# Handout # 3 – A Little About Reserve Capacity Sequences

Curriculum Management > Schedule of Classes > Maintain Schedule of Classes > Reserve Cap [tab]

When you understand how to use sequences, this option can be very powerful.  Having multiple sequences allows you to reserve seats for multiple groups at the same time.

## Single Sequence

Let's start out with just a single sequence to understand some basic concepts. We want to set up just one sequence to reserve seats in an English 101 course, Section A1.  The capacity for the class is 24.

1.  We may decide on March 1 of the next term we want to reserve 10 seats out of the 24 available for English BA majors only.   So, on March 1, the system will reserve these 10 seats for you.



2.  Then, we may decide on July 8, that we want to reserve 5 seats out of the 24 seats available for Freshmen.  So, on July 8th, the March 1 rule (#1 above) will be replaced by this sequence.   If you only have one sequence, each reserve capacity rule within the sequence group will be replaced by the next rule when the new date arrives.



## Multiple Sequences

Now let's say that this isn't going to work for us because we want to reserve 10 seats for English BA majors AND another 5 seats for Freshman….but you want these to both happen on March 1.  This is where multiple sequences can help.

1.  Set up the first sequence like you normally would (see #1 above)
2.  Next, add a new sequence by clicking on the + (Plus) button in the Reserve Capacity Group.



3.  Then add the second sequence criteria for the same date as you had in #1.

Using this process will help you reserve a specific number of seats for multiple groups, as long as the total number of reserved seats does not exceed the capacity. Each sequence can have its own set of dates and as many rows as necessary.

**Caution: If you use a Cap Enrl of 0 to expire reserve capacities, all sequences for that class section will be inactivated on the specified date, even if the 0 Cap Enrl is only set on one sequence.**