

# Enroll a New Student into Classes when Adding a New Family

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The **Quick Registration Form** is used by a Jackrabbit User to add a new family to your database. Students within the family can also be enrolled into classes at the same time.

The Quick Registration Form follows the settings selected for your Online Web Registration Form. See our Help section **Customize your Web Registration Form** for more details.



*Fields that are required on your Online Web Registration Form aren't always required on the Quick Registration Form. Since this form is used internally, it is not mandatory for office staff to fill out all fields to keep the process quick!*

To access, the Quick Registration Form, point to *Families* in the menu bar and click **Quick Registration/Add Family**. Enter all necessary *Family* and *Student Information*.

## Enrollment through Quick Registration

Use the **Search** button to search classes. Office staff can select up to 5 classes per student during the Quick Registration process. Additional classes can be added as needed after registration is complete.

Select Class #1	Search	Enroll Date	06/07/2019	Calendar	Trial Enroll?	No	?	Future Drop Date	Calendar	Email Instructor	<input checked="" type="checkbox"/>
Select Class #2	Search	Enroll Date	06/07/2019	Calendar	Trial Enroll?	No	?	Future Drop Date	Calendar	Email Instructor	<input checked="" type="checkbox"/>
Select Class #3	Search	Enroll Date	06/07/2019	Calendar	Trial Enroll?	No	?	Future Drop Date	Calendar	Email Instructor	<input checked="" type="checkbox"/>
Select Class #4	Search	Enroll Date	06/07/2019	Calendar	Trial Enroll?	No	?	Future Drop Date	Calendar	Email Instructor	<input checked="" type="checkbox"/>
Select Class #5	Search	Enroll Date	06/07/2019	Calendar	Trial Enroll?	No	?	Future Drop Date	Calendar	Email Instructor	<input checked="" type="checkbox"/>

\*After registration, student can be enrolled in additional classes.

The options for enrolling during Quick Registration vary:

- If *Allow Trial Enrollment* is set to *Yes* on the selected class' *Summary* tab, you'll have the option of indicating whether or not the student is a **Trial Enroll**.
- If *Allow Future Enrollments* is set to *Yes* in *Tools > Edit Settings > Organization Defaults > Class Settings*, you'll see an option to adjust the **Enroll Date** and add a **Future Drop Date**.
- If *Send Enrollment Email to Instructors* is set to *Yes* in *Tools > Edit settings > Organization Defaults > Class Settings*, you can clear the **Email Instructor** check box when you don't want instructors to receive an email. See our Help article **Class Settings** for more information.

If the family has other students, continue adding information and enrolling in classes using the other **Student Information** fields.



If you've entered an email for the contact(s) and want them to receive an email



confirmation of the registration, be sure to select the **Send Email Confirmation** check box.

After all required information is entered, click **Submit Registration Information**. The family is added to your database and any students with classes selected have been enrolled accordingly.

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