HOW TO SUBMIT TIME OFF IN DISCOVER CHAMPIONS

Use this guide to submit Time Off when your child will not attend Champions on scheduled days, such as during vacations, family trips, school breaks, or other planned absences. Submitting Time Off helps keep your child's schedule up to date and may allow other families to enroll if space becomes available.

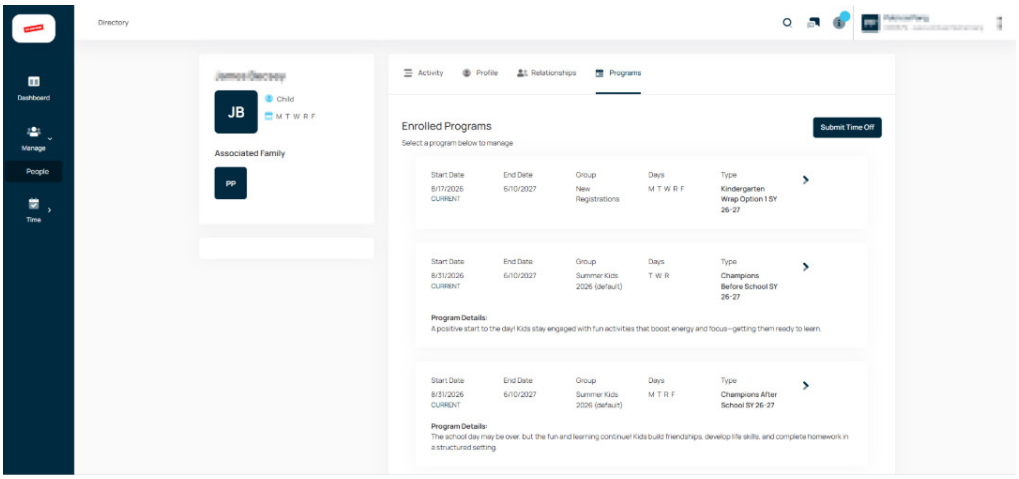
- Submit cancellations by Wednesday to avoid fees for the following week.
- This can only be done on the website, not in the app.
- To make a temporary schedule change for an upcoming week, see How to Make a Custom Schedule.

STEP-BY-STEP INSTRUCTIONS

STEP 1:
Sign in on the web at my.discoverchampions.momentpath.com.

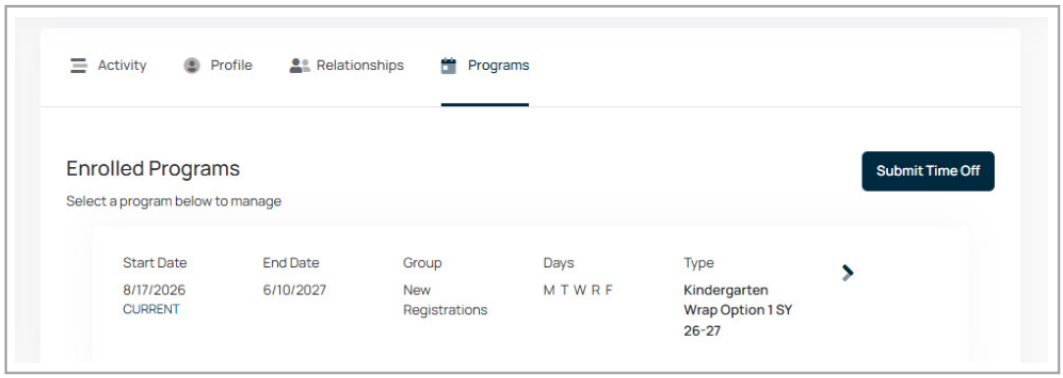
STEP 2:
Select your child's profile by clicking **Manage > People**, then select your child.

STEP 3:
Select the "Programs" tab.



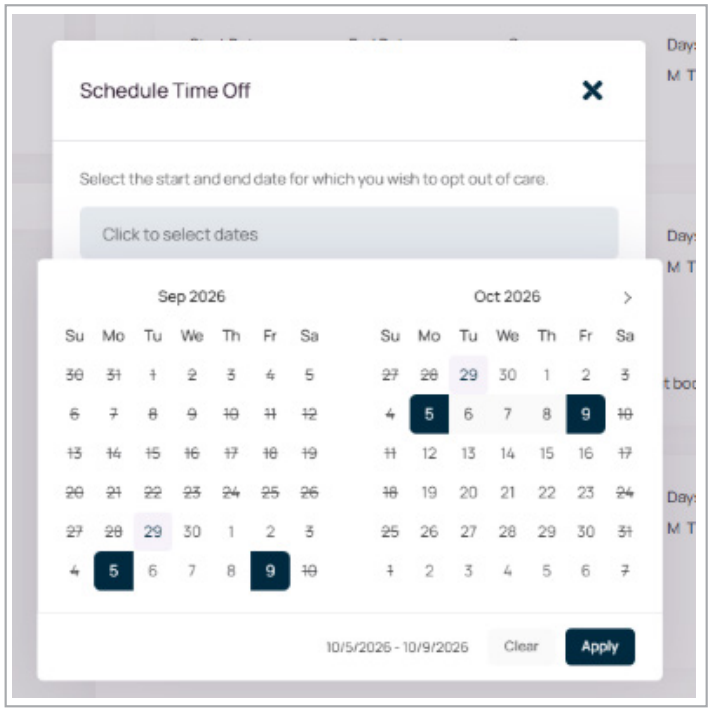
STEP 4:

Click the “Submit Time Off” button.



