

DYCD

The Department of Youth
& Community Development

NYC

Delivering for you.
Every day. Everywhere.

DYCD CONNECT

PARTICIPANT TRACKING SYSTEM:

Holidays & Events

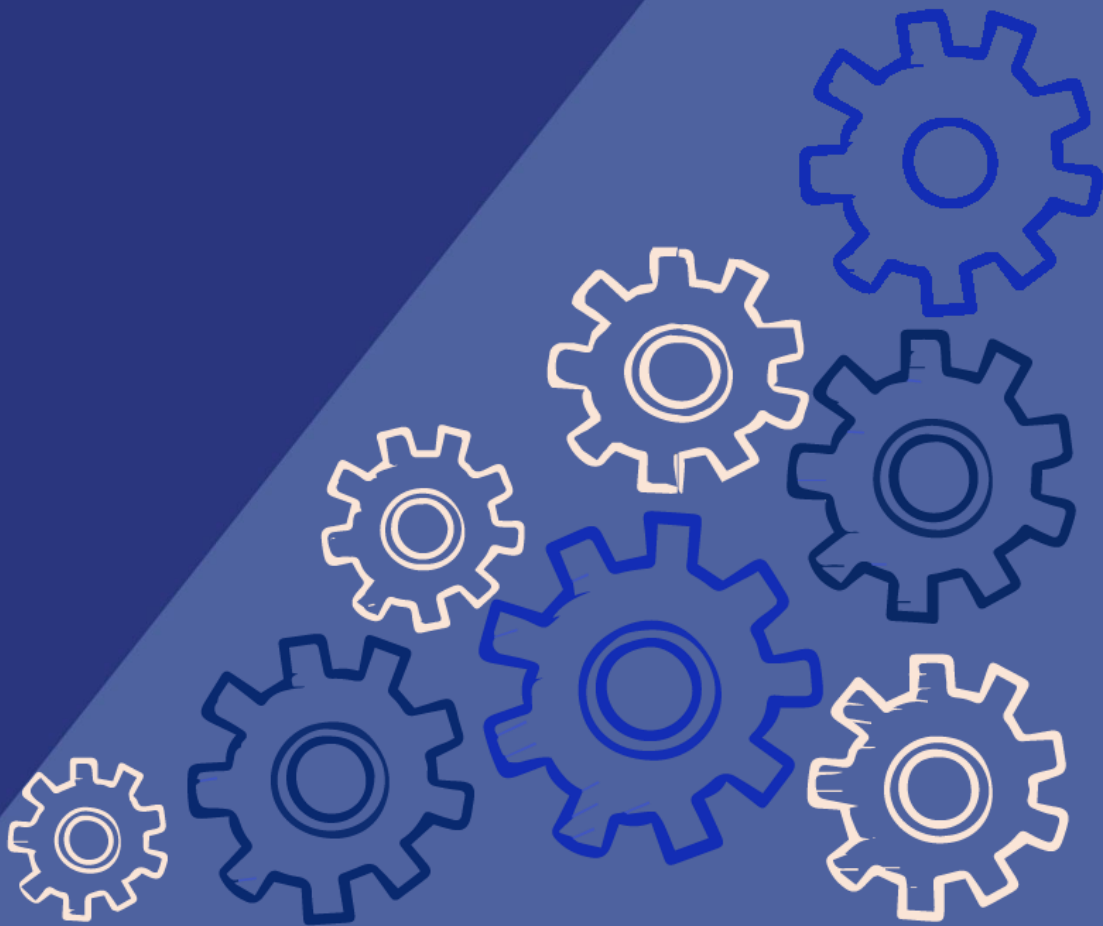


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Key Terms

Regular Programming:	Refers to reoccurring schedules or classes in your workscope.
Non-DOE Holiday:	A holiday date that falls outside the list of holidays provided on the NYC Department of Education (DOE) holiday schedule.
Holiday Activity:	A workscope activity with a Primary Category set to "Holiday Programming" and attached to an Open Holiday.
Closed Holiday:	Indicates that programming is scheduled to be cancelled on a given day.
Open Holiday:	Indicates the program will offer holiday programming in addition or in lieu of regular programming on a given day.
Holiday Programming:	Refers to a unique set of activities offered on an Open Holiday.

