



MANAGING PROGRAM OFFERINGS, JOB OPENINGS, AND APPOINTMENT SCHEDULING

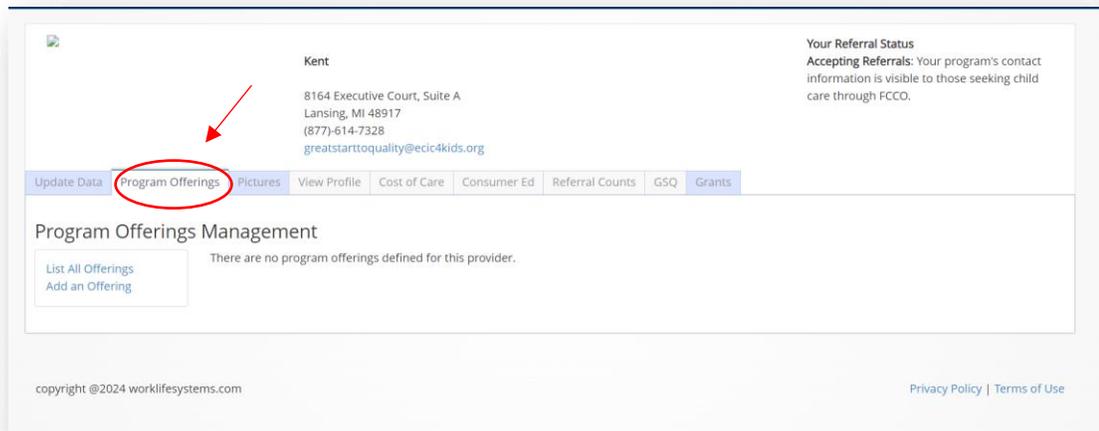
This document provides comprehensive guidance on effectively managing program offerings in their Great Start to Quality program profile. It includes detailed steps on how to add program offerings, view listed offerings, indicate job openings, schedule options for tours and interviews.

Accessing the System

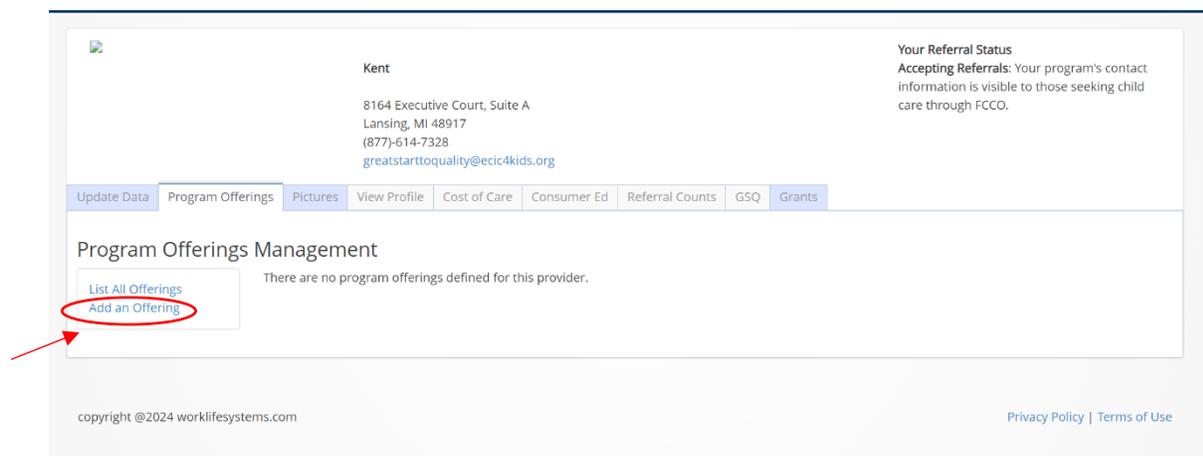
1. Login Credentials: Ensure you have Great Start to Quality access credentials to log into the system.
 - Great Start to Quality Search Tool URL: <https://stage.worklivesystems.com/program/4>
 - For assistance, contact Great Start to Quality at greatstarttoquality@ECIC4Kids.org

Managing Program Offerings

2. Log in to WLS using your credentials.
3. On the dashboard, select the **Program Offerings** tab.



4. Adding a New Program Offering:
 - Select the **Add an Offering** link.



5. Program Offerings Management:

- In this section, you can perform the following actions:

a. **Add New Program Details:** Enter the relevant details about the program.

