Registration & Enrollment - Let's Put the Pieces Together

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How does *Registration* and *Enrollment* work in Jackrabbit? We want to pull all the pieces together, help you step through the process, and create a plan that makes the most sense for your business.

Let's start with a clear understanding of the difference between *Registration* and *Enrollment* in Jackrabbit.

Registration

When a **NEW** family's information is first added to Jackrabbit, we refer to it as registration. Registration for a family happens once to create the family's account. There are three ways to register a new family:

- By staff using the **Families (menu) > Quick Registration Form***.
- By families using your **Online Registration Form*** on your website. If you offer **trial enrollments**, new families can sign up for a class as a trial.
- By families when **registering for an event online**.

*S*tudents can be enrolled in classes during these registration processes. When applicable, *registration fees* can be set to automatically post to the new family's account.*

Enrollment

When an **EXISTING** family (already registered in Jackrabbit) enrolls a student into a class, we refer to it as enrollment. There are multiple ways a student can be enrolled in classes:

- **Internally by staff** directly entered into Jackrabbit (multiple options).
- Families enroll their students in classes through the **Parent Portal** and can optionally pay registration and tuition fees at the time of enrollment.
- *Offer trial enrollments?* Existing families will have to contact you directly and have you enroll their students into a new class as a trial.

Here are some recommendations to help you outline your process to be sure your registrations are received and recorded properly, student enrollments are correct, fees and payments are processed accurately, and families are notified along the way.

Create a Process that Works for Your Business

Every business operates differently. We hope you will consider the information below to create the

best process for your organization.

🔽 Plan Your Strategy

🔽 Get Jackrabbit Ready

🔽 Communicate with Families & Staff

🔽 Open Registration & Enrollment

🔽 Review & Confirm

🔽 Post Fees

🔽 Stay in Touch with Families throughout Enrollment

Check out these Webinars! **Redefining Registration & Enrollment with Jackrabbit - Part 1: Online Registration** and **Redefining Registration & Enrollment with Jackrabbit - Part 2: The Parent Portal**