

How to Add a Future Absence in the Mobile App

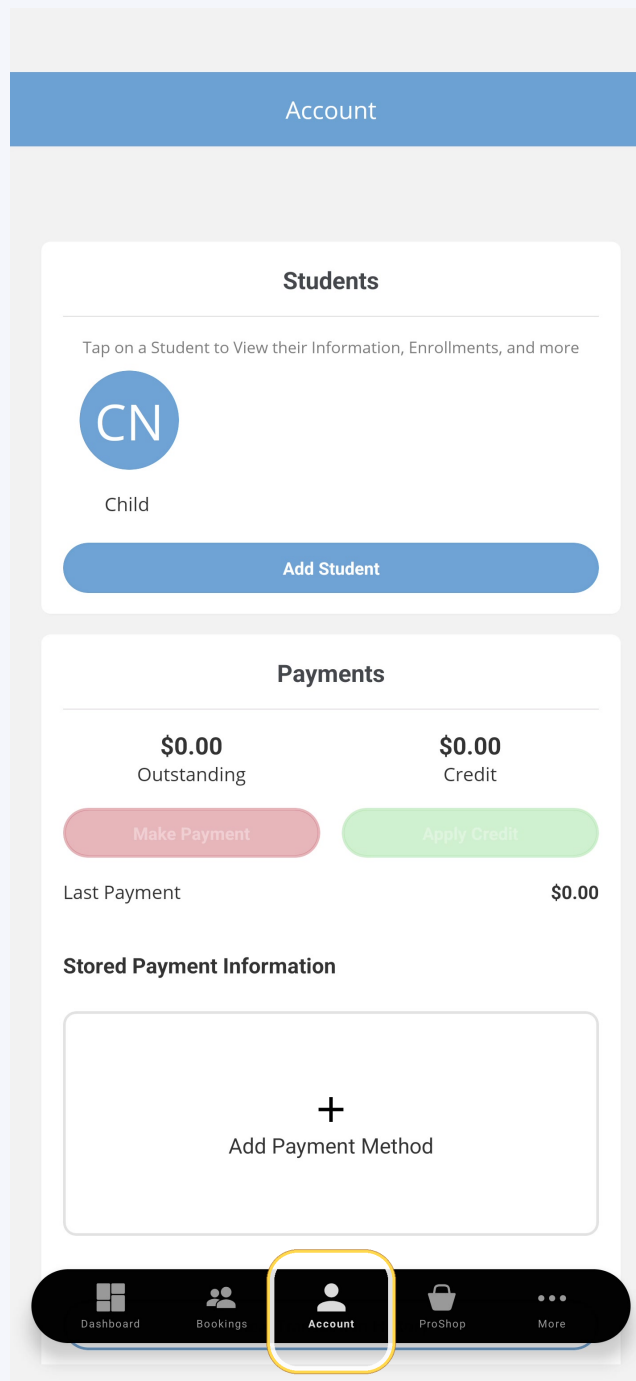


Before you start: make sure you are logged in and your child is linked to your account. Submit expected absences at least 1 hour before class.

1

Tap Account

From the bottom menu, tap Account.