Add New Program

**required fields*

Program Name*

Program Image (Allowed File Types: .gif, .png, .jpeg, .jpg)

Choose File No file chosen

Openings

Program Details*

b. **Add Age Groups and Rates:** Specify the age groups and corresponding rates (including rate type and amount).

Include	Age Group	Rate Type	Rate Amount
<input type="checkbox"/>	Infant (Birth - 1 year)	▼	0.00
<input type="checkbox"/>	Toddler (1 - 2 years)	▼	0.00
<input type="checkbox"/>	Toddler (2 - 3 years)	▼	0.00
<input type="checkbox"/>	Preschool (3 - 4 years)	▼	0.00
<input type="checkbox"/>	PreK (4 - 5 years)	▼	0.00
<input type="checkbox"/>	Kindergarten (5 - 6 years)	▼	0.00
<input type="checkbox"/>	School Age (Before/After Care, Summer Care)	▼	0.00

c. **Add Schedules:** Set up the schedule for each offering.

To help users work efficiently on schedules, use the 'copy' button (see screenshot). It duplicates

times from the prior day to the next.

Schedules

Include	Week Day	Start	End	
<input checked="" type="checkbox"/>	Sunday	10:00am	6:00pm	
<input type="checkbox"/>	Monday			Copy times to the next day
<input type="checkbox"/>	Tuesday			
<input type="checkbox"/>	Wednesday			
<input type="checkbox"/>	Thursday			
<input type="checkbox"/>	Friday			
<input type="checkbox"/>	Saturday			

[Save](#)

6. Save Program Offering:

- Once all fields are filled out, click the **Save** button to save your work.
- All saved program offerings can be accessed in the **List All Offerings** section.

Program Offerings Management

[List All Offerings](#)
[Add an Offering](#)

ITQI Walkthrough



[Edit](#) [Delete](#)

Openings
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Program Details
This is mainly for testing purposes to provide instructions to programs.

Age Groups and Rates

Age Group	Rate Type	Rate Amount
Toddler (1 - 2 years)	Hourly	\$5.00
Toddler (2 - 3 years)	Weekly	\$10.00
Preschool (3 - 4 years)	Free	\$0.00

Schedules

Week Day	Open Time	Close Time
Sunday	5:00am	5:30am

2nd Testing



[Edit](#) [Delete](#)

Openings
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Program Details
Another testing....

Age Groups and Rates

Age Group	Rate Type	Rate Amount
PreK (4 - 5 years)	Free	\$0.00
Kindergarten (5 - 6 years)	Weekly	\$15.00

Schedules

Week Day	Open Time	Close Time
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- A provider can also access all program offerings by navigating to the **View Profile** tab and selecting **Program Offerings (Click to view offerings)** as shown in the screenshot below.

Update Data Program Offerings Pictures View Profile Cost of Care Consumer Ed Referral Counts GSQ Grants

Latashia Bennett
Bennett Latashia





By following these steps, programs can efficiently manage their program offerings, ensuring they are accurately listed and accessible to families.

Job Posting

7. Log in to Great Start to Quality using your credentials.
8. Navigate to **Update Data** section on the dashboard.

Kent
8164 Executive Court, Suite A
Lansing, MI 48917
(877)-614-7328
greatstarttoquality@ecic4kids.org

Your Referral Status
Accepting Referrals: Your program's contact information is visible to those seeking child care through FCCO.

Update Data | Program Offerings | Pictures | View Profile | Cost of Care | Consumer Ed | Referral Counts | GSQ | Grants

Green colored fields are fields that a program can update. Schedule & Age Details tables may be updated but cannot be colored green.

- + Contact Information
- + Program Types
- + Credentials
- + About Our Program
- + Our Schedule
- + Program Data by Age
- + Special Needs

Save

9. Click on **About Our Program** to expand the field.

8164 Executive Court, Suite A
Lansing, MI 48917
(877)-614-7328
greatstarttoquality@ecic4kids.org

Information is visible to those seeking child care through FCCO.

Update Data | Program Offerings | Pictures | View Profile | Cost of Care | Consumer Ed | Referral Counts | GSQ | Grants

Green colored fields are fields that a program can update. Schedule & Age Details tables may be updated but cannot be colored green.

- + Contact Information
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Save

10. Select **"Yes"** or **"No"** to indicate whether you are hiring at the time of this update.

Update Data | Program Offerings | Pictures | View Profile | Cost of Care | Consumer Ed | Referral Counts | GSQ | Grants

Green colored fields are fields that a program can update. Schedule & Age Details tables may be updated but cannot be colored green.

- + Contact Information
- + Program Types
- + Credentials
- + About Our Program

Are you hiring at this time and have posted on the GSQ Job Board?

Yes
No

Save

11. When you make a selection and select the **Save** button,

- If **“Yes”** is selected:
 - A link to the GSQ Job Board will be added to your profile as shown below.
 - Email your job posting to jobs@ecic4kids.org to be added to the GSQ Job Board.

Update Data Program Offerings Pictures View Profile Cost of Care Consumer Ed Referral Counts GSQ Grants

Latashia Bennett
Bennett Latashia

Enhancing Quality-Validated
Level Expiration 11/7/2025

Share Program Profile
Show QR Code

Latashia Bennett
Bennett Latashia
730 9th St. NW, Grand Rapids MI 49504
(616)375-9290

Ages Served: 0 Year - 17 Years
Monday - Friday 5:00am - 5:00pm

Type: Licensed Family Homes
License ID: DF410380078
Capacity: 7
In Operation: 7 Years and 11 Months

Program Quality Guide

Job Openings

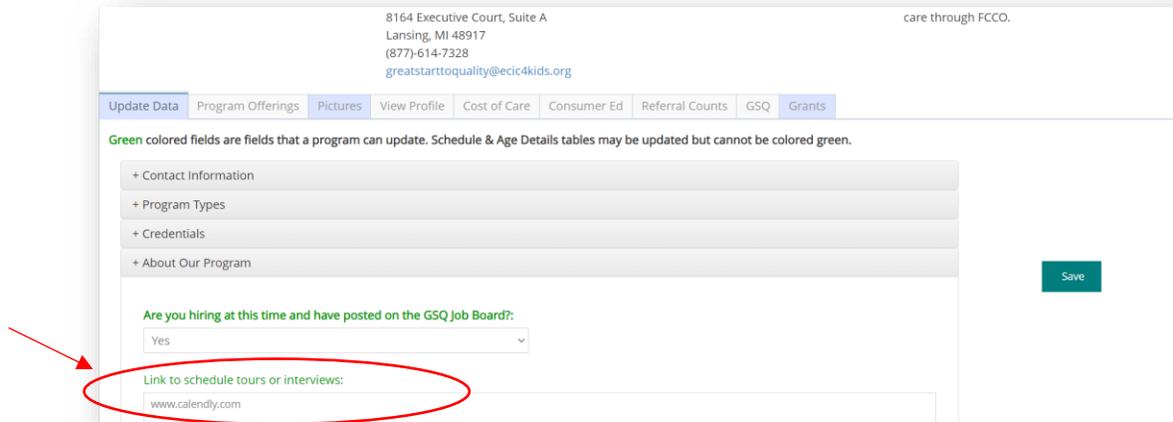
Message to Families: Hello, my name is Latashia Bennett and my passion has always been to operate a loving and safe daycare home. My educational background comes from the University Of Phoenix with a Bachelor Of Science Degree

- If **“No”** is selected:
 - No action will be taken, and no button will appear.

Make Appointments

This feature is to provide a link for families to schedule tours or for candidates to schedule interviews.

12. Log in to Great Start to Quality using your credentials.
13. Navigate to **Update Data** section on the dashboard.
14. Select **About Our Program** to expand the field.
15. Enter the correct link (to Calendly, Chili Piper, or similar scheduling app) in the Link to schedule tours or interviews field.
16. Select **Save**.



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care through FCCO.

Update Data Program Offerings Pictures View Profile Cost of Care Consumer Ed Referral Counts GSQ Grants

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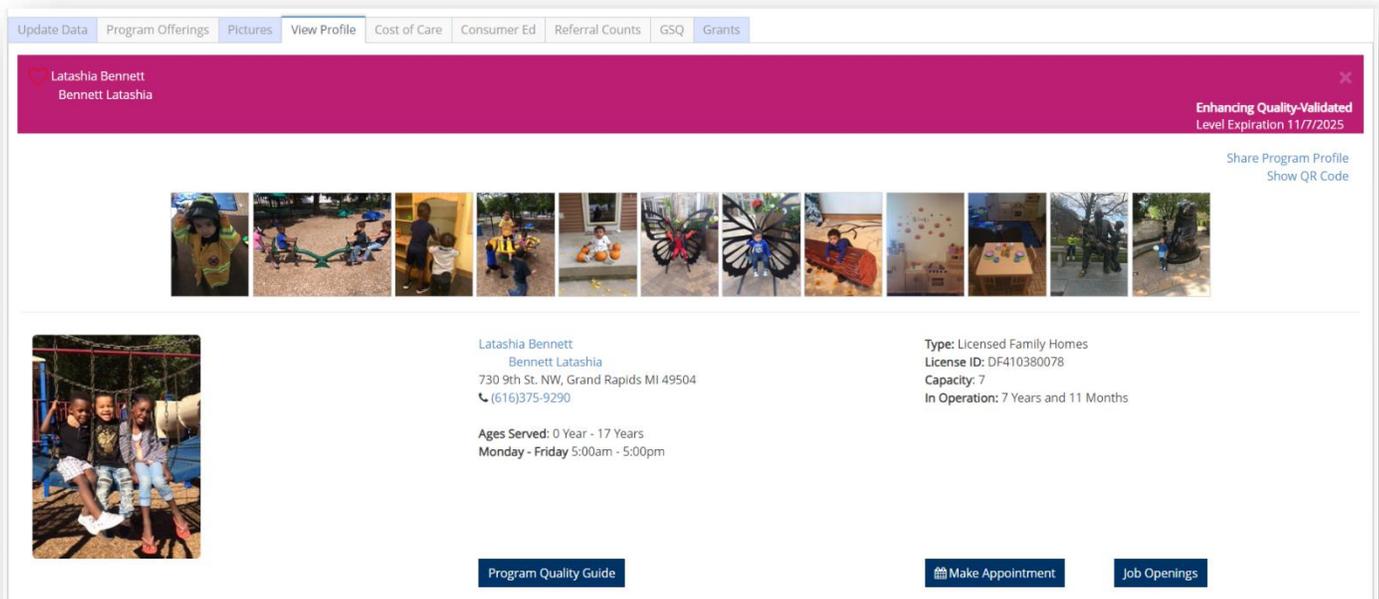
+ Contact Information
+ Program Types
+ Credentials
+ About Our Program

Save

Are you hiring at this time and have posted on the GSQ Job Board?:
Yes

Link to schedule tours or interviews:
www.calendly.com

17. Once the link is entered and saved, a **Make Appointment** button will appear on the program profile. Users will then be able to schedule dates and times for tours or interviews.



Update Data Program Offerings Pictures View Profile Cost of Care Consumer Ed Referral Counts GSQ Grants

Latashia Bennett
Bennett Latashia

Enhancing Quality-Validated
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Share Program Profile
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Latashia Bennett
Bennett Latashia
730 9th St. NW, Grand Rapids MI 49504
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Type: Licensed Family Homes
License ID: DF410380078
Capacity: 7
In Operation: 7 Years and 11 Months

Ages Served: 0 Year - 17 Years
Monday - Friday 5:00am - 5:00pm

Program Quality Guide

Make Appointment

Job Openings