# Parent Portal - Enroll a Student into a Class

Last Modified on 11/03/2020 12:30 am EST

In order for your parents to enroll students into classes in the Portal, the **Classes** checkbox must be selected in your *Parent Portal Settings*. The **Enroll Students** option must also be selected *(Tools > Parent Portal > Settings > Class Enrollment Settings).* Refer to **Set Up the Parent Portal** for more information.

From the Parent Portal Dashboard, parents can enroll their students into classes using the *Classes & Events* option in the top menu to access the *Find Classes* page. (The right sidebar menu can also be used.)

When opened, the page is automatically filtered for the age ranges of the students in the family's record. With this, the only classes displayed are those with minimum and maximum age restrictions the students fall into. The filter can be removed to show all classes regardless of the age settings by toggling the *Show me classes for...* button to *All Ages.*
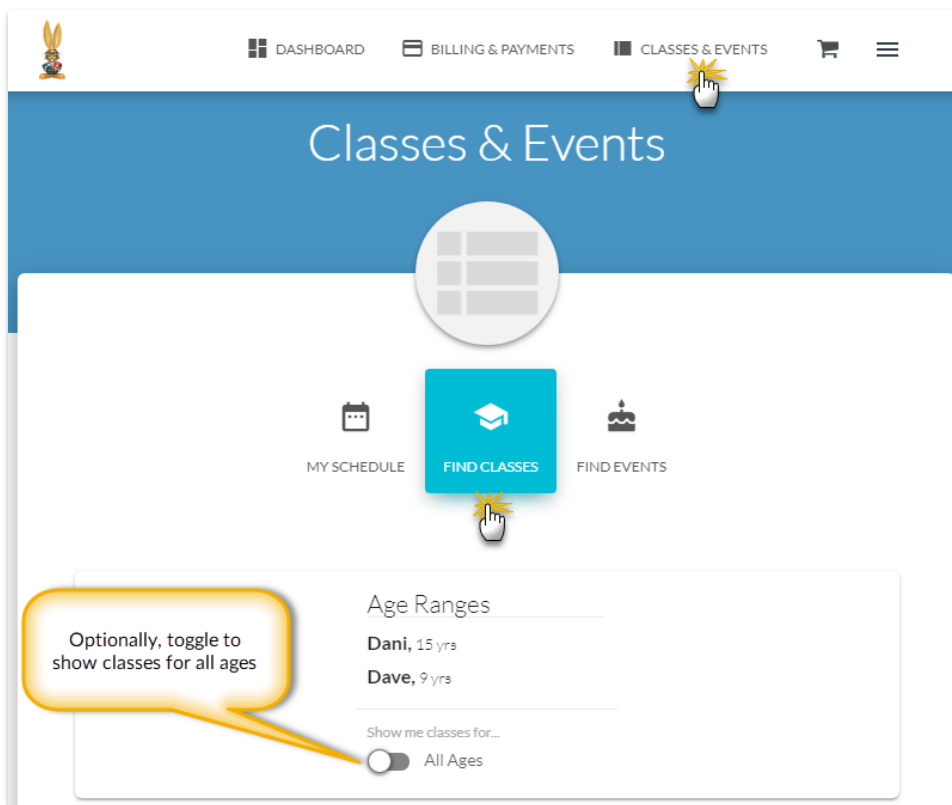
The class listings can be further filtered and sorted to narrow down the results.

Sort options:

- Alphabetically by class
- By class ages
- By time of day
- Alphabetically by location
- Alphabetically by instructor
- By price (tuition)

Filter options (may be affected by your Portal settings, see **Set Up the Parent Portal**)

- Category
- Session
- Gender
- Age
- Time of day
- Days of the week

When the parent selects a class from the list shown, they are taken to the *Class Details* page where information about the class is displayed. If they wish to enroll a student(s) into the class they will click the **Add to Cart** button.

This opens the *Enroll* page where the parent will select a student, or multiple students, from the list of eligible students shown by selecting the checkbox next to their name. They can optionally add information they feel is relevant in the *Additional Info > Comments* section. *Note: the Comments field can be relabeled and made mandatory (required) with a Class Enrollment Parent Portal setting. See* Set Up the Parent Portal *for more information.*

To select the class the parent will click **Add to Cart**.

A confirmation that the class has been added to their cart will display in a pop up.
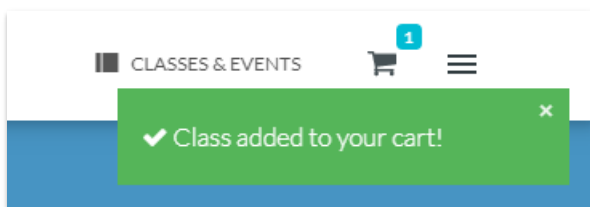
 Adding a class to the cart does NOT COMPLETE the class enrollment.