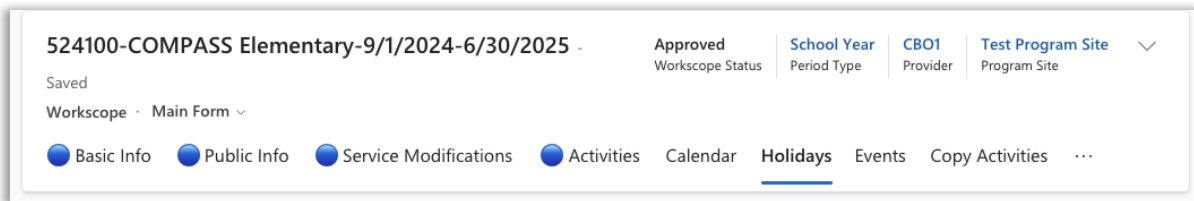
What are Holidays in DYCD Connect?

Holidays in DYCD Connect denote scheduled interruptions to **regular programming**. These include program closures (Closed Holidays) on DOE Holidays (i.e. Winter Recess, Spring Recess), religious or cultural holidays, or other planned closures. However, some DYCD programs (i.e. Youth Services) also use Open Holidays to schedule days when the program site offers holiday programming in lieu of regular programming.

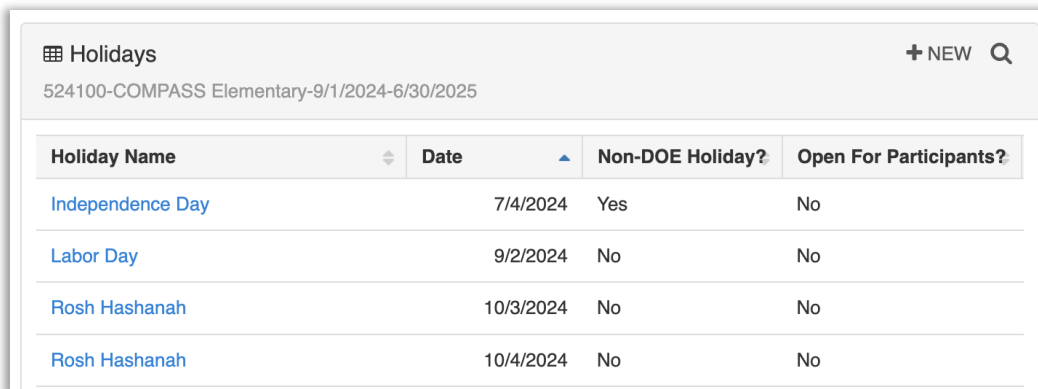
NOTE: Workscope Holidays should not be used when your program will be closed due to an unanticipated circumstance (i.e. health and safety reasons, construction, flooding, etc.) Instead, these types of closures should be submitted as a **Service Delivery Modification** in your workscope. For additional information, please view the Service Delivery Modification user guide on the DYCD Connect Document Library.

How do you set up Holidays?

To configure holidays, use the Workscope Menu to navigate to the Activities>Holidays section of your workscope.



DYCD programs who follow the NYC DOE schedule will see all DOE holidays automatically listed and configured as Closed Holidays. Otherwise, the Holidays table will be blank by default.

A screenshot of the 'Holidays' table in the system. The table has four columns: 'Holiday Name', 'Date', 'Non-DOE Holiday?', and 'Open For Participants?'. It lists four holidays: Independence Day (7/4/2024, Non-DOE Holiday? Yes, Open For Participants? No), Labor Day (9/2/2024, Non-DOE Holiday? No, Open For Participants? No), Rosh Hashanah (10/3/2024, Non-DOE Holiday? No, Open For Participants? No), and another Rosh Hashanah entry (10/4/2024, Non-DOE Holiday? No, Open For Participants? No).

