

Lesson #3 - Enroll/Register Students into Classes

Review (Optional)

The third lesson in this Learning Series, Front Desk Staff, is designed to get you familiar with enrolling/registering students in classes. You may wish to review the articles listed below before beginning.



The review articles in the bullet list below will open the Help article in a new tab. When you are finished reviewing the material, close the tab and return to this page to access the next article using the links below.

- [Active vs Inactive Families](#)
 - [Work With All Families - View, Search, and Mass Actions](#)
 - [Work with All Students - View , Search, and Mass Actions](#)
 - [Search for People in your Database](#)
 - [Enroll a New Family/Student with Quick Registration/Add Family](#)
-

Understand Enrollment Types

In the *Student record > Classes tab* you will see the enrollment type for the class. The drop-down list can be edited on the Drop-down List Editor page (*Gear icon > Settings > General > Drop-down Lists > Student > Enroll Type*). Some Enrollment Types (reserved) are the ones that Jackrabbit has created and cannot be deleted. You can create additional ones that match the needs of your business.

Enrollment Type	Description
Enrolled	If the student is currently enrolled in an Active class, their <i>Enroll Type = Enrolled</i> and Class(es) appear in the <i>Current Enrollment</i> section of the student's <i>Classes</i> tab.

Drop	The student did not complete the class. The student was dropped before the class was completed using the <i>Drop</i> link. This is considered a 'true drop' and will appear on the <i>Drop History Report</i> . If a student is dropped from a class, the class appears in the <i>Past Enrollment</i> section of the student <i>Classes</i> tab. Note: <i>It's important to archive classes (rather than drop students from class after it ends) so that reports will only display 'true' drops. See Archive Classes.</i>
Transfer	A student is considered transferred when they have been moved from one class to another. This creates a <i>Past Enrollment</i> record, but this is not considered a drop. It is treated as a <i>Transfer</i> and does not negatively reflect on the school/class/teacher and is excluded from the drop reports.
Trial	The ability to enroll in a class as a trial is a per-class option. When a student enrolls into a class on a trial basis, their <i>Enroll Type</i> = <i>Trial</i> . See Trial Enrollment .
Trial-Enrolled	If a trial student enrolls in a class, it is good practice to change the student <i>Enroll Type</i> to <i>Trial-Enrolled</i> . See Trial Enrollment .
Waitlist	The student has been placed on the class waitlist. Technically, they are not enrolled in the class and a staff member must enroll them. Refer to Enroll a Student from a Waitlist for more details. The class will be listed in the Student record in the Waitlist section.

Sample Student Record > Classes Tab

Student: Barbie Ager

SAVE CHANGES DELETE

Enroll | Email Schedules | Info Sheet | Absence/Attendance | Submit Absences | Mass Drop Classes | Statement

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

Summary | **Classes** | Events | Medical | Feedback | Skills/Levels | Sizes | Absences | Misc | Notes | Resources (0)

View 1 - 3 of 3 | Print | Refresh

Current Enrollment

Class	Session	Type	Days	Room	Time	Durat	Instructors	Fee	Enroll Date	Enrolled By	Future Drop	Drop
Cheer Ready - Fri 6pm	Winter 2023	Enrolled	F	Floor B	6:00pm - 6:45pm	:45	Stephanie A., William W.	75.00	12/1/2022	helpcenter	Transfer	Drop
Tumbling L1 - Mon 6pm	Winter 2023	Enrolled	M	Floor A	6:00pm - 6:30pm	:30	Livy W.	70.00	12/1/2022	helpcenter	Transfer	Drop
Ballet L1 - Tues 6pm	Winter 2023	Trial	Tu	Studio B	6:00pm - 6:30pm	:30	Dianne H., William W.	70.00	12/1/2022	helpcenter	Transfer	Drop

Waitlist

View 1 - 1 of 1 | Print | Refresh

Class	Session	Entered On	Days	Times	Open	Current Size	Max Size	Wait	Future Drop	Future Enroll	Instructor	Notes
Hip Hop L2 - Thurs 7pm	Winter 2023	1/17/2023 3:09:05 PM	Th	7:00pm - 8:00pm	1	5	6	1			Dianne H.	Waitlisted - StudentEn

Past Enrollment

View 1 - 30 of 30 | Print | Refresh

Class	Session	Instructors	Enroll Date	Enrolled By	Type	Drop Date	Reason	Dropped By	Comp?	Notes
Ballet L1 - Tues 6pm	Summer 2022	Dianne H., William W.	6/1/2022	helpcenter	Enrolled	11/16/2022	Copy Session-Drop	helpcenter	yes	
Tumbling L1 - Mon 6pm	Summer 2022	Livy W.	6/1/2022	helpcenter	Enrolled	11/16/2022	Copy Session-Drop	helpcenter	yes	

Enrollment Type is column.

Did the student complete the class?

In the *Past Enrollment* section (*Student Classes* tab), the **Comp?** column indicates whether the student completed the class (**Yes**) or did not complete the class (**No**).

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/Collapse
All**

- ▢ [Enroll Links Throughout Jackrabbit](#)
- ▢ [Enroll from a Calendar Link](#)
- ▢ [Use the Quick Registration Form to Enroll](#)
- ▢ [Open Enrollment Page in All Students/All Classes](#)
- ▢ [Enrollment Details Window](#)
- ▢ [Frequently Asked Questions](#)



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.

Quick Registration Form - Add a New Family and Enroll New Students in Classes

The **Quick Registration Form** is used by a Jackrabbit User to add a new family and enroll students in the family at the same time.


The Quick Registration Form follows the settings selected for your Online Registration Form. See our Help section [Customize your Online Registration Form](#) for more details.



Fields that are required on your Online Registration Form aren't always required on the Quick Registration Form. Since this form is used internally, it is **not** mandatory for office staff to fill out all fields to keep the process quick!

Access the Quick Registration Form

You can access the Quick Registration Form from the *Families (menu)*:

- *Families (menu)* > *Quick Registration*
- *Families (menu)* > *All Families* and click the *Add New Family (icon)* . Click the *Use Quick Registration Form (button)* in the Add Family window.

Add a Family in the Quick Registration Form

Complete as much of the *Family Information* section as possible. This will eliminate the need to add more details to the Family record at a later date. There are some required fields designated with an asterisk (*).

Add Students and Enroll through Quick Registration

You can add up to 5 students in the *Student Information* section. Enter as much of the information as possible into the form. This will avoid additional work later on.

Use the **Search** button to search classes. Office staff can select up to 5 classes per student during the Quick Registration process. Additional classes can be added as needed after registration is complete.