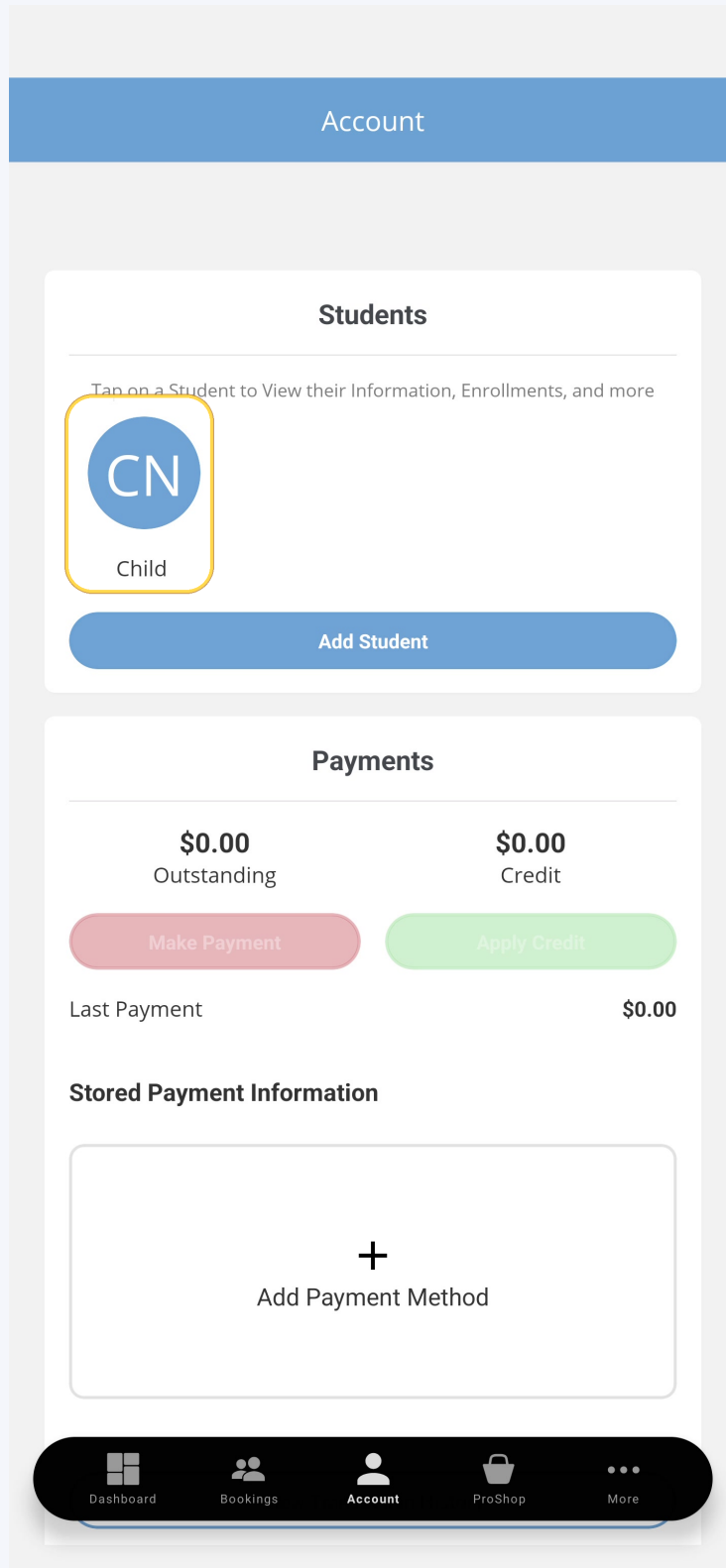
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2

Select your child's profile

Under Students, tap your child's profile or name.



