Adding Holiday/Closures to Cocoa

All closure days must be entered to Cocoa to accurately track attendance.

To add Holiday/Closure days:

1. Select Setup in the top right hand corner.


Questions? Contact the Help Desk at 415-343-4669 or support@childrenscouncil.org

The Help Desk is funded by OECE to support ELS and PFA programs.
Adding Holiday/Closures to Cocoa (Continued)

3. A summary of holiday and closure days will be listed. Select Add Holiday.

4. Add date, name, and an optional description and select Create. Repeat per day.

5. Days entered to the Holiday/Closure Calendar will appear as “Holiday” on the Enter Attendance report.