

Create a Future Enrollment

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When your database is set to allow **Future Enrollments**, office staff can change the enroll date when **enrolling a student from within Jackrabbit**. This feature is not active in your database unless you make it available.

To change this setting:

1. Point to *Tools* and click **Edit Settings**.
2. Scroll down to the **Class Settings** section.
3. Set *Allow Future Enrollments* to **Yes**.
4. **Save Changes**
5. Log out of Jackrabbit and log back in for the change to become active.

When enrolling students, office staff will see the option to change the **Enroll Date** if needed.

Enrollment Details

Dianne Ager // 12yrs // Female

Dolphins

SESSION
2019 Fall

LOCATION
JET-Swim

START DATE
8/19/2019

END DATE
12/21/2019

DAYS
W

START TIME
4:15pm

END TIME
4:45pm

Current Openings	Waitlist	Future Drops	Future Enrolls	Makeups	Adjusted Openings
4	0	0	0	0	4

Enroll Date
9/11/2019

Enroll Type
Enrolled

Future Drop Date
mm/dd/yyyy

Future Drop Reason

Change the Enroll Date to a future date

ENROLL NOW

OR

SELECT MORE STUDENTS

CANCEL



Families cannot future enroll students through Online Web Registration or Parent Portal enrollments. All future enrollments must be done by a Jackrabbit User.

Important Notes on Future Enrollments

- The Executive Dashboard Alert for *WaitList for Classes with Openings* takes Future Enrolls into account. If your organization allows future enrollments, the report shows the Future Enroll count and the Adjusted Openings account. If the adjusted openings count is less than 1, it will appear in yellow.
- It's possible to allow Future Enrolls to impact the openings in a class to prevent overbookings with Quick Registration. In *Tools > Online Web Registration > Settings > Class Search Settings* set *Future Enrolls* to **Yes** for Quick Registration. Future Enrolls always affects the openings count for online registration in order to prevent a family from creating an overbooking during online enrollment.
- Future Enrolls are enrolled and active in the class on the date of the future enrollment at 5 am Eastern time.



Future Enrollments are best used when the student cannot attend until after the class start date. The student isn't active in the class until the Future Enroll Date. If the student isn't active during the Tuition Billing Cycle, the student may be excluded when you **Post Tuition Fees**.