Select Class #1	<input type="button" value="Search"/>	Enroll Date	<input type="text" value="05/20/2023"/>	<input type="button" value="Calendar"/>	Trial Enroll?	<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="button" value="Search"/>	Enroll Date	<input type="text" value="05/20/2023"/>	<input type="button" value="Calendar"/>	Trial Enroll?	<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 #3	<input type="button" value="Search"/>	Enroll Date	<input type="text" value="05/20/2023"/>	<input type="button" value="Calendar"/>	Trial Enroll?	<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 #4	<input type="button" value="Search"/>	Enroll Date	<input type="text" value="05/20/2023"/>	<input type="button" value="Calendar"/>	Trial Enroll?	<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 #5	<input type="button" value="Search"/>	Enroll Date	<input type="text" value="05/20/2023"/>	<input type="button" value="Calendar"/>	Trial Enroll?	<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"/>

*After registration, student can be enrolled in additional classes.

The options for enrolling during Quick Registration vary:

- If *Allow Trial Enrollment* is set to *Yes* on the selected class' *Summary* tab, you'll have the option of indicating whether or not the student is a **Trial Enroll**.
- If *Allow Future Enrollments* is set to *Yes* under the *Gear (icon)* > *Settings* > *General* > *Organization Defaults (left menu)* > *Class Settings*, you'll see an option to adjust the **Enroll Date** and add a **Future Drop Date**.
- If *Send Enrollment Email to Instructors* is set to *Yes* under the *Gear (icon)* > *Settings* > *General* >

Organization Defaults (left menu) > Class Settings, you can clear the **Email Instructor** checkbox when you don't want instructors to receive an email. See our Help article, [Organization Default Settings - Class Settings](#), for more information.

Continue adding information and enrolling students in classes using the additional **Student Information** fields.



If you've entered an email for the contact(s) and want them to receive an email confirmation of the registration, be sure to select the **Send Email Confirmation** checkbox at the bottom of the form.

Enter Payment Information & Post Fees

In the *Credit Card Verification* section, enter the Credit Card or eCheck/Bank Draft information to be used for payment.

After all required information is entered, click **Submit Registration Information**. The **Post Enrollment Fees** window opens, and you have the option to post all fees immediately, check the classes to post fees for, add Registration Fees, and add Additional Fees.

Once all the fees are selected or added, select one of the buttons to complete the enrollment:

- Post Selected Fees Now
- Post Selected Fees & Pay Now
- Skip this... I'll Post Fees Another Time.

The family is added to your system, and any students with classes selected have been enrolled accordingly.



Policy Agreements cannot be accepted using the Quick Registration Form! To adhere to the Electronic Signature Act of 2000, a parent must log in to the Parent Portal to provide an E-Signature for company policies.

Work with All Classes - View Search, and Take Action



Permissions control your Users' ability to see certain data and take specific actions. Before proceeding, review [User Permissions for All Classes](#).

All Classes, located under the Classes menu, generates a list of all active and inactive classes in the All Classes grid. From here, you can access all your class data.

- ★ View optional **data visuals** for key information at a glance with interactive charts.
- ★ Drill down to specific classes using filters organized in a slide-out **filter drawer**.
- ★ View classes in a **filtered calendar** (daily, weekly, or room view) and enroll students.
- ★ Save your **favorite view** (filters, selected columns, etc.) as your default view.
- ★ Display a list of classes in a powerful **grid**: you can group, sort, and customize the information.
- ★ **Take Action** - add/copy classes, enroll students in classes, send messages, archive classes, and apply **mass actions** to multiple classes.

Sample All Classes Grid

The screenshot shows the 'All Classes' interface. At the top, there are breadcrumbs: 'ALL CLASSES' > 'Class Status: Active' > 'Session: 2023'. To the right are icons for filters, save, favorites, and refresh. Below this is a row of data visuals: three donut charts for 'STATUS', 'SESSIONS', and 'CATEGORY 1'; two bar charts for 'ABSENCES (LAST 14 DAYS)' and 'DROPS (LAST 21 DAYS)'; and a bar chart for 'CLASSES WITH OPENINGS'. A horizontal scroll bar is below the visuals. The main grid shows 55 of 62 classes. The grid has columns for CLASS, STATUS, SESSION, START DATE, END DATE, DAYS, START TIME, END TIME, INSTRUCTORS, CAT 1, and a final column with three sub-columns. A filter drawer is open on the left, and a context menu is open on the right.


CLASS	STATUS	SESSION	START DATE	END DATE	DAYS	START TIME	END TIME	INSTRUCTORS	CAT 1			
	Active	2023	Jan 1, 2023	Dec 31, 2023	Mon, Wed, Fri	04:00 PM	05:00 PM	Hannah S., Dianne H.	Ballet			
	Active	2023	Jan 1, 2023	Dec 31, 2023	Mon, Wed	11:15 AM	12:15 PM	Dianne H.	Ballet			
	Active	2023	Jan 1, 2023	Dec 31, 2023	Thu	05:00 PM	06:00 PM	Hannah S.	Ballet			
	Active	2023	Jan 1, 2023	Dec 31, 2023	Wed, Fri	04:30 PM	05:30 PM	Heather B.	Swim			
	Active	2023	Jan 1, 2023	Dec 31, 2023	Thu	08:30 PM	09:30 PM	Lisa O.	Ballet			
	Active	2023	Jan 1, 2023	Dec 31, 2023	Wed	04:00 PM	05:00 PM	Hannah S.	Ballet	6	0	0
	Active	2023	Jan 1, 2023	Dec 31, 2023	Fri	07:00 PM	08:00 PM	Heather B.	Cheer	5	0	0
	Active	2023	Jan 1, 2023	Dec 31, 2023	Fri	07:00 PM	08:00 PM	Dianne H.	Cheer	7	0	0
	Active	2023	Jan 1, 2023	Dec 31, 2023	Thu	03:30 PM	04:30 PM	Hannah S.	Cheer	10	0	0
	Active	2023	Jan 1, 2023	Dec 31, 2023	Mon	05:00 PM	06:00 PM	Hannah S.	Cheer	5	0	0

- 1 Breadcrumbs display the currently selected filters (from the Open Filters icon).
- 2 Interactive Data Visuals provide class information at a glance.
- 3 Icons: Open filters (filter drawer), Save as favorite, Favorites, Hide/Show Data Visuals.
- 4 Horizontal Scroll Bar - scroll to view more Data Visuals.
- 5 Icons: Adjust columns, Send a Message, Filtered Calendar, Refresh Grid, Add New Class, More

actions (drops down a menu).

- 6 Column Search - enter a term in the search field for each column to locate specific records. For e.g., enter 2023 in the Session Column Search field to find all classes with that Session value.
- 7 Use the Time Selectors to search for classes that start or end during a specified time. For e.g., search for classes that start between 3:00 pm - 5:00 pm or classes that end after a specific time (enter a From date and leave the To field blank).
- 8 Row Menu - use the row menu to perform an action for a single class.




Click the Adjust columns  icon (see #5 above) to squeeze the grid columns closer together. You will be able to see all the columns in the grid.