Holiday Name	Date	Non-DOE Holiday?	Open For Participants?
Independence Day	7/4/2024	Yes	No
Labor Day	9/2/2024	No	No
Rosh Hashanah	10/3/2024	No	No
Rosh Hashanah	10/4/2024	No	No

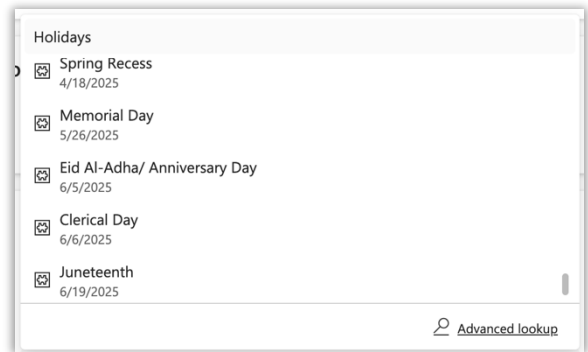
Creating a New Holiday

All DYCD programs may create new holidays and/or modify an existing holiday to indicate that the program will be open or closed on a given day. In the case of a multi-day holiday, each individual day must be configured as a unique holiday (e.g. Winter Recess Day 1, Spring Recess Day 2, etc.)

Step 1: From the Holidays table, click on +NEW at the top right to create a new holiday.

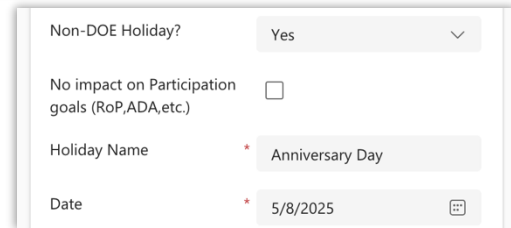
Step 2: A new window will load in your browser. First, select if the holiday is a [Non-DOE Holiday](#).

- **For a DOE Holiday:** Set 'No' in the Non-DOE Holiday? field. Then, in the Holiday Name field, click on the magnifying glass to select from the list of DOE holidays. The holiday date will automatically populate.
- **For Non-DOE Holidays:** Set 'Yes' in the Non-DOE Holiday? field. Then, enter a custom name and date for the holiday.



A screenshot of a web application showing a table of holidays. The table has columns for holiday name and date. The listed holidays are: Spring Recess (4/18/2025), Memorial Day (5/26/2025), Eid Al-Adha/ Anniversary Day (6/5/2025), Clerical Day (6/6/2025), and Juneteenth (6/19/2025). There is a magnifying glass icon next to the table header and an 'Advanced lookup' link at the bottom right.

Step 3: Next, respond to the Open Holiday for Participants field.

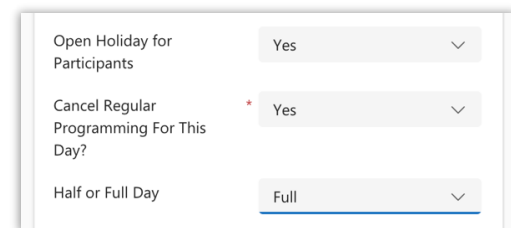


A screenshot of a form for creating a new holiday. The form includes the following fields: 'Non-DOE Holiday?' with a dropdown menu set to 'Yes'; 'No impact on Participation goals (RoP,ADA,etc.)' with an unchecked checkbox; 'Holiday Name' with a text input field containing 'Anniversary Day'; and 'Date' with a text input field containing '5/8/2025' and a calendar icon.

- For a [Closed Holiday](#), select "No." The system will automatically cancel all regular programming on this day.
- For an [Open Holiday](#), select "Yes" and indicate if regular programming should be cancelled. Then, select if your program will be open for a "Full Day" (10 hours) or "Half Day" (5 hours.)



A screenshot of a form section with two dropdown menus. The first dropdown is labeled 'Open Holiday for Participants' and is set to 'No'. The second dropdown is labeled 'Cancel Regular Programming For This Day?' and is set to 'Yes'.



A screenshot of a form section with three dropdown menus. The first dropdown is labeled 'Open Holiday for Participants' and is set to 'Yes'. The second dropdown is labeled 'Cancel Regular Programming For This Day?' and is set to 'Yes'. The third dropdown is labeled 'Half or Full Day' and is set to 'Full'.

