Create a Trial Enrollment from Within Jackrabbit

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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 ar*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.

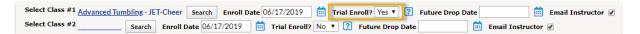


If the student completes the trial and wishes to enroll permanently, then you should change their *Enroll Type* to **Trial - Enrolled**. See our Help article **Staff Procedures for Trial Enrollments** for more information.

Trial Enrollments for New Students from Within Jackrabbit

Students can be enrolled as a trial usingQuick 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.



Trial Enrollments for Existing Students from Within Jackrabbit

Students can be enrolled as a trial when you or your office staffenroll 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							
← RETURN SAVE CHANGES							
Enroll Email Schedules Info Sheet Absence/Attendance							
Family: Burns: First Name Franklin M			iddle Initial Last Name Burns				
Summary	Classes	Events	Medical	Feedback	Skills/Levels	Sizes	
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Class				Session	Туре		
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