

# Create a Trial Enrollment from Within Jackrabbit

Last Modified on 11/03/2020 12:34 am EST

Jackrabbit allows you to offer a class as a trial (in the industry this usually means trying one class for free).

The ability to enroll in a class as a trial is a per class option. The [class record](#) must have *Allow Trial Enrollment* set to **Yes** on its *Summary* tab. For more detail, see [Classes / Lessons](#).

When a student is enrolled as a trial, the enrollment will be given an *Enroll Type* of **Trial** which lets your staff know that the student is a trial student. When posting tuition fees, Trial Enroll Types can be excluded so fees are not posted to those students in trial classes.



If the student completes the trial and wishes to enroll permanently, then you should change their *Enroll Type* to **Trial - Enrolled**. See our Help article [Staff Procedures for Trial Enrollments](#) for more information.

## Trial Enrollments for New Students from Within Jackrabbit

Students can be enrolled as a trial using [Quick Registration](#).

1. Point to *Families* and click **Quick Registration/Add Family**.
2. When completing the *Student* section, set the *Trial Enroll?* field to **Yes**.
3. Optionally, select a **Future Drop Date** that is the day after the actual trial date, so that the student will drop from the class after their trial class automatically.
4. After submitting the Quick Registration, the student's *Enroll Type* will be set to **Trial**.

|   |   |   |   |   |                                       |   |  |  |
|---|---|---|---|---|---------------------------------------|---|--|--|
| Select Class #1 <a href="#">Advanced Tumbling - JET-Cheer</a> <input type="button" value="Search"/> | Enroll Date <input type="text" value="06/17/2019"/> | <input type="button" value="Calendar"/>             | <b>Trial Enroll?</b> <input type="button" value="Yes"/> <input type="button" value="No"/> | <input type="button" value="Help"/>   | Future Drop Date <input type="text"/> | <input type="button" value="Calendar"/> | Email Instructor <input checked="" type="checkbox"/> |  |
| Select Class #2 <input type="text"/>  | <input type="button" value="Search"/>               | Enroll Date <input type="text" value="06/17/2019"/> | <input type="button" value="Calendar"/>   | <b>Trial Enroll?</b> <input type="button" value="No"/> <input type="button" value="Yes"/> | <input type="button" value="Help"/>   | Future Drop Date <input type="text"/>   | <input type="button" value="Calendar"/>              | Email Instructor <input checked="" type="checkbox"/> |

## Trial Enrollments for Existing Students from Within Jackrabbit

Students can be enrolled as a trial when you or your office staff [enroll students from within Jackrabbit](#).

If a student has already enrolled in the class, you can also set the *Enroll Type* to **Trial** on the student's *Classes* tab.

# Student: Franklin Burns

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

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| Class                             | Session     | Type  |
|-----------------------------------|-------------|---|
| <a href="#">Intro to Tumbling</a> | 2019 Spring | Trial  |