Step 4: Click "Save & Close" at the top of the window to save the holiday details and return to your workspace.

Modifying an Existing Holiday

During workscope development, you may modify existing Closed Holidays to indicate days your program will offer holiday programming. From the Activities>Holidays section, click on the name of an existing holiday in your workscope. A new window will display, allowing you to make changes to the "Open Holiday for Participants?" and/or "Cancel Regular Programming on this Day?" fields.

However, depending on your DYCD Program Area, the system may disable modifications to Holidays after your workscope is approved. In this situation, when you open an existing holiday, all data entry fields will have a padlock icon next to them.

To unlock the fields, you will need to submit a Holiday Unlock request to adjust existing Open or Closed Holidays. Please review the Unlock Request user guide in the DYCD Connect Document Library for additional instructions.

Non-DOE Holiday?

No impact on Participation goals (RoP,ADA,etc.)

Holiday Name *

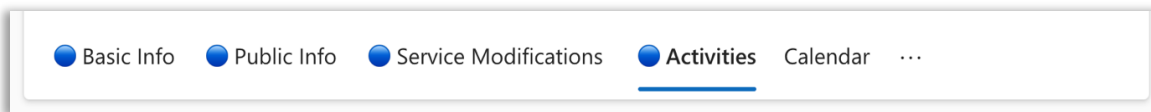
Date *

Open Holiday for Participants

Cancel Regular Programming For This Day? *

Holiday Activities & Schedules (Youth Services Programs Only)

After configuring [Open Holiday](#), you must also set up a corresponding Holiday Activity and Schedule, and then complete group or activity enrollment to enable attendance. Use the Workscope Menu to navigate to the Activities section of the workscope. Then, click +NEW to create a new holiday activity.



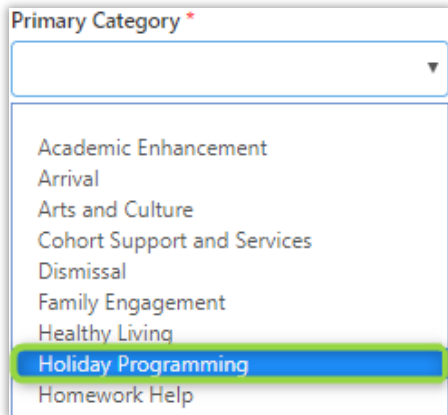
Activities 3 + NEW Q

500060-COMPASS Elementary-7/1/2024-8/31/2024

Activity Title	Primary Category	Grade Range	Total Hours	Status	Created On
Arrival	Arrival	K - 5	0	Active	3/22/2024 2:
Dismissal	Dismissal	K - 5	0	Active	3/22/2024 2:
Fantasy Book Club	Literacy - Enrichment	K - 5	0	Active	3/22/2024 2:
Gem Collecting	STEM - Enrichment	K - 5	0	Active	3/22/2024 2:

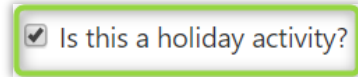
The steps for creating holiday activities are the same as those for normal activities, with key differences noted in the following steps.

Step 1: Set “Holiday Programming” as the Primary Category.



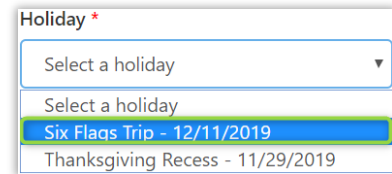
A screenshot of a dropdown menu titled "Primary Category *". The menu is open, showing a list of categories. The category "Holiday Programming" is highlighted with a blue background and a green border. Other categories include Academic Enhancement, Arrival, Arts and Culture, Cohort Support and Services, Dismissal, Family Engagement, Healthy Living, and Homework Help.

Step 2: Check “Is this a holiday activity?”



A screenshot of a checkbox labeled "Is this a holiday activity?". The checkbox is checked, and the entire form element is highlighted with a green border.

Step 3: Set the holiday when the activity will take place. Only Open Holidays will appear in this drop-down menu.



A screenshot of a dropdown menu titled "Holiday *". The menu is open, showing a list of holidays. The holiday "Six Flags Trip - 12/11/2019" is highlighted with a blue background and a green border. Other holidays include "Select a holiday" (twice) and "Thanksgiving Recess - 11/29/2019".