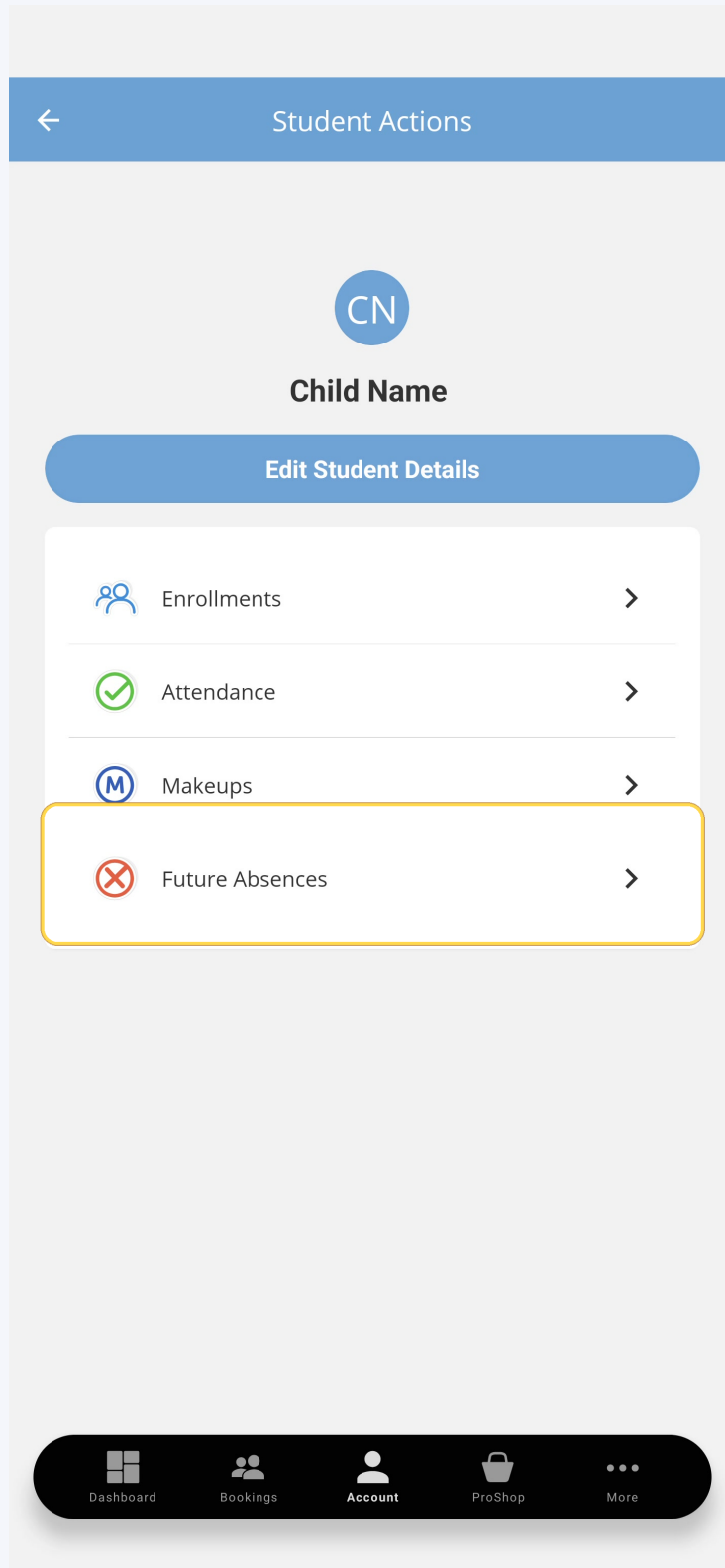
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3

Open Future Absences

On the Student Actions screen, tap Future Absences.