Expand/Collapse All

- ▢ Data Visuals - Key Information at a Glance
- ▢ Use Filters to Search for Specific Classes
- ▢ Save your Favorite Filtered Grid Views
- ▢ View the Classic Class Calendar and Enroll Students
- ▢ Work with the Information in the Grid (Table)
- ▢ Take Action for a Single Class
- ▢ Take Action for Multiple Classes (Mass Actions)
- ▢ Frequently Asked Questions

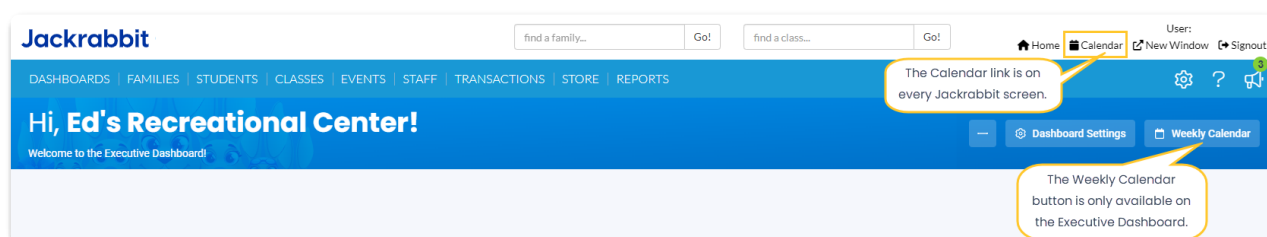


The Send Message icon  can be used to send **emails**, **text messages**, and **push notifications** (through the Jackrabbit Plus mobile app) to a single class or to multiple classes.

The Classic Weekly Class Calendar

The Weekly Calendar button on the Executive Dashboard opens a calendar view of your classes by week. This is your class command center and allows you to manage almost all areas of your classes from one screen! **Note:** The Classic Weekly Class Calendar is for internal use only, it is not available to your families.

You'll also have access to the Classic Weekly Class Calendar using the Calendar link above the blue menu bar on all screens in Jackrabbit.



The Classic Weekly Class Calendar, along with daily, monthly, and room views, shows only your class offerings. The [Activity Calendar](#), however, gives you a full view of both classes and events. You can easily access it using the Weekly Calendar button or the Calendar link. If you're still transitioning to the Activity Calendar, you might see the Classic Weekly Class Calendar by default; select the Activity Calendar button to switch.

Classic Weekly Class Calendar Features

The Classic Weekly Class Calendar opens in a new window and displays a week-long calendar of classes.

Criteria Class Status: Active Refresh Change Criteria Add Class Day View Room View Print Settings Close ? Help

Prev 8/10/2020 Next Show Students on Hover: Show Full Classes:

12 Classes

Tip: Double Click on a Time Slot to Add a New Class

	Monday 8/10/2020	Tuesday 8/11/2020	Wednesday 8/12/2020	Thursday 8/13/2020	Friday 8/14/2020
All Day					
9am :00					
10am :00					
11am :00					
12pm :00					
1pm :00					
2pm :00					
3pm :00					
4pm :00					
5pm :00	Ballet L1 - Mon 5pm (3) (1)				
:15					
:30					
:45					
6pm :00	Tap L1 - Mon 6pm (6) Tumbling L2 - Mon 6pm (2)	Ballet L1 - Tues 6pm (5) Tumbling L1 - Tues 6pm (2) (1a,0m)			Cheer Ready - Fri 6pm (4)
:15					
:30				Cheer Essentials (7)	
:45					
7pm :00	Adult Ninja Parkour (6) Youth Ninja Parkour (7)	Jazz L2 - Tues 7pm (4) (1a,0m)	Tumbling L3 - Wed 7pm (1) (1a,0m)	Hip Hop L2 - Thurs 7pm (3)	
:15					
:30					

Ballet L1 - Mon 5pm (3)
(as of 8/13)

Days: Mon
Time: 5:00pm-5:30pm
Instructor: Dianne H.
Location: EDU
Room: Studio B
Fee: 45
Category: Dance
End Date: 8/31/2020

Open 3
Size 5
Max Size 8
Wait List 0
Future Drops 0
Future Enrolls 0
Absences 1
Makeups 1

Enroll Existing Students Register New Students

1. Calendar Criteria and display buttons allow you to customize your calendar view.

- o When first opened your Classic Weekly Class Calendar will bring up the current week's schedule with no criteria selected (no filters applied, all classes showing).
- o Use the **Prev** and **Next** buttons, or the **date field**, to change the week you are viewing.
- o The currently selected criteria are displayed.
- o Use the **Change Criteria** button to edit those selections.
- o Use the **Add Class** button to quickly add a class. You can also add a class by clicking into a specific time slot.
- o Click the **Settings** button to change the time range that your calendar displays. Set this to your facility's opening and closing time.
- o Select **Show Students** to add the enrolled students' names to the class information that displays when you rest your mouse pointer over the class on the calendar (hover without clicking).

Hip Hop L2 - Thurs 7pm (3)
(as of 8/13)

Days: Thu	Open	3
Time: 7:00pm-7:45pm	Size	3
	Max Size	6
Instructor: Dianne H.	Wait List	0
Location: EDU	Future Drops	0
Room: Floor C	Future Enrolls	0
Fee: 87.5		
Category: Dance		
End Date: 8/31/2020		

Students:
 1. Ezra Lovell
 2. Livy Wallace
 3. Cindy Zackmann

Enroll Existing Students Register New Students

- The **Show Full Classes** checkbox defaults to checked to display full classes as well as classes with openings. Clear the checkbox to hide classes that are full which makes it easier to find a class with an opening to enroll a student in.
2. Click the **link** on a date to look at the daily view. The display criteria you have selected will also be applied to that daily view. For more information on the daily view see our Help article [Class Calendars and Schedules](#).
 3. Review the summary information for each class on the calendar at a glance. Click the **link** for quick access to the class record.
 - Class name
 - Number of openings (#)
 - Number of future drops #FD
 - Number of future enrolls #FE
 - Number of absences for that day (#a)
 - Number of makeups for that day (#m)
 4. Accurate enrollment counts are displayed in real-time! A full class (0) that has a future drop scheduled for the following week will accurately reflect that opening (1) when you advance the Classic Weekly Class Calendar to that date.