Step 4: Complete details in the ‘Description’ box and click “Save.” Complete the steps to add a new schedule. Then, complete the steps for group or activity enrollment as normal.



A screenshot of a form for creating an activity. The "Is this a structured activity *" dropdown is set to "Structured". The "Is this a holiday activity?" checkbox is checked. The "Description *" field contains the text: "8 am - 9 am: Arrival/Breakfast", "9 am - 9:15 am: Board buses", and "9:15 am - 12:30 pm: Drive to Six Flags". A blue callout box with a speech bubble shape points to the description field, containing the text: "Type in all planned festivities for the day here".

Events

Events are used to indicate community programming (i.e. showcases, rallies, advisory board meetings) which are offered in addition to core programming for program participants. They may or may not coincide with Holidays in your workscope. In addition, attendees may include youth and/or adults who are not registered to your workscope.

Speak with your DYCD Program Manager to confirm if your program is required to enter Events and/or record attendance per the steps described on the next page.

How do you Create an Event?

Step 1: Use the Workscope Menu to navigate to Activities>Events. A table of existing events will appear. Click “+NEW” at the top-right of the table to add a new event.

The screenshot shows the Workscope interface for a workspace named "524100-COMPASS Elementary-9/1/2024-6/30/2025". The workspace status is "Approved". The navigation menu includes "Basic Info", "Public Info", "Service Modifications", "Activities", "Calendar", "Holidays", "Events" (which is selected), and "Copy Activities". Below the navigation menu, there is a table titled "Events" with a "+ NEW" button and a search icon. The table has the following columns: "Name", "Event Date", "Event Location", and "Number of participants". The table contains one row with the following data: "AllTogether Now Showcase", "8/16/2024", "P.S. 107", and "0". There is an "Open" button next to the row. The table shows "1 - 1 of 1" items and has navigation arrows and a refresh icon.

Step 2: Click & enter the required data in each field. Then, click “Save & Close.”

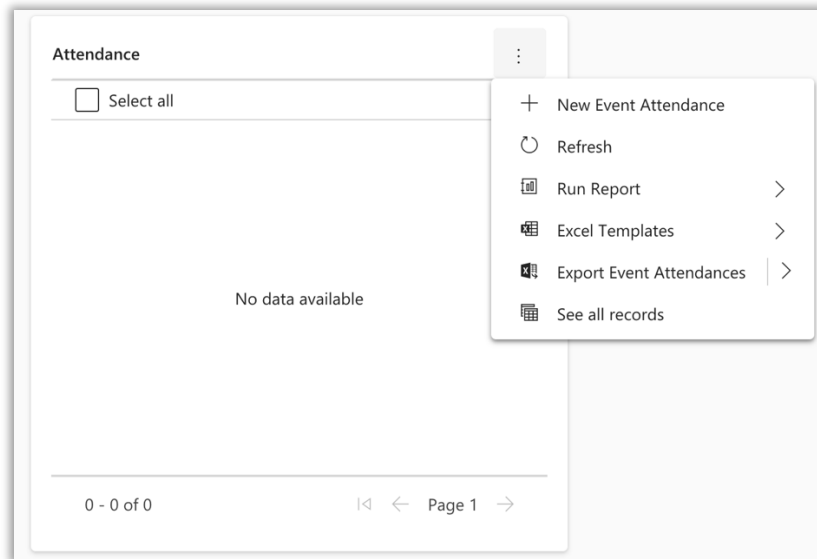
The screenshot shows the "New Event" form in the Workscope interface. The form is titled "New Event - Unsaved" and has two tabs: "General" (selected) and "Documents". The form contains the following fields:

- Event Title: Spring Talent Show
- Description: Parents, family and friends will be invited to an evening
- Event Date: 4/3/2025
- Start time: 5:00 PM
- End time: 7:00 PM
- YMI Event:
- Total # Attended: 0
- Event occurred remotely:
- Event Location: Auditorium
- Outcomes: Students will perform skills learned during the spring
- Family Engagement: Parents, family and friends will be offered refreshments

