

Add Costumes (Apparel) to Classes and Students

Last Modified on 04/06/2022 1:00 pm EDT

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).

Class: Ballet L1 - Tues 6pm

← RETURN **SAVE CHANGES** **DELETE**

Class Roll Enroll Student Email/Text Class Enter Absences Absence/Attendance Post Class Transactions Copy Class Mass Drop Sizes/Measurements Archive Class

Summary Enroll List Drop List Absences Makeups Wait List Instructors Lesson Plan Skills/Levels Misc **Costumes** Notes (0) Resources (0)

Add Costume **Add Existing Costume** **Costume Sizes** **Auto-Size Costumes**

Class Costumes

View 1 - 1 of 1 **Print** **Refresh**

	Item Name	Approval Date	Vendor Size	Gender	Item#	Style	Color	Catalog	Page #	List Price	Unit Cost	Deposit	Date Created	Created By	
1	Tiny Tutu	9/1/2020	Costume Gallery / Female	Female	W985	1 piece	Pink	ABC-Fall 2020	9	80.00	50.00	40.00	8/12/2020 11:28:00 AM	HELP2	

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.
 - **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. Click **Save**.

Note: If you entered a *Vendor Size Chart*, and your database 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 database 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.

Costume Size Entry for Ballet L1 - Tues 6pm

← RETURN

SAVE CHANGES

Legend: Not Enrolled Not Sized Do Not Order

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Print

Export

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Show/Hide Columns

First Name	Last Name	Gndr	Item Name	Vendor/Char	Style	Color	Size	Size Notes	Order #	Do Not Order	Unit Cost	List Price	Bust	Waist	Hips	Girth	Chest
Alysha	Harris	Female	Tiny Tutu	DreamWhere / Female Measurements	1 piece	Pink	Child Small			<input type="checkbox"/>	50.00	80.00				42	
Santos	Meza	Male	Tiny Tutu	DreamWhere / Female Measurements	1 piece	Pink				<input checked="" type="checkbox"/>	50.00	80.00				44	
Barbie	Ager	Female	Tiny Tutu	DreamWhere / Female Measurements	1 piece	Pink				<input type="checkbox"/>	50.00	80.00				38	

This row is highlighted, click the drop-down to select a size.

The male student was automatically marked as Do Not Order. Costume specified Gender = Female.



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.