More Classic Class Calendar Actions

- Double click into any **opentime slot** to add a class. The *Add Class* window will open with the start date and time for the slot that you clicked into pre-selected; these values can be edited. You can also use the *Add Class* button in the Criteria section to open the *Add Class* window with no pre-selection made.
- Click a **link** for any of *Future Drops*, *Future Enrolls*, *Absences*, or *Makeups* to open a window with more detail including student names.
- Click **Enroll Existing Students** to enroll an existing student into the class or click **Register New Students** to open the *Registration Form* to add a new family and enroll a student in the class. If the class is full you will see **CLASS FULL** and a **Waitlist** button to click to add a student to the class waitlist. Once the waitlist is also full the button will drop off and you will only see **CLASS FULL**.
- When the *Show Students* checkbox (in the criteria/settings section) is **not** checked private lessons (max size = 1) will display with the enrolled student's name. If *Show Students* is checked the calendar will display the class name and openings information (0) and the enrolled student's name will appear in the class information window that displays when you hover over the class.
- Classes can display color-coded by Category 1 if you assign colors to your Category 1 drop-down


values in the *Drop-Down List Editor* (Gear icon > Settings > General > Drop-down Lists). When darker colors are chosen the text display will change to white. This makes it easy to distinguish between the different types of classes you offer!

6pm	:00		Int Tumbling - Tues 6pm (1)	
	:15			
	:30	Beginner Tumbling (1)	Pointe (1)	
	:45			
7pm	:00	Dolphin - Mon - 7pm (3)	Advanced Tap (3)	Advanced Jazz (0)
		Swim Kids L9 - Mon - 7pm (6)		

Expand/Collapse
All

Frequently Asked Questions




The Classes Weekly Class Calendar can be also be accessed from the *Classes (menu) > All Classes*. Click the **Filtered Calendar** (icon)  and select **Weekly** from the drop-down list. The Classic Weekly Class Calendar opens in a new window.

Enroll a Student into Classes using Jackrabbit's Classic Calendars

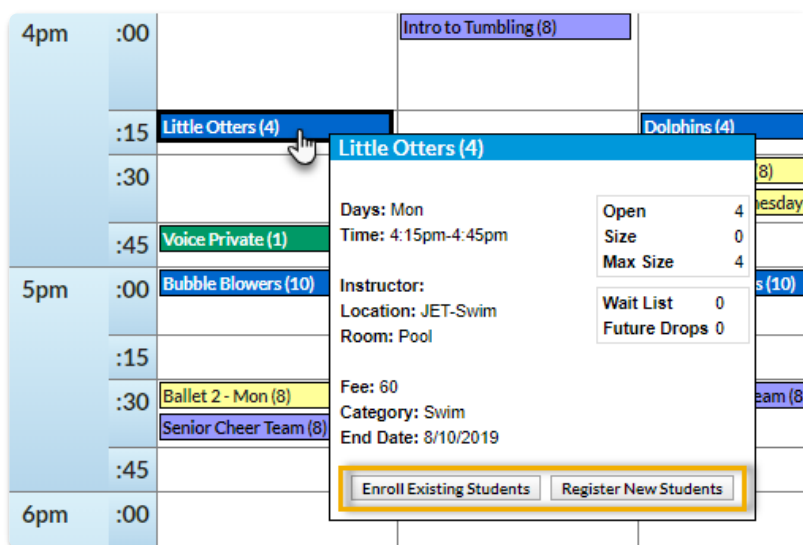
Office staff can enroll students into classes using the Classic Daily, Weekly, or Room Class Calendars in Jackrabbit.



The **Classic Weekly Class Calendar** is the most popular calendar for enrollment. Access it by selecting the  **Calendar** link in the upper right corner throughout Jackrabbit or using the **Weekly Calendar** button on the Executive Dashboard.

1. Go to the **Classes** menu > **Class Reports** > **Weekly/Daily/Room Schedule**.
2. Use the **Search Criteria** to narrow down results as needed.
3. Select the calendar view of your choice - **Weekly Calendar**, **Day View**, or **Room View**.

4. Hover your cursor over any class to see class details and select **Enroll Existing Students** or **Register New Students**.
 - o If the student belongs to a new family that is not in your system, click the **Register New Students** button. Then, follow the instructions for [enrolling a New Student into Classes using Quick Registration](#).
 - o If the student is already in your system, click the **Enroll Existing Students** button. Follow the instructions for [Methods for Staff to Enroll a Student](#)



To complete the enrollment process by posting fees, see our Help article, [Post Tuition with Enrollments from within Jackrabbit](#), for more details.

Post Tuition Fees During Enrollment in Jackrabbit



Permissions control the ability of your Users to see certain data and take specific actions. Before moving forward review [User Permissions for Posting Tuition Fees](#).

When a student is [enrolled in classes from within Jackrabbit](#), i.e. internally, staff can be given the option to post enrollment fees, including tuition fees. A staff person with the required [User Permissions](#) will be taken to the **Post Enrollment Fees** screen.

Enrollment Details

Barbie Ager // 10 yrs 1 mths // Female

Tumbling L1 - Tues 6pm

SESSION: Winter 2022 LOCATION: EDU

START DATE: 12/1/2021 END DATE: 2/28/2022 DAYS: Tu START TIME: 6:00pm END TIME: 6:30pm

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

Enroll Date: 1/1/2022 Enroll Type: Enrolled Future Drop Date: Future Drop Reason:

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

ENROLL NOW OR **SELECT MORE CLASSES** **CANCEL**

Post Enrollment Fees

Family: Ager, 2016 Hummingbird Crescent, Huntersville, NC 28078, Home Phone (704) 374-2415

Tuition Fees

Student	Class	Session	Category 1	Billing Method	Discount Rule	Tuition Post Date	Subtype	Orig Fee	Disc	GST	Amt	Details	Notes	Post
Barbie	Tumbling L1 - Tues 6pm	Winter 2022	Gymnastics	By Total Hours		1/13/2022		45.00	0.00	0.00	45.00		January, Class=0.50hrs, 5	<input checked="" type="checkbox"/>

Registration Fees

Student	Transaction Type	Session	Category 1	Post Date	Subtype	Orig Fee	Disc	GST	Amt	Notes	Post
Barbie Ager	Registration (Debit)	Winter 2022	Registration Fee	1/13/2022		30.00	0.00	0.00	30.00		<input checked="" type="checkbox"/>

Additional Fees

Student	Transaction Type	Session	Class/Event	Category 1	Post Date	Subtype	Orig Fee	Disc	GST	Amt	Notes	Post
					1/13/2022					0.00		<input type="checkbox"/>
					1/13/2022					0.00		<input type="checkbox"/>
					1/13/2022					0.00		<input type="checkbox"/>
					1/13/2022					0.00		<input type="checkbox"/>

Skip Enrollment Summary

POST SELECTED FEES NOW **POST SELECTED FEES & PAY NOW**

SKIP THIS...I'LL POST FEES ANOTHER TIME...

When posting tuition fees in the Post Enrollment Fees screen, Jackrabbit uses the settings you've saved in several places to calculate tuition.

- **Tax Settings** under the Gear (icon) > Settings > General > Organization Defaults (left menu) > Tax Settings.
- **Tuition Settings** under the Gear (icon) > Settings > Tuition & Discounting.
- **Class Settings** (Tuition Fee) on the Class Summary tab.

A detailed breakdown of the calculations can be accessed using the icon in the Details column in the Tuition Fees section.

