Add Costumes (Apparel) to Classes and Students
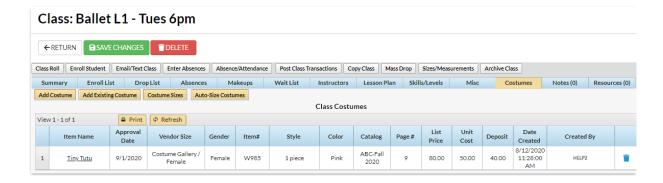
Once you have **created your costume (apparel) vendors and sizes**, you are ready to add costumes.

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.
    - **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

View 1 - 3 of 3   [🖶 Print] [↗ Export] [⟳ Refresh] [▤ Show/Hide Columns]

First Name	Last Name	Gndr	Item Name	Vendor/Chart	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 ▾			☐	50.00	80.00				42	
Santos	Meza	Male	Tiny Tutu	DreamWhere / Female Measurements	1 piece	Pink	▾			☑	50.00	80.00				44	
Barbie	Ager	Female	Tiny Tutu	DreamWhere / Female Measurements	1 piece	Pink	▾			☐	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.*