STEP 5:

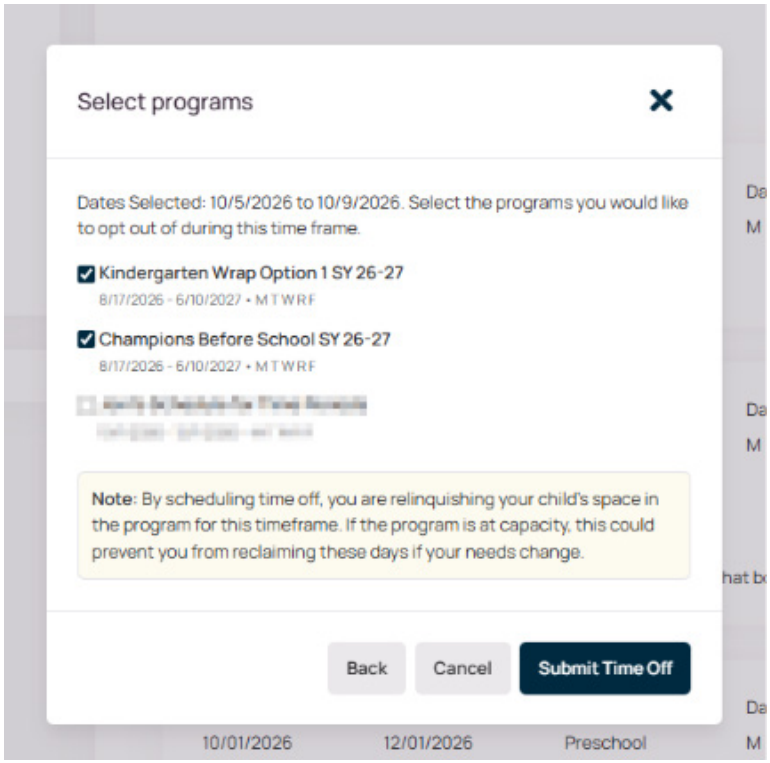
Select the date or date range for the time you want to take off. You can choose a single day, a full week, or a custom date range. To select a single day, click the date twice.



STEP 6:

Review and confirm the start and end dates of your submission.

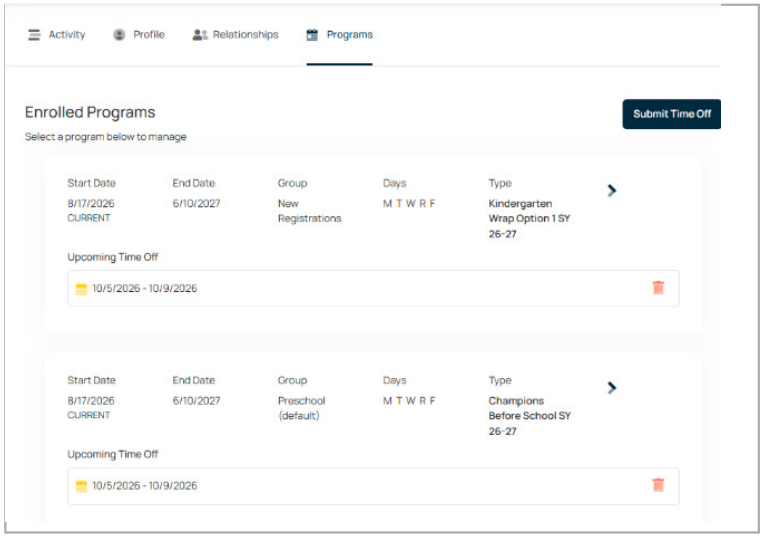
STEP 7:
If your child is enrolled in more than one program during these dates, choose the program(s) for which you would like to take time off from.



STEP 8:
Before submitting, review dates you are taking time off for. Requesting time off releases your child's spot in the selected program(s). If the program reaches capacity, the spot may no longer be available to reclaim later.

