.