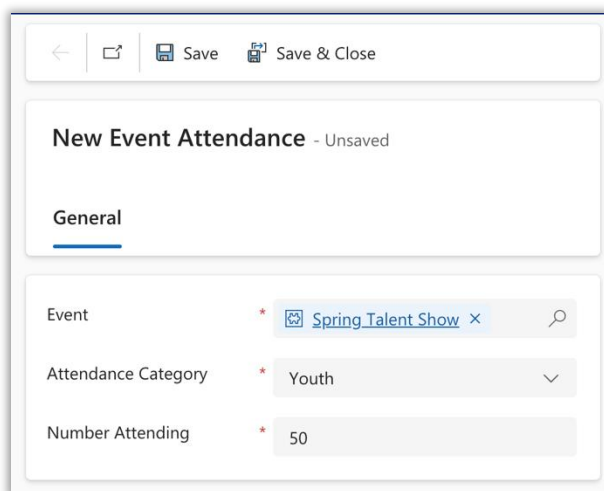
Adding Attendance to an Event

You may add attendance after the Event has taken place. This should be completed in addition to daily/weekly attendance data entered via the Activities section of the workscope.

Step 1: Return to the Event window and click the three dots icon at the top right on the Attendance Table. Then, click on +New Event Attendance.

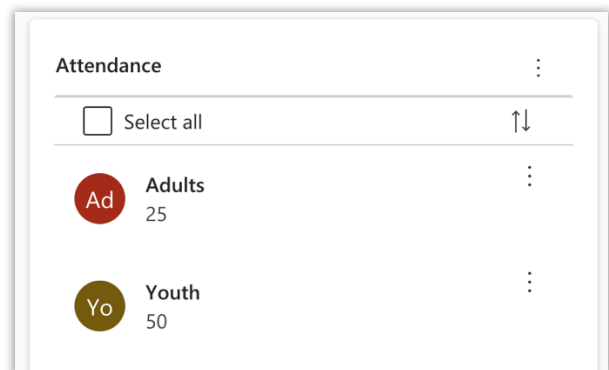


Step 2: In the New Event Attendance Window, use the Attendance Category field to select "Youth" or "Adults." Then, indicate the number of youth or adults who attended. (You will need to repeat Steps 1 & 2 to record attendance for both youth and adults). Finally, click "Save & Close."



The screenshot shows the "New Event Attendance" form with the following fields:

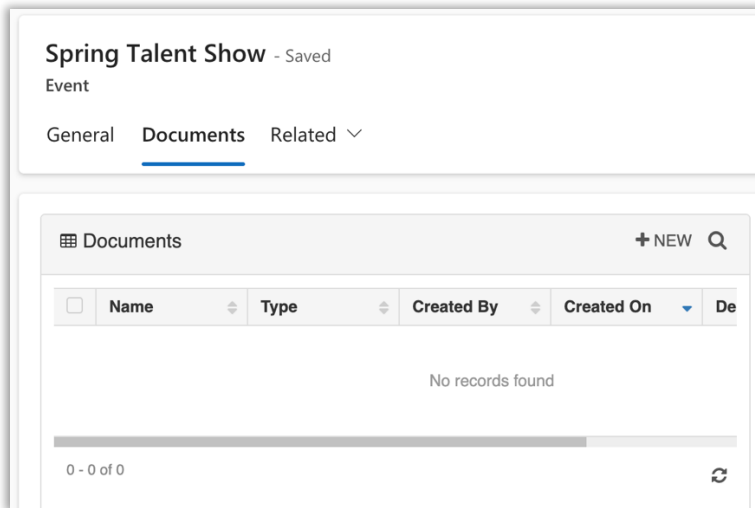
- Event: Spring Talent Show
- Attendance Category: Youth
- Number Attending: 50



