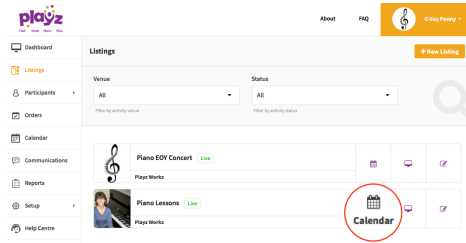


# Updating Term Activities

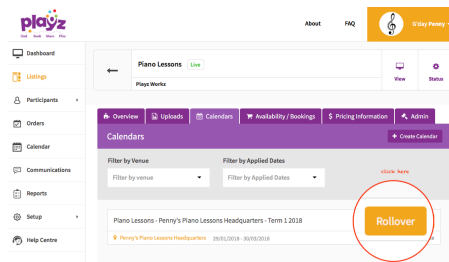
When the next term approaches you will need to update the dates associated with your term activities and even send out reservations and payment invitations to participants for the forthcoming term's activities. This is done quickly and easily by using the **calendar rollover** function in your listings.

To update your holiday activities, follow these simple steps:

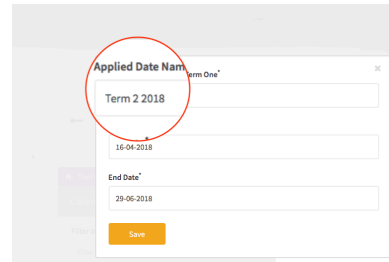
- <Dashboard <Listings <Calendar



- click the **rollover** button and follow the prompts.



- Enter in the new **applied dates** for the next term.



- Don't forget to **add pricing** in.

Create Your Calendar - Piano Lessons Save & Exit

Piano Lessons - Penny's Piano Lessons Headquarters - Term 2 2018

Day	Timetable	Package	Applied Dates	Pricing	
Mon	Monday 5-6pm 05:00 pm - 06:00 pm	Monday 5-6pm   Penny's Piano Lessons Headquarters   Term 2 2018	Term 2 2018 16/04/2018 - 29/06/2018	Monday 5-6pm   Penny's Piano Lessons Headquarters   Term 2 2018 - \$200.00 perpkg	<input type="checkbox"/> <input type="checkbox"/>
Fri	Friday 5-6pm 05:00 pm - 06:00 pm	Friday 5-6pm   Penny's Piano Lessons Headquarters   Term 2 2018	Term 2 2018 16/04/2018 - 29/06/2018	+ Add New Price	<input type="checkbox"/> <input type="checkbox"/>

- Follow the prompts to **re-enrol past participants**. For more help on this process see the Participant Management Tool Fact Sheet.