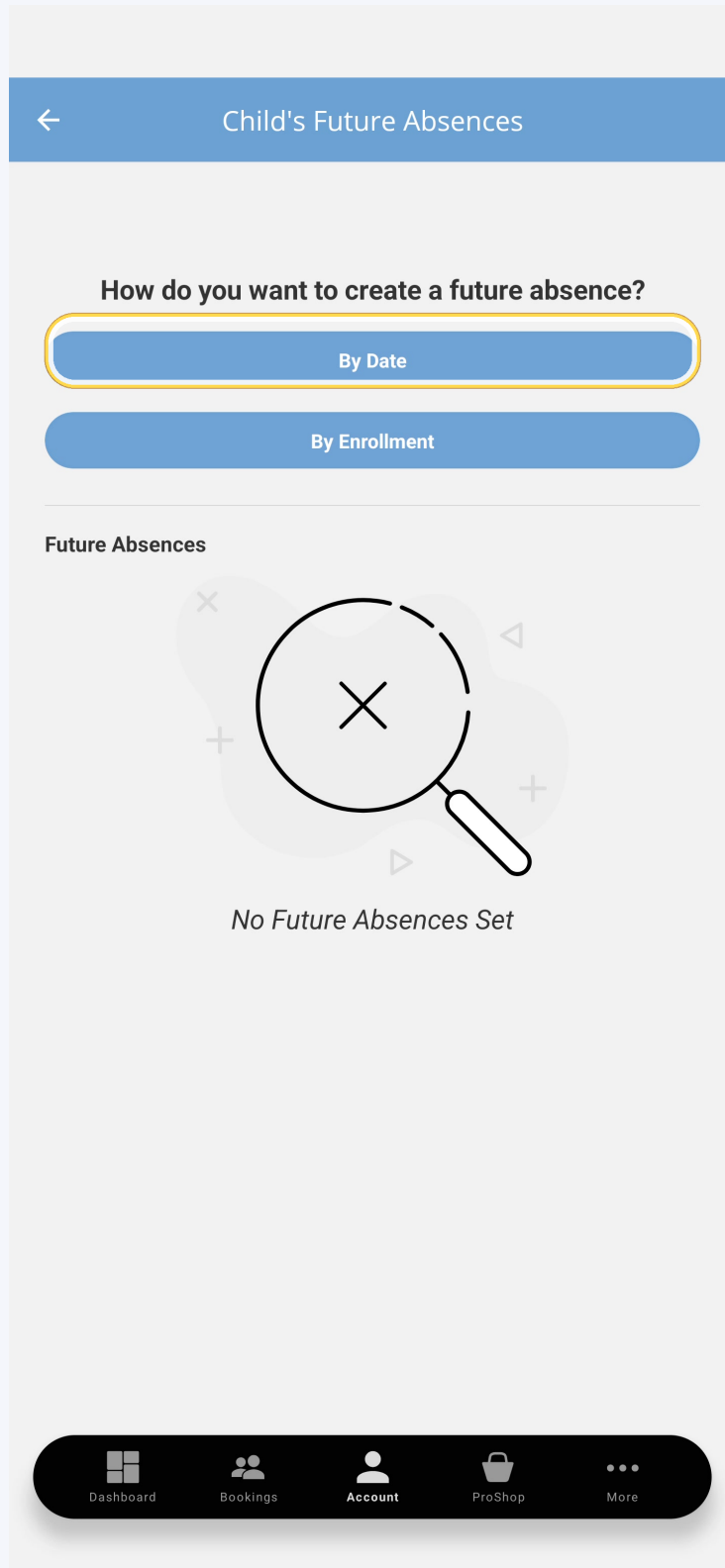


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4

Choose By Date

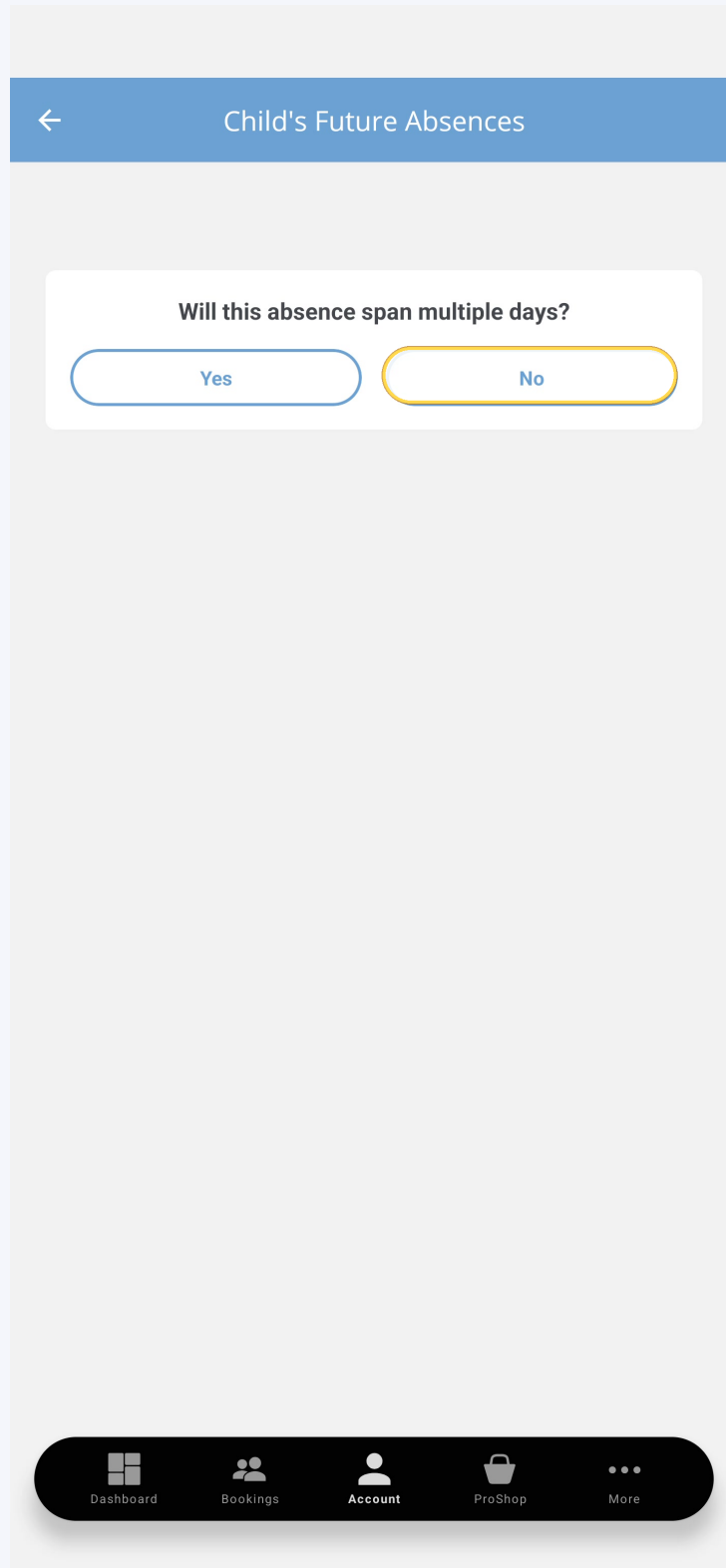
Tap By Date to create an absence for a specific class date.



5

Choose single-day or multi-day absence

For a normal one-day class absence, tap No. If the absence covers more than one day, tap Yes and follow the date-range prompts.



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Open the date picker

Tap Pick a Date to choose the day your child will be away.

The screenshot shows a mobile application interface for adding a future absence. At the top, there is a blue header bar with a back arrow and the text "Child's Future Absences". Below this, the form is divided into several sections. The first section asks "Will this absence span multiple days?" with two buttons: "Yes" (outlined) and "No" (filled blue). The second section asks "When will this take place?" and contains an information icon with the text "Expected absences must be submitted at least 1 hour in advance to be marked excused." Below this is a "Pick a Date" button, which is highlighted with a yellow border. Underneath is a checked checkbox labeled "All Day". The third section is titled "Leave an optional comment" and features a text input field. At the bottom of the form is a large blue "Submit" button. A navigation bar at the very bottom of the screen contains icons for "Dashboard", "Bookings", "Account", "ProShop", and "More".