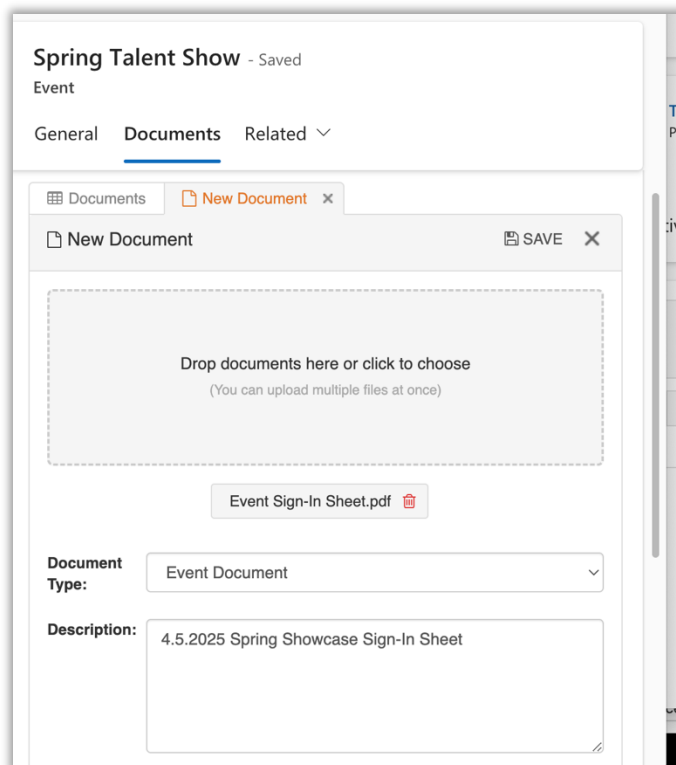
The screenshot shows the "Attendance" table with two rows:

Attendance	
Ad	Adults 25
Yo	Youth 50

Step 3: If you have any associated documents (i.e. sign-in sheets, flyers, etc.), you may use the Documents table to upload those files from your computer. Select the Documents tab, and then click +NEW at the top right of the table.

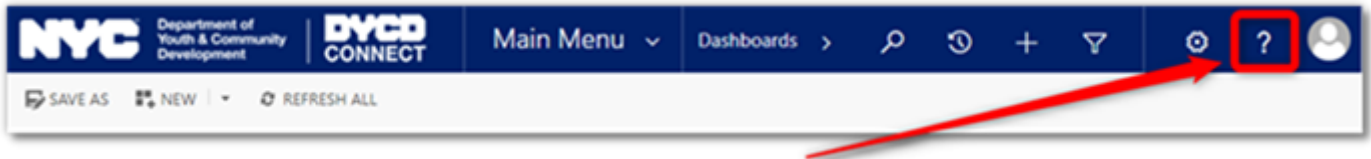


In the new window, you may drag and drop a file from your computer or click within the dotted box to select a file. In addition, select an option under Document Type, and use the Description field to provide additional notes for DYCD. Then, click on "Save" at the top right of the New Document table.



DYCD Connect Help Center

If you have questions or concerns, please submit a help request to the DYCD Connect Help Center. You may reach the Help Center direct from the banner at the top of DYCD Connect by clicking on the question mark, as shown below.



Alternatively, you may submit a request through the [Help Center](#) on the DYCD Connect homepage.

DYCD RESOURCE CENTER

DYCD Connect is the main resource center to help organizations communicate and coordinate with the communities they serve.

- DYCD WEBSITE**
View DYCD's public website for information about our funded programs.
- CB CAPACITY BUILDING**
DYCD invests in building the capacity of nonprofit organizations as a strategy to help ensure that youth and families receive high-quality services.
- HELP CENTER**
Having trouble? Send a message to our support team through the Help Center.
- F.A.Q**
Read Frequently Asked Questions to learn more about DYCD Connect.

DYCD HELP CENTER

The DYCD help center is where you can find resources to help with the technical and operational issues you may come across. Here you can contact DYCD support directly or look into additional resources and guides that can help you move forward with your tasks.

first name **last name**

phone **email**

organization

program area **program type**

I am a DYCD employee

Select if you need operational or technical help:

NEED TECHNICAL ASSISTANCE?
If you are having a technical issue related to logging in, accessing your services, or experiencing a bug, contact the technical help desk.

NEED OPERATIONAL ASSISTANCE?
Having trouble performing your existing operations using the new systems and tools within DYCD connect? Get in touch with a program specialist.

Detailed Description: