

CHAMPIONS®

HOW TO MAKE A CUSTOM SCHEDULE

This can only be done on the website. Use this guide to make a one-time (week) schedule change. This can only be done on the website, not in the app.

- Your regular schedule resumes automatically the following week.
- Submit changes by Wednesday to avoid fees.
- Need to cancel the entire week? Reach out to Family Support at 800-246-2154 or ChampionsHelp@KC-Education.com.

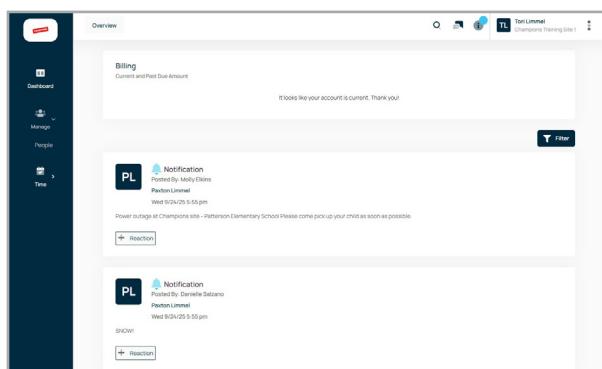
STEP-BY-STEP INSTRUCTIONS

STEP 1:

Sign in at my.discoverchampions.momentpath.com.

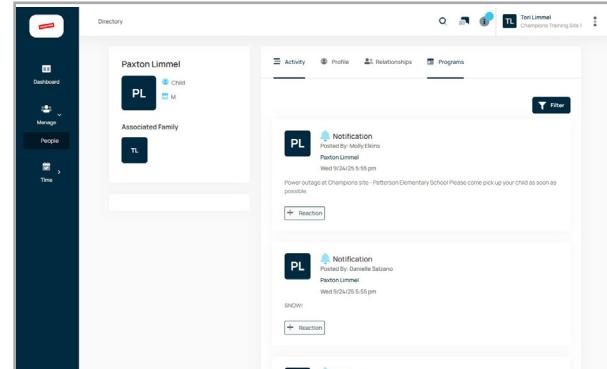
STEP 2:

In the left sidebar, click **Manage > People**, then select your child.



STEP 3:

Select the "Programs" tab.



STEP 4:

Click the “>” arrow next to the program you want to change.

STEP 6:

Return to the Program tab on your child's profile. Click the “>” arrow next to the custom schedule you created.

STEP 5:

Select or unselect days for that specific week, choose the Monday of that week as your start date, click “Save,” and then “OK.”

STEP 7:

Choose the date you want your recurring schedule to resume. Then select or deselect the days to match your regular weekly schedule.

TROUBLESHOOTING

Not seeing the program? Make sure you're logged into the correct school.

Changes not saving? Confirm the selected Monday date is correct.

QUESTIONS? Email ChampionsHelp@KC-Education.com, call **800-246-2154**, or contact your site director.