Methods for Staff to Enroll a Student

There are many ways your office or front desk staff can enroll a student in Jackrabbit. This flexibility allows you to choose the most efficient workflow for you and your staff!

Expand each section below for more information on enrolling students.

Enroll Links Throughout Jackrabbit

Click on any *Enroll* link to open an enrollment page.

- *Enroll* link in the *Family* record > *Summary* tab

- *Enroll* link in the *Student* record > *Summary* tab

Enroll from a Calendar Link

Click the C*alendar* link (upper right) in Jackrabbit to open a weekly calendar.

- Hover over a class to open and enroll with the buttons as shown here.
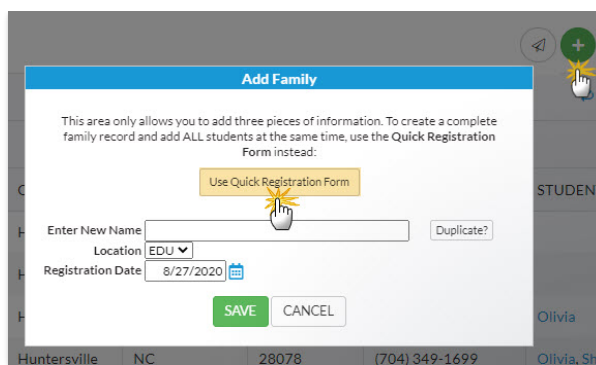
Use the Quick Registration Form to Enroll

The *Quick Registration Form* is accessible from

two places in the *Families* (menu).

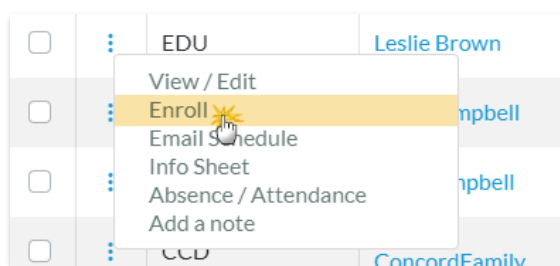- **Families** (menu) > **All Families** > **Add New Family** button ➕ > **Use Quick Registration Form**

- **Families** (menu) > **Quick Registration**

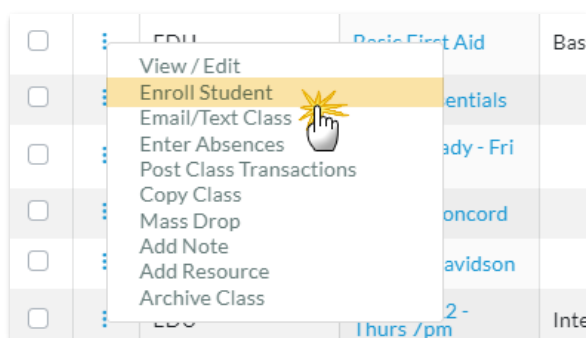## Open Enrollment Page in All Students/All Classes

An *Enroll* option is located under the *Students* (menu).

- **Students** (menu) > **All Students**
  (Row menu ⋮ *> Enroll)*

The *Enroll Student* option is located under the *Classes* (menu).

- **Classes** (menu) > **All Classes**
  (Row menu ⋮ *> Enroll Student)*

Enrollment Details Window

Depending on where you initiate student enrollment, the process will vary slightly. After you have searched for the class or the student, you will have a few options.

In the *Enrollment Details* window, you can:

- View additional class information (class name, session, location, start and end date, days of the week, start and end time, and openings).
- Adjust the **Enroll Date** if the student is **enrolling for a future date**. This is only available if your database allows future enrollments.
- Change the **Enroll Type**, e.g., if the student is **enrolling as a trial**.
- Add a **Future Drop Date** if you know the student will need to **drop before the class end date**.
- Select a **Future Drop Reason** if applicable.
- Click **Enroll Now** if you are ready to process enrollment for just one class or student.
- Click **Select More Classes** if you would like to enroll the student into more than one class at once.

If you are enrolling from the class record, you will see the option to **Select More Students**. Use this option when more than one student in the same family wants to enroll in the selected class.

Enrollment Details

Justin Alexander // 9yrs // Male

Karate 2

SESSION	LOCATION
2019 Fall	JET-Dojo

START DATE	END DATE	DAYS	START TIME	END TIME
8/19/2019	12/21/2019	ThF	4:00pm	5:00pm

Current Openings	Waitlist	Future Drops	Future Enrolls	Makeups	Adjusted Openings
8	0	0	0	0	8

Enroll Date	Enroll Type	Future Drop Date	Future Drop Reason
7/1/2019	Enrolled ▼	11/1/2019	Scheduling Conflict ▼

Email Primary Instructor
☑ Sends Student Name, Enroll Date, Class Details to Instructor

ENROLL NOW OR **SELECT MORE CLASSES**

CANCEL

When class and student selection are complete, you can finish the enrollment process with posting fees. See **Post Tuition Fees During Enrollment in Jackrabbit** for more details.

The number of openings in a class is LIVE and considers all places where a student can be enrolled (Online Registration, Parent Portal, and staff enrolling internally). A student's spot is not confirmed until the enrollment process is complete. An error message will advise if the spot has been taken by another student before the enrollment was completed.