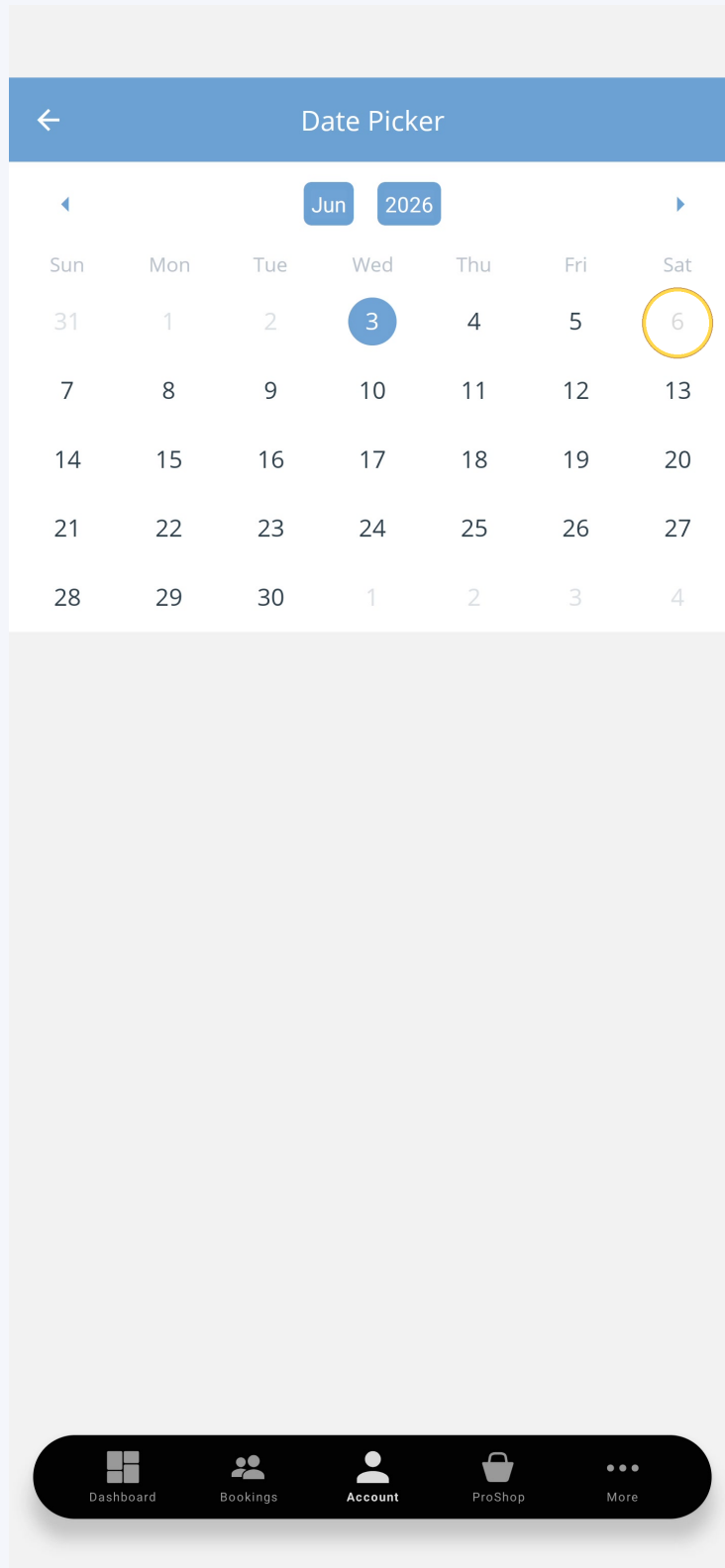
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Select the absence date

