

# **I keep getting an error message when trying to create next year's calendar. It says Academic Year Settings Must be Defined! What am I doing wrong?**

To create a calendar for a new school year, you must first go to Scheduling>Maintenance and click on the tab>Academic Year Settings. Enter the start and end dates for each term at the bottom of the screen and select days, periods and other settings as needed (see Scheduling>Videos>Academic Year Settings for help). Once these have been defined, you can then go back to Attendance>Maintenance>Calendar Maintenance and create your new school year calendar.

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Article ID: 298

Last updated: 14 Apr, 2010

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<http://www.imgsoftware.com/kb/entry/298/>