Process Class Registrations Report

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The **Process Class Registrations** report allows you to review all registrations and class enrollments including those coming in through Online Registration, from the Parent Portal, and those done from within Jackrabbit. Additions to waitlists are also displayed.

Get to this report from the **Classes** menu > **Class Reports** > **Enrollment** tab > **Process Class Registrations**.

- Streamline registration workflow and improve efficiency.
- Review pertinent information and process registrations and class enrollments from a centralized location.
- Identify families who did not have fees posted with their registration or class enrollment.
- Find Parent Portal enrollments and post fees accordingly.

Note: The date range for this report is limited to 60 days.

Save a frequently used report for quick and easy access! Click the **Heart** icon next to a report name to change the heart to red . This will add the report to your *Reports menu* > **My Reports**.

Expand/Collapse All

Access the Process Class Registrations Report

Jackrabbit Users with the *Process Registrations* permission (in the *Reports* category of **User ID Permissions**) can access the Process Class Registrations report from either the *Executive Dashboard* or from the *Students*, *Classes*, or *Reports* menu.

From the Executive Dashboard	In the *Key Metrics* section of the *Executive Dashboard*, the **Class Registrations to be processed last 7 days** link will take you to the report that covers the number of days you define with the *Last X Days* Dashboard setting. Using these settings, you can customize which class registrations will be included in the report when you access it through the link. For this business scenario, we are looking at enrollments created in the last 7 days. When you access the report from the Dashboard, you will have the option of omitting registrations marked *Complete* from within report results. Refer to **Key Metrics on the Dashboard** for more details on *Settings*.

Select Search Criteria

When you access Process Class Registrations from the *Students*, *Classes*, or *Reports* menu, you can use search criteria to narrow down your results to a very specific group of registrations, class enrollments (including trials), or waitlist additions. ***Note:*** This report does not include Event enrollments.

Report Results

Review the results, and you can use the checkbox in the last column select multiple rows and email and/or process registrations.

- Select the top checkbox in the last column to select all, or select checkboxes for individual rows, and use the **Email** button to generate a confirmation email to those families.
- Use **Show/Hide Columns** to select which columns of information you want to be displayed. In this example, 25 columns are hidden.
- The **Registration Source** column indicates where the registration request originated from.
- The **More** button opens a window with additional Family Information.

Process New Class Registrations

The **Registration Status** column indicates the status of each registration or enrollment. All statuses default to **New** when the registration/enrollment is created. Use the **In Progress** status to indicate that work has been started on that registration/enrollment. Click the **Pencil** (icon) to edit and process new enrollments.

Registrations/enrollments are automatically changed to **Complete** if a student is dropped or transferred out of the class. You can change the status from either **New** or **In Progress** to **Complete** when you have finished working with a row.

- **Internal Notes** are automatically populated when a student is dropped from a class or when a student is enrolled from a waitlist. When you edit a row, you have the option of adding a note which will display in the **Internal Notes** column.
- **Process multiple class registrations** at one time! Use the checkbox column on the right to select the registrations/enrollments you want to update and then click the **Edit** icon to change the status of each row and optionally keep, delete, or replace all Internal Notes for those registrations.

- The **Type** column provides details about the type of each enrollment or registration (Waitlist, Enrollment, Registration, Trial).
- Comments that a parent makes during Online Registration or during Parent Portal enrollment will be displayed in the **Comments** column.
- The **New Family as of** column identifies families that are new to your facility. This makes it quick and easy to send those families a welcome email!
- The **Card/Acct on File** column lets you know which families have ePayment information on file and alerts you to those whose payment information is expiring soon.
- Select the **More** button to view additional information for the family.
- Use the **links** throughout the report for quick access to related records.