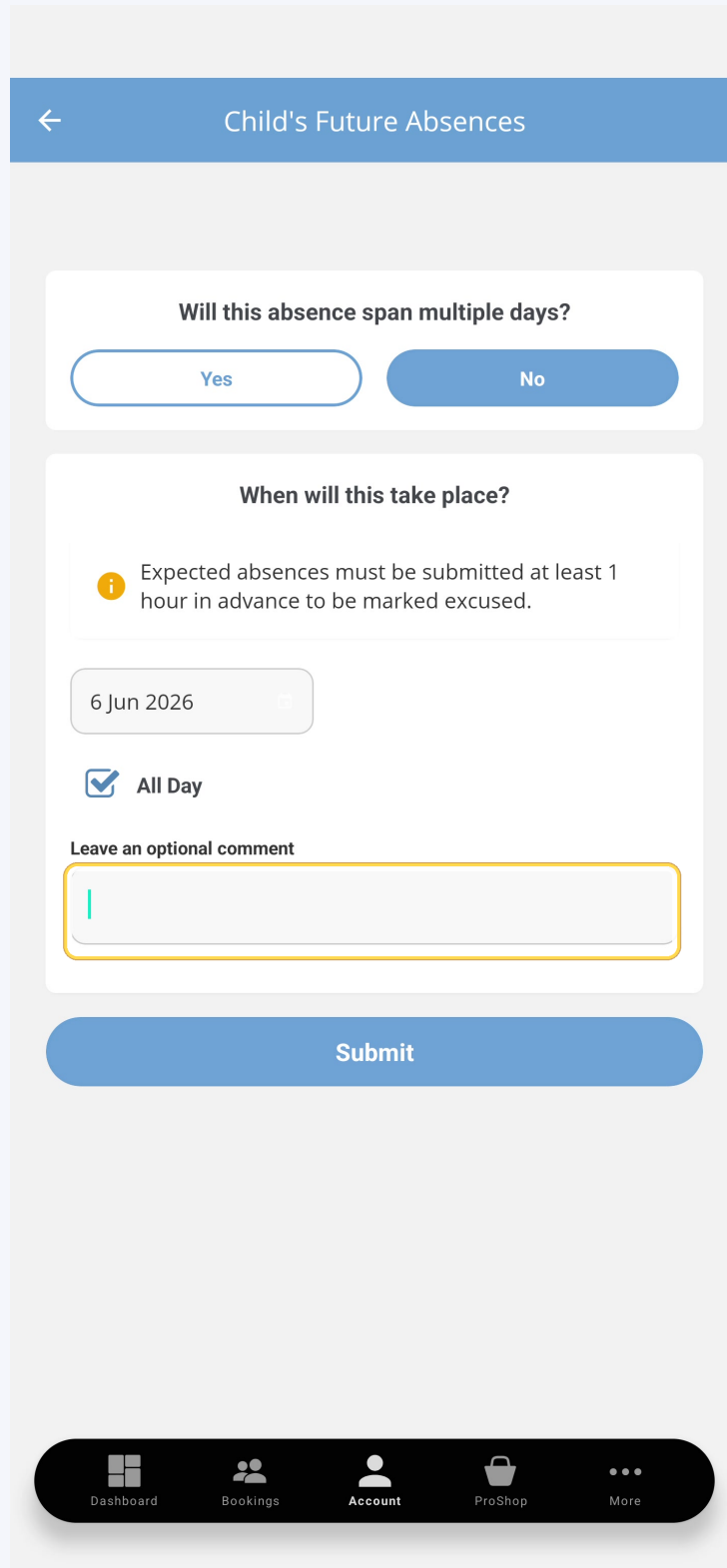
Use the calendar to select the correct date.



8

Add an optional comment

Leave All Day ticked for a standard class absence. Add a short comment if needed, such as sick, appointment or holiday.



The screenshot shows a mobile application interface for adding a future absence. At the top, there is a blue header bar with a back arrow and the text "Child's Future Absences". Below this is a white card with the question "Will this absence span multiple days?". There are two buttons: "Yes" (outlined) and "No" (filled blue). The next card is titled "When will this take place?". It includes an information icon and text: "Expected absences must be submitted at least 1 hour in advance to be marked excused." Below this is a date picker showing "6 Jun 2026". There is a checked checkbox for "All Day". A text input field is labeled "Leave an optional comment" and is currently empty. At the bottom of the form is a large blue "Submit" button. A dark navigation bar at the very bottom contains icons for Dashboard, Bookings, Account, ProShop, and More.

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Submit the absence

After checking the details, tap Submit.

The screenshot shows a mobile app interface for submitting a future absence. At the top, there is a blue header bar with a back arrow and the text "Child's Future Absences". Below this, the form is divided into several sections:

- Will this absence span multiple days?**: Two buttons, "Yes" and "No", are displayed. The "No" button is selected and highlighted in blue.
- When will this take place?**: A date picker shows "6 Jun 2026". Below it, a checkbox labeled "All Day" is checked.
- Leave an optional comment**: A text input field with a vertical cursor is provided for an optional comment.

A large blue "Submit" button is located at the bottom of the form. At the very bottom of the screen, there is a black navigation bar with five icons and labels: "Dashboard", "Bookings", "Account", "ProShop", and "More".

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Check the confirmation

A confirmation message should appear. The absence will then show in the Future Absences list.