Tuition Fees

Student	Class	Session	Category 1	Billing Method	Discount Rule	Tuition Post Date	Subtype	Orig Fee	Disc	Tax	Amt	Details	Notes	Post
Barbie	Tumbling L1 - Tues 6pm	Winter 2022	Gymnastics	By Total Hours		1/13/2022		45.00	0.00	0.00	45.00		January, Class=0.	<input checked="" type="checkbox"/>

Fee Details - By Hours Billing Method

Student: Barbie Ager Class: Tumbling L1 - Tues 6pm

Class Hours/Fee: 0.5 hrs / 45.00 Student Total Hours/Fee (all classes): 0.5 hrs / 45.00

Billing Cycle: 1/1/22 - 1/31/22 Class Meet Days: Tue

Enroll Date: 1/13/22 Closed Dates: 0

	Amount	Notes
Base Tuition Fee	45.00	0.5 of 0.5 total hrs
Total Tuition	45.00	

CLOSE

You can edit the Tuition Post Date, Subtype, Orig Fee, or Disc fields as needed. Clear the Post checkbox if you do not want to post tuition fees at this time. **Note:** Edits made to the Orig Fee or Disc are not updated in the Fee Details window.

The Post Enrollment screen also provides an opportunity to post enrollment fees other than tuition.

Registration Fees

Additional Fees

List Classes with Openings

The **Openings** report provides you with a list of classes that display your classes that have openings. In addition, there is a **% Full** column that displays a graphic representation of how full your classes are. This report can be found under the *Classes (menu) > Class Reports > Openings*.

Some of the columns contain clickable links that open additional information.

Openings Results											
← RETURN											
View 1 - 49 of 49 Print Export Refresh 7 columns hidden Show/Hide Columns Restore Columns											
Status	Class	Session	Dates	MtgDays Times	% Full	Category1, Cat2, Cat3	Open	Size Max	Mk-up	Wait	Tuition
Search	Search	Search	Search	Search	Search	Search	Search	Search	Search	Search	Search
Active	Advanced Tumbling - T/Th - 6:00	2020	1/1/2020 - 12/31/2020	TuTh 6:00pm-7:00pm	<div style="width: 20%;"></div>	Cheer Advanced	6	2/8		0	145.00
Active	Advanced Tumbling - T/Th - 7:00	2020	1/1/2020 - 12/31/2020	TuTh 7:00pm-8:00pm	<div style="width: 20%;"></div>	Cheer Advanced	5	3/8		0	145.00
Active	Allstars Youth	2020	1/1/2020 - 12/31/2020	MF 6:00pm-7:00pm	<div style="width: 20%;"></div>	Cheer Advanced	6	2/8		0	215.00
Active	Allstars Youth Fall	2020	1/1/2020 - 12/31/2020	MTuWThF 1:30pm-2:30pm	<div style="width: 20%;"></div>	Cheer Beginner	5	3/8		0	225.00
Active	Tumbling 101	2020	1/1/2020 - 12/31/2020	F 7:00pm-8:00pm	<div style="width: 20%;"></div>	Cheer Beginner	1	7/8		0	185.00
Active	Tumbling 101	2020	1/1/2020 - 12/31/2020	MTuWThF 3:30pm-4:30pm	<div style="width: 20%;"></div>	Cheer Beginner	4	4/8		0	165.00
Active	Ballet - Beg - F	2020	1/1/2020 - 12/31/2020	F 5:00pm-6:00pm	<div style="width: 20%;"></div>	Ballet Beginner	3	5/8		0	100.00

Class Schedule

Located in *Class Reports* from the *Classes* menu, the **Class Schedule** report Search Criteria can be used to:

- Display a listing of classes by *Location, room, session, instructor, or Category 1, 2, 3*
- Display a list of classes based on specific *start/end dates*.
- Display a list of classes w/*gender* specifications or *ages*.
- Display a list of *classes* for a specific student.
- Display *# of openings* in a list of classes.

Example

Process Class Registrations Report

The **Process Class Registrations** report allows you to review all registrations and class enrollments including those coming in through Online Registration, from the Parent Portal, and those done from within Jackrabbit. Additions to waitlists are also displayed.

- ★ Streamline registration workflow and improve efficiency.
- ★ Review pertinent information and process registrations and class enrollments from a centralized location.
- ★ Identify families who did not have fees posted with their registration or class enrollment.
- ★ Find Parent Portal enrollments and post fees accordingly.

Note: The date range for this report is limited to 60 days.

Expand/Collapse
All

Access the Process Class Registrations Report

Report Results

Process New Class Registrations

Edit a Student's Class Enrollment Date

There might be occasions when you need to update a student's enrollment date, perhaps to adjust an enrollment that came in through online registration or to fix administrative mistakes. Don't worry; we've got you covered!



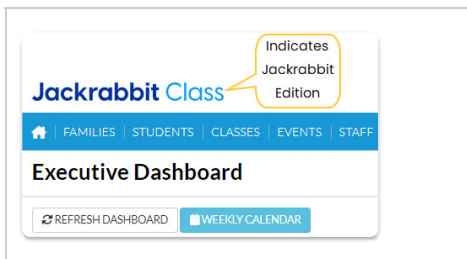
In order to edit a student's class enrollment date, the User must have the *Edit Student's Class Enroll Date* permission in the *Students* category. To enable this permission, *Allow Future Enrollments* must be set to *Yes* in the *Organization Default Settings* (*Gear icon > Settings > General*). Learn more about [Permissions for Jackrabbit Users](#).

- 📄 The Rules
- 📄 Process Class Registrations Report
- 📄 Class Record > Enroll List Tab

Practice - Enroll/Register a Student into a Class

Want to practice what you've just learned? Great!

- Go to <https://app.jackrabbitclass.com/jr4.0/Login> and log in with the credentials below for your Jackrabbit edition.
- Go through some or all of the practice scenarios below as they apply to you.



Edition	User ID	Password
Cheer	LMSCheer	Training1
Class	LMSCClass	Training1
Dance	LMSDance	Training1
Music	LMSMusic	Training1
Swim	LMSSwim	Training1



The Practice Database is refreshed each day at approximately 5:00 am Eastern Standard Time. Anything you enter will be erased at that time.

Enroll a student in a class, you can either:

- 📄 All Students page
- 📄 Class Record

[Student Record](#)

[Weekly Calendar](#)

QUIZ - Lesson #3 - Enroll/Register Students in Classes

When you have worked through all of the articles outlined in the lesson above, select the Take the Quiz button to be taken to the Lesson #3 Quiz where you can test your understanding of the concepts in this lesson. You will be asked to enter an email address for quiz results to be sent. The quiz includes Review questions.

Quiz #3 - Enroll/Register Students in Classes

TAKE THE QUIZ

Number of Questions	Total Possible Points	Points Needed for an "A"	Points Needed for a "B"	Points Needed for a "C"
9	9	8	7	6

[Return to Front Desk Staff Menu to continue to next lesson](#)

[Click here to provide feedback for this lesson](#)

Optional Topics - Lesson #3

Review the following articles if they apply to your organization.

