

## How to manage seasons

Seasons allow you to record information against the correct cropping year. The season is displayed in the top right corner of your screen.

The growing season is the period of time running from the establishment of the crop through to the harvest and sale of the crop. Using seasons allows you to allocate costs to the correct crop.

Seasons are colour coded in the drop down selector:

*The future season is purple*

*The current season is green*

*The previous season is yellow*



Gatekeeper will default to the active season when it is opened.

### To move between existing seasons

1. Select the year in the top right corner
2. Select the year you wish to view

All the field records displayed will now be relevant to the selected season

### To add a new season

1. Select the year in the top right corner
2. Select the Manage Seasons icon
3. Select the + Season icon
4. Select the year you wish to add from the available years

The new season will be added to your season selector list



## To make a season the active season

When you are ready to change the current season, i.e. to start planning or recording Jobs to a new season you will need to make that year the Active Season.

1. Select the year in the top right corner
2. Select Manage Seasons
3. Next to the year you wish to make active, select the three dot icon



4. Select **Active Growing Season** to start a new season without carrying forward any pricing from the previous season. You will then need to enter all prices for the new season.  
Select **Active Growing Season (with previous season prices)** to bring forward pricing from the previous season. You will still be able to edit any prices that are brought forward from the previous season.
5. When finished press Done

Changing the active season does not affect any field details or job information in the years affected by the change.