





# Track Online Registrations

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There are several ways you can be aware of all new online registrations:

- You or your staff will receive an email notification.
- On the Executive Dashboard, in the Key Metrics section, there is a link to a report of all new Online Registrations in the past week - just click the link:

Key Metrics		Settings	▼	
	118	<a href="#">Enrollment Total</a>	78	<a href="#">Active Families of 161 total</a>
	118	<a href="#">Enrollment Category1 Chart</a>	88	<a href="#">Active Students of 228 total</a>
	47.01	<a href="#">Enrollment %</a>	36	<a href="#">Active Classes of 36 total</a>
	0	<a href="#">Total Drops last 15 days</a>	4	<a href="#">Active Instructors of 6 total</a>
	8	<a href="#">Portal Enrollments last 7 days</a>	8	<a href="#">Web Registrations last 7 days</a>
	18	<a href="#">Class Registrations to be processed last 7 days</a>		

Number of new online registrations. Click the link to open the full report.

- Go to *Reports (menu) > Find Reports > Classes/Enrollments (left menu) > Enrollment (tab) > Online Registrations* and run a custom report based on the Location and Date Range of your choice.

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## Complete the Registration/Enrollment Process

"What do I do once a new family registers/enrolls online?"

**Scenario A:** If your settings are such that class Tuition fees are automatically posted during enrollment then you will need to:

1. Verify the family, student(s), and enrollment information was entered correctly/completely.
2. Wait for cash or check payment OR if you are using ePayments, you can process the payment now or any time, by using the *Payment/Credit* button on the family page. This is not an automated feature - you must initiate the process to hit their credit card or bank account.

**Scenario B:** If your settings are such that class Tuition fees are NOT posted during enrollment (because you use Post by Hours or Discounting), then you will need to:

1. Verify the family, student(s), and enrollment information was entered correctly/completely.
2. Post the appropriate tuition fee(s) by using the *Make Sale/Post Fees* button on the family page OR in bulk by using *Transactions > Post Tuition Fees* using your standard discounting structure (and use the Duplicate Tuition Fee Detection filter as to not post duplicate fees to those who have already had tuition fees posted for the current billing period). You may also need to manually adjust this posted fee if you need to pro-rate.
3. If you are using ePayments, you can process the payment now or any time, by using the *Payment* button on the family page. This is not an automated feature - you must initiate the process to hit their credit card or bank account.