Create a Trial Enrollment from within Jackrabbit

Jackrabbit allows you to offer a class as a trial. The ability to enroll in a class as a trial is a per-class option, and the [class record](#) must have *Allow Trial Enrollment* set to **Yes** on its *Summary* tab. For more details, 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 the [Quick Registration Form](#).

1. Go to the **Families** menu > **All Families** > **Quick Registration**.
2. Complete the Quick Registration form.
 - o Select a Class.
 - o Set the *Trial Enroll?* field to **Yes**.

A screenshot of a web form titled 'Quick Registration'. It has two rows for class selection. The first row is highlighted with a yellow box. The first row shows 'Select Class #1' with a dropdown menu containing 'Tumbling L2 - Mon 5pm - Tumbling L2 - Mon 5pm', an 'Enroll Date' field with '08/24/2023', a 'Trial Enroll?' dropdown menu set to 'Yes', a 'Future Drop Date' field, and an 'Email Instructor' checkbox checked. The second row shows 'Select Class #2' with a search field, an 'Enroll Date' field with '08/24/2023', a 'Trial Enroll?' dropdown menu set to 'No', a 'Future Drop Date' field, and an 'Email Instructor' checkbox checked.

3. Select a **Future Drop Date** (if needed) that is the day after the actual trial date so that the student will drop from the class after their trial class automatically.
 - o 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 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

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

Current Enrollment

View 1 - 1 of 1

Class	Session	Type	Days	Room	Time	Du	Instructors	Fee	Enroll Date	Enrolled By
Tumbling L2 - Mon 5pm	Summer 2023	Trial	M	Floor C	5:00pm - 6:00pm	1:00	Livy W.	85.00	8/24/2023	CB

Trial Enrollment During Online Registration

If you want to use Jackrabbit's [Trial Enrollments](#), you can also offer a class on a trial basis online for new students using the Online Registration Form.

To allow a new customer to be able to select and enroll in a class as a Trial, set **Allow Trial Enrollment** to Yes at the bottom of the Summary tab in the Class record. Online Registration must also be set to Yes. Trials are not available in the Parent Portal; they are only available to new customers using the Online Registration form.



Use the **Classes** menu > **Edit All Classes** to select a group of classes to edit, and then use the Global update section if you want to mass edit multiple classes at once.

You should explain your organization's rules regarding Trial classes for students on your website, as each organization has different rules regarding trial classes.

Display on Website

Allow Online Registration

Allow Portal Enrollment

Allow Trial Enrollment

Class ID

Virtual Class / Video Link URL

Virtual Class / Video Link Text

Set **Allow Trial Enrollment** to **Yes** if you would like to offer a trial class.

Allow Online Registration must also be set to **Yes**.

If the class is set to Yes for *Allow Trial Enrollment*, when a new customer selects this class, the below wording will appear under the class in the Registration Form. The customer will select Yes or No from the drop-down. It defaults to No.

ENROLL IN CLASSES (MAX 15)

Select Class #1:

[Bunny Bounce](#)
bounce class general - WDS

I would like to Trial this class

No

SEARCH CLEAR

If the customer selects Yes and submits the Online Registration form, the following occurs for the trial class:

- Class tuition is not posted for this class, even if you have auto-posting set to Yes. Trials can not have tuition auto-posted.
- The customer's confirmation email and your organization's notification email will include Trial beside the class name.
- In your system, all the locations that show the enroll type will set this student's enrollment type as Trial for this class.
- The archived Online Registration will show this class was selected as a Trial.
- The system does not set a future drop date. This means the student enroll type of Trial will remain Trial until your staff either drops the student from the class or changes their enroll type to Trial-Enrolled.



Develop procedures for your staff on how to handle Trial students after the trial class has been attended. See [Staff Procedures for Trial Enrollments](#) for more details.

Staff Procedures for Trial Enrollments

To keep all of your staff on the same page, it's a good idea to develop a procedure for handling trial enrollments. This will ensure that your enrollment reports are consistent and accurate.

Establish a workflow to:

- ✓ Track incoming trial enrollments.
- ✓ Handle the enrollment for students who don't enroll in the class after the trial.
- ✓ Change the Enroll Type for students who liked their trial and then enrolled in the class.

Track Trial Enrollments

The ability to track and report on trial enrollments is based on the [Enroll Type](#).

The Enroll Type of **Trial** is assigned to all trial enrollments, whether they come in [through Online Registration](#) or were [enrolled from within Jackrabbit](#), which allows you to [report on trial enrollments](#) using reports that include the Search Criteria or Filter = Enroll Type.

The **Type (Enroll)** is displayed in both the *Class* record and the *Student* record.

Class Advanced Tumbling - M/W 6:00

← RETURN **SAVE CHANGES** **DELETE**

Class Roll **Enroll Student** Email/Text Class Enter Absences Absence/Affordability Post Class Transactions Copy Class Mass Drop Sizes/Measurements Arc

Summary **Enroll List** Drop List Absences Makeups Waitlist Instructors Le

View 1 - 4 of 4 **Print** **Export** **Refresh**

Student	Gender	Age	BirthDt	Recital Participation	Type	Future Drop	User ID	Balance	Drop	Transfer
1 Megan Alperi	Female	11 yrs	2/9/2013	Yes	Trial	5/17/2024	HBarnhardt	175.00	Drop	Transfer
2 Lexi Ashton	Female	12 yrs	7/10/2011	Yes	Enrolled		HBarnhardt	100.00	Drop	Transfer
3 Charlie Bangor	Male	10 yrs	5/8/2014	Yes	Trial-Enrolled		HBarnhardt	145.00	Drop	Transfer
4 Megan Bingham	Female	11 yrs	6/6/2012	Yes	Trial		HBarnhardt	0.00	Drop	Transfer

Trial-Enrolled is used to indicate that a student's trial was successful and they decided to enroll in the class.

The **Future Drop** date isn't automatically entered by Jackrabbit. Users can input it once they know the date for the student's trial class.

Student Megan Alperi

← RETURN **SAVE CHANGES** **DELETE**

Enroll Email Schedules Info Sheet Absence/Affordability Submit Absences Mass Drop Classes Statement

Family: Alperi First Name: Megan Middle Initial: Last Name: Alperi

Summary **Classes** Events Medical Feedback Skills/Levels Sizes Absences Misc Notes (0) Resources (0)

Current Enrollment

View 1 - 1 of 1 **Print** **Refresh**

Class	Recital Participation	Session	Type	Days	Room	Time	Dur	Instructors	Fee	Enroll Date	Enrolled By	Future Drop	Drop
Advanced Tumbling - M/W 6:00	Yes	2023-2024	Trial	MW	Gym - Floor 1	6:00pm - 6:45pm	:45	Livy W.	145.00	5/9/2024	HBarnhardt	5/17/2024	Drop

The Scheduled Trials alert on the Executive Dashboard highlights the number of trial enrollments that are scheduled in a gray circle. Users with the right permissions can click the Scheduled Trials alert to open the Enroll History report search criteria page pre-filtered for Enrollment Type = Trial.