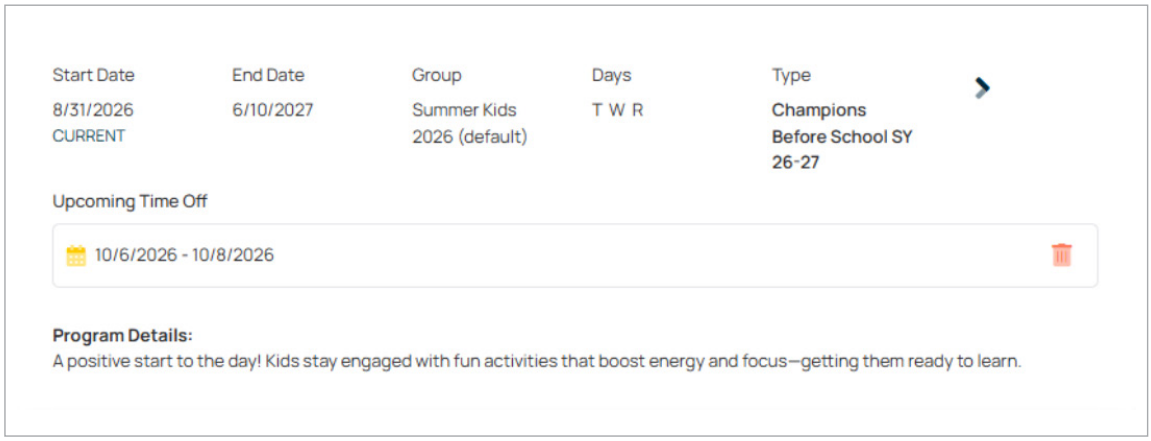
STEP 9:
Review your selection and click Submit Time Off.

STEP 10:
After saving, your submission will appear under Upcoming Time Off in your child's schedule. You can also review previously submitted Time Off dates.



NEED TO REMOVE A TIME OFF SUBMISSION?

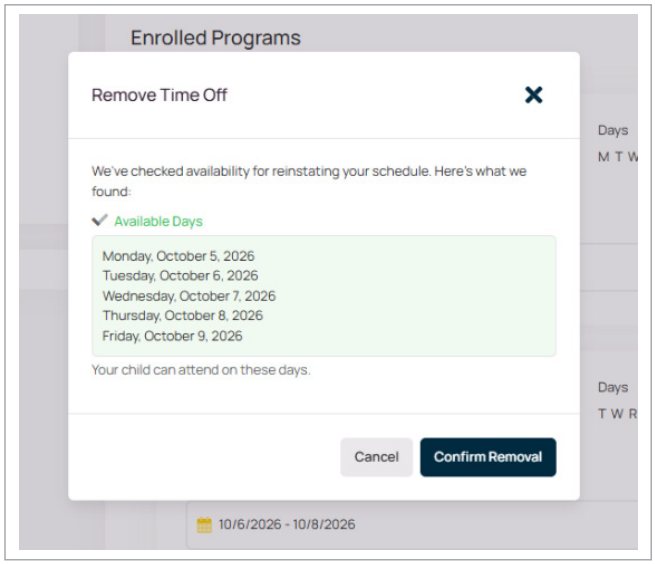
STEP 1:
Navigate to your child's “Programs” tab and find the Time Off submission you would like to remove.

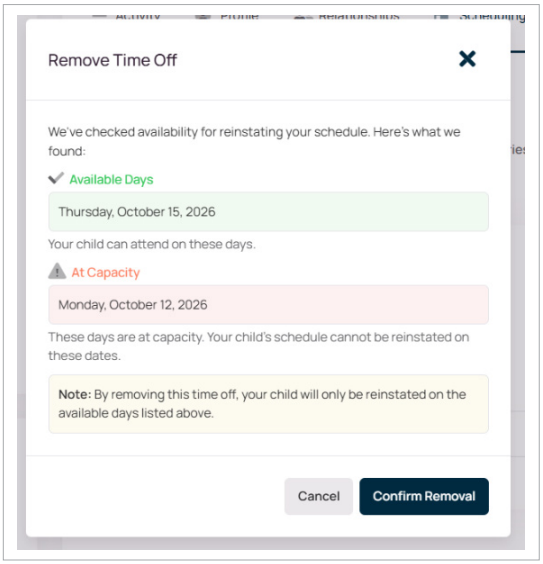


STEP 2:
Click the “trash can icon” next to the submission. Note: The trash can icon will not appear if schedules have already locked for the upcoming week.

STEP 3:
Review availability. Discover Champions will check availability for the dates you are trying to reclaim.

- If all dates are available, your child's schedule will be fully reinstated.
- If some dates are at capacity, you will be notified which dates can be reinstated and which dates are no longer available.





STEP 4:
Review the availability details and confirm the removal. Any available dates will be added back to your child's schedule.

TROUBLESHOOTING

Not seeing the program? Confirm you are in the correct school.

Need to switch schools? Use Switch Communities in the top-right menu to move between schools.

Having trouble changing your schedule? You can only update your most recent schedule. For other changes, contact your site director.