At this point the class is only added to the cart and the parent is taken back to the listing where they can continue to select classes and add them to their cart. Classes can be removed from the cart, but, can't be edited or changed in the cart.

When all desired classes have been added to the cart, the parent must click on the **cart icon** in the top menu and click the **Enroll Now** button to complete the enrollments.
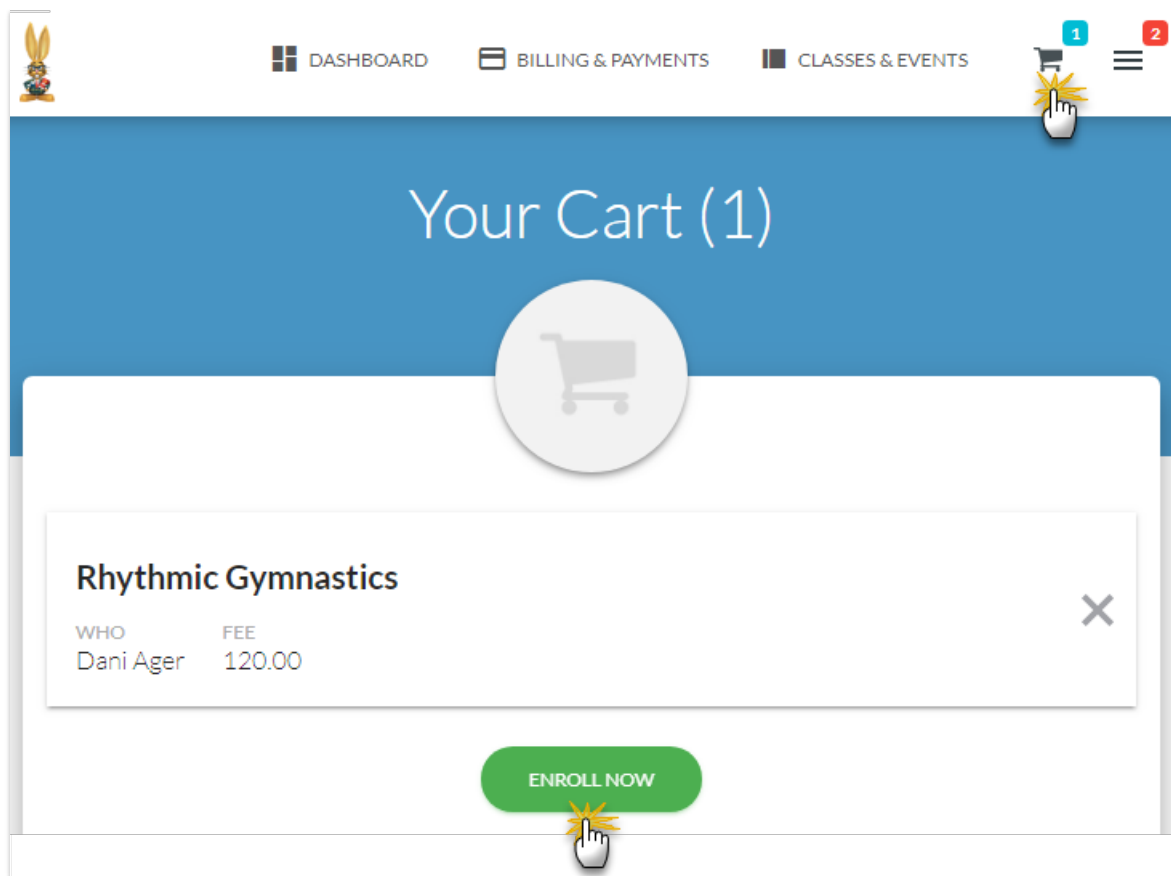
A confirmation email is sent to the parent and also to your organization. This email is sent to the *"Reply to" and "Send Alert to" Email Address* designated in the Portal settings (*Tools > Parent Portal > Settings*).

The Portal enrollment is viewable from the *Family* record > *Misc* tab > *View Registrations.* It is also logged in *Reports > Parent Portal Log.*

Placing the class into the cart does not 'hold a spot' for the student. The class will stay in the shopping cart, but it won't hold the spot in the class and prevent anyone else from registering.

Example:

Holly Ager adds a Hip Hop class to her cart; it only has one opening left. She does not go to the cart to compete the enrollment because she wants to look for other classes.

At the same time another parent adds the Hip Hop class to their cart and immediately goes to the cart to complete the enrollment.

When Holly goes back to her Portal she sees that the Hip Hop class is outlined in red and there is a message that the class is full.

Your Cart (2)

Intermediate Tumbling

WHO	FEE
Dave Ager	120.00

✕

Hip Hop

WHO	FEE
Dave Ager	120.00

This class is currently full

REMOVE

✕

ENROLL NOW