Alerts [View Actionable 27](#) **⋮**

- 0 2-3 Absences in last 14 days >
- 0 4+ Absences in last 30 days >
- 2 Scheduled Trials (Enroll Type=Trial) >**
- 6 Scheduled Tasks next 30 days >
- 14 Birthdays (Active) next 10 days >
- 3 Birthdays (Not Active) next 10 days >
- 0 Scheduled Emails >
- 3 Substitutes next 30 days >

[View All](#) [Reset](#)

Enroll History Report

← RETURN		EMAIL																	
View 1 - 2 of 2		Print	Export	Refresh	Show/Hide Columns														
Loc	Enroll Date	Type	Class Loc	Class	Class Days	Class Start Time	Class End Time	Category1	Session	Studer First	Studer Last	Student ID	Active	Billing Contact Email	Drop Date	Days In Class	UserID	Email All	
Search	Search	Search	Search	Search	Search	Search	Search	Search	Search	Search	Search	Search	Search	Search	Search	Search	Search	<input type="checkbox"/>	
E-Dance	5/9/2024	Trial	E-Cheer	Advanced Tumbling - M/W 6:00	MW	6:00pm	6:45pm	Cheer	2023-2024	Megan	Alperi	15311209	Yes	aalperi@email.com	5/17/2024	8	HBarnhardt	<input type="checkbox"/>	
E-Music	5/9/2024	Trial	E-Cheer	Advanced Tumbling - M/W 6:00	MW	6:00pm	6:45pm	Cheer	2023-2024	Megan	Bingham	15311217	Yes	cbingham@example.com		0	HBarnhardt	<input type="checkbox"/>	

Change Enroll Type Based on Trial Outcome

- ✓ If a trial becomes an enrolled student, delete any *Future Drop* date from the class *Enroll List* tab and change the *Enroll Type* to **Trial-Enrolled**. This can also be done from the student's *Classes* tab.
- ✗ If the student doesn't enroll after taking the trial class, staff should make sure a *Future Drop* is in place that will automatically drop the student. If not, the student should be dropped from the class using the date after the trial occurred.



If no change is made, and the student remains as *Enroll Type* = *Trial*, it's possible that the student will be excluded from your tuition posting. This could happen if you always clear the checkbox for *Post tuition* to students with *Enroll Type* = *Trial* when using *Post Tuition Fees*.

Report on Trial Enrollments

After a trial is completed, there are three reports that track trials:

- [Drop History](#)
- [Enroll History](#)
- [Enrollment Detail](#)

Select **Trial** as the *Enroll Type* in the *Search Criteria*.

If a trial does not become a student or was a no show, leave the *Enroll Type* as *Trial* and drop the student from the Class. Enter a drop reason (Example: *No Show*).

Report on trials that did not become students by going to *Students (menu) > Student Reports > Drop History*. Be sure to select *Enroll Type* = **Trial**.

Track students who enrolled from a trial by setting the *Enroll Type* in *Students (menu) > Student Reports > Enrollment Detail* to **Trial - Enrolled**.

Create a Future Enrollment

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

To change the setting:

1. Go to the **Gear** (icon) > **Settings** > **General** > **Organization Defaults** (left menu).
2. Scroll down to **Class Settings** (section).
3. Set **Allow Future Enrollments** to **Yes**.
4. Click **Save Changes**.
5. Log out of Jackrabbit and then log back in for the change to become active.

When enrolling students from within Jackrabbit, staff has the option to set the *Enroll Date* to a future date.

Enrollment Details

Barbie Ager // 10 yrs // Female

Ballet L2 - Tues 7pm

SESSION: Winter 2022 LOCATION: EDU

START DATE: 12/1/2021 END DATE: 2/28/2022 DAYS: Tu START TIME: 7:00pm END TIME: 8:00pm

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

Enroll Date: 1/3/2022 Enroll Type: Enrolled Future Drop Date: mm/dd/yyyy Future Drop Reason: [dropdown]

Edit the Enroll Date to enter a date in the future if needed.

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

ENROLL NOW OR **SELECT SIBLINGS**

CANCEL



Families cannot future enroll students through Online Registration or the Parent Portal. All future enrollments can only be done by a Jackrabbit User. Once a future enrollment has been created in

Jackrabbit, the future enrollment date cannot be changed, you must delete the enrollment and re-enroll the student with the correct date.

Important Notes on Future Enrollments

- ! The Executive Dashboard Alert for **WaitList for Classes with Openings** takes future enrollments into account. If your organization allows future enrollments, the report shows the number of future enrollments and the adjusted openings (the class's maximum size minus the number of students enrolled). If the adjusted openings count is less than 1, it will appear in yellow.
- ! During online registration, the number of future enrollments in the class will always be factored into the number of openings available to prevent a family from creating an overbooking. To further reduce the chance of overbooking, it is possible to allow future enrollments to impact the openings in a class when using the Quick Registration form. From the **Gear** icon, select **Settings > Online Registration > Settings (left menu) > Class Search Settings > What impacts the number of Class Openings?** (section), and set **Future Enrolls** to **Yes for Quick Registration**.
- ! Future enrollments 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](#).

View Future Enrollments

If a student is enrolled with a future start date, the future date details can be seen via the *Family* record, on the *Summary* tab, and via the *Student* record, on the *Classes* tab. Details of the future enrollment can also be accessed from the Weekly View calendar.

Family Summary Tab

Family Ager

[← RETURN](#)
[SAVE CHANGES](#)
[DELETE](#)

[Make Sale/Post Fees](#)
[Payment/Credit](#)
[Refund](#)
[Statement](#)
[Add Student](#)
[Add Contact](#)
[Archive Family](#)
[Family Name](#)
[Email](#)
[Email Schedules](#)
[Submit Absences](#)
[Merge Family](#)

[Summary](#)
[Contacts](#)
[Classes](#)
[Events](#)
[Transactions](#)
[Billing Info](#)
[Misc](#)
[Notes \(2\)](#)
[Resources \(1\)](#)

Primary Contacts

View 1 - 2 of 2 [Print](#) [Refresh](#)

Contacts	Type	Home Phone	Work Phone	Cell Phone	Email	Bill	Login	Portal UserID	Last Login
Holly Ager	Mother	(604) 374-2415		(604) 374-2415	hollyager41@gmail.com	Yes	Yes	hollyager41@gmail.com	9/20/2021 6:05:00 PM
Victor Ager	Father	(704) 374-2415		(704) 374-2415	agingvictor@gmail.com	No	Yes	agingvictor@gmail.com	11/19/2021 10:48:00 AM

