

Methods for Staff to Enroll a Student

Last Modified on 01/25/2021 10:24 am EST

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

Family: Dierksen

← RETURN SAVE CHANGES DELETE

Make Sale/Post Fees Payment Refund Statement Add Student

Summary Contacts Classes Events Transaction

Contacts	Type	Home Phone
Marlene Dierksen	Mother	(704) 555-4446

First Name	Last Name		Active
Cindy	Dierksen	Enroll	Y

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

Student: Barbie Ager

← RETURN SAVE CHANGES DELETE

Enroll Email Schedules Info Sheet Absence/Attendance

Family: [Ager](#) First Name: Barbie Middle Initial: Last

Summary Classes Events Medical Feedback

Enroll from a Calendar Link

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

- Hover over a class to open and enroll with the buttons as shown here.

Artistic Gymnastics L3 - Thurs 7pm (1)

Hip Hop L2 - Thurs 7p

Artistic Gymnastics L3 - Thurs 7pm (1) (as of 2/27)

Days: Thu
Time: 7:00pm-8:00pm
Instructor: Stephanie A.
Location: SUP
Room: Floor C

Fee: 85
Category: Gymnastics
End Date: 2/28/2020

Open 1
Size 4
Max Size 5
Wait List 0
Future Drops 0
Future Enrolls 0


Thurs 2/27/20

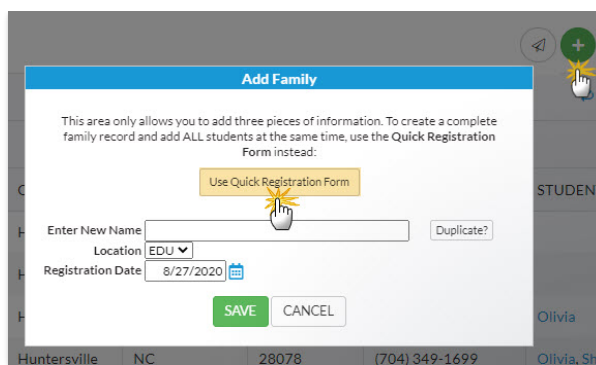
Enroll Existing Students Register New Students

Use the Quick Registration Form to Enroll

The *Quick Registration Form* is accessible from


two places in the *Families* (menu).

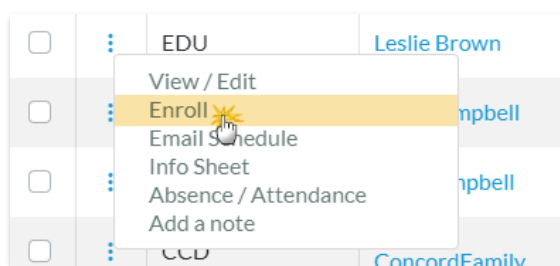
- **Families (menu) > All Families > Add New Family button  > Use Quick Registration Form**
- **Families (menu) > Quick Registration**




Open Enrollment Page in All Students/All Classes

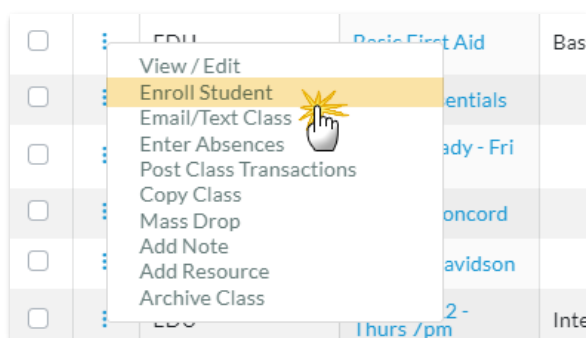
An *Enroll* option is located under the *Students* (menu).

- **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	START DATE	END DATE	DAYS	START TIME	END TIME
2019 Fall	JET-Dojo	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.