Students

View 1 - 3 of 3 [Print](#) [Refresh](#)

First Name	Last Name	Active	Gender	Birth Date	Age	Grade	Fixed Fee	Enrolled Classes	F. Enroll	Wait
Barbie	Ager	Enroll	Y	Female	11/17/2011				1	
Dani	Ager	Enroll	Y	Non-Binary	7/11/2002				0	
Dave	Ager	Enroll	Y	Male	7/11/2002				0	

Future Enrolls for Barbie Ager

#	Class Name	Class Time	Enroll Date	Enroll Type	Drop Date	Delete
1	Ballet L2 - Tues 7pm	7:00pm - 8:00pm	1/3/2022	Enrolled		X

[Close](#)

Student Classes Tab

Student Barbie Ager

[← RETURN](#)
[SAVE CHANGES](#)
[DELETE](#)

[Enroll](#)
[Email Schedules](#)
[Info Sheet](#)
[Absence/Attendance](#)
[Submit Absences](#)
[Mass Drop Classes](#)

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

[Summary](#)
[Classes](#)
[Events](#)
[Medical](#)
[Feedback](#)
[Skills/Levels](#)
[Sizes](#)
[Absences](#)
[Misc](#)
[Notes \(0\)](#)
[Resources \(0\)](#)

Current Enrollment

View 1 - 2 of 2 [Print](#) [Refresh](#)

Class	Session	Type	Days	Room	Time	Dur:	Instructors	Fee	Enroll Date	Enrolled By	Future Drop
Ballet L1 - Mon 5pm	Fall 2021	Enrolled	M	Studio B	5:00pm - 5:45pm	:45	Dianne H.	45.00	9/1/2021	helpcenter	Drop
Ballet L1 - Mon 5pm	Winter 2022	Enrolled	M	Studio B	5:00pm - 5:45pm	:45	Dianne H.	45.00	11/1/2021	helpcenter	Drop

Future Enrollment

View 1 - 1 of 1 [Print](#) [Refresh](#)

Class	Session	Type	Days	Room	Time	Dur:	Instructor	Fee	Enroll Date	Enrolled By	Drop Date
Ballet L2 - Tues 7pm	Winter 2022	Enrolled	Tu	Studio B	7:00pm - 8:00pm	1:00	Ms. Dianne	45.00	1/3/2022	helpcenter	Drop

Total: 1:00

Weekly Calendar

Click the **Weekly Calendar** button on the *Executive Dashboard*. The number of future enrollments in a class is indicated (**FE**) after the class name.

Hover over the class name and a small window with class details appears. Use the **Future Enrolls** link to view details of the future enrollments.

Hover over a class to see the 'at a glance' class details. Use the **Future Enrolls** link to see the details of the enrollments.

Ballet L2 - Tues 7pm (1)
(as of 12/7)

Days: Tue
Time: 7:00pm-8:00pm
Instructor: Dianne H.
Location: EDU
Room: Studio B
Fee: 45
Category: Dance
End Date: 2/28/2022

Open 1
Size 1
Max Size 2
Wait List 1
Future Drops 0
Future Enrolls 1

Ballet L2 - Tues 7pm (1)

Enroll Existing Students Register New Students Close

Future Drops
None

Future Enrolls

#	Student	Date	Enroll Type	Drop Date
1	Barbie Ager	1/3/2022	Enrolled	

Waitlist

#	Student	Date
1	Sam Campbell	11/25/2021

Makeups/Absences
None

Delete a Future Enrollment

Future enrollments can be deleted from the *Summary* tab of the *Student* record.

Student Barbie Ager

← RETURN SAVE CHANGES DELETE

Enroll Email Schedules Info Sheet Absence/Attendance Submit Absences Mass Drop Classes

Family: Ager First Name Barbie Middle Initial Last Name Ager

Summary Classes Events Medical Feedback Skills/Levels Sizes Absences Misc Notes (0) Resources (0)

View 1 Future Enrollment(s)

Future Enrolls for Barbie Ager

#	Class Name	Class Time	Enroll Date	Enroll Type	Drop Date	Delete
1	Ballet L2 - Tues 7pm	7:00pm	1/3/2022	Enrolled		X

Close

1. Click **View # Future Enrollment(s)** on the *Summary* tab of the *Student* record.
2. In the *Future Enrolls for (student name)* window, use the **X** to delete a future enrollment.
3. Click **OK** in the confirmation pop-up windows.
4. Click **Close**.

To accommodate different workflows, future enrollments can also be deleted from the *Classes* tab in the *Student* record and the *Enroll List* tab of the *Class* record using the **Trash Can** icon in the *Future Enrollment* section.

Student Barbie Ager

[← RETURN](#)
[SAVE CHANGES](#)
[DELETE](#)

[Enroll](#)
[Email Schedules](#)
[Info Sheet](#)
[Absence/Attendance](#)
[Submit Absences](#)
[Mass Drop Classes](#)

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

[Summary](#)
[Classes](#)
[Events](#)
[Medical](#)
[Feedback](#)
[Skills/Levels](#)
[Sizes](#)
[Absences](#)
[Misc](#)
[Notes \(0\)](#)
[Resources \(0\)](#)

Current Enrollment

Class	Session	Type	Days	Room	Time	Dur:	Instructors	Fee	Enroll Date	Enrolled By	Future Drop
Ballet L1 - Mon 5pm	Fall 2021	Enrolled	M	Studio B	5:00pm - 5:45pm	:45	Dianne H.	45.00	9/1/2021	helpcenter	Transfer <input type="text"/> Drop
Ballet L1 - Mon 5pm	Winter 2022	Enrolled	M	Studio B	5:00pm - 5:45pm	:45	Dianne H.	45.00	11/1/2021	helpcenter	Transfer <input type="text"/> Drop

Future Enrollment

Class	Session	Type	Days	Room	Time	Dur:	Instructor	Fee	Enroll Date	Enrolled By	Drop Date
Ballet L2 - Tues 7pm	Winter 2022	Enrolled	Tu	Studio B	7:00pm - 8:00pm	1:00	Ms. Dianne	45.00	1/3/2022	helpcenter	<input type="text"/>

Total: 1:00

Class Ballet L2 - Tues 7pm

[← RETURN](#)
[SAVE CHANGES](#)
[DELETE](#)

[Class Roll](#)
[Email/Text Class](#)
[Enter Absences](#)
[Absence/Attendance](#)
[Post Class Transactions](#)
[Copy Class](#)
[Mass Drop](#)
[Sizes/Measurements](#)
[Archive Class](#)

[Summary](#)
[Enroll List](#)
[Drop List](#)
[Absences](#)
[Makeups](#)
[Wait List](#)
[Instructors](#)
[Lesson Plan](#)
[Skills/Levels](#)
[Misc](#)
[Costumes](#)
[Notes \(0\)](#)
[Resources \(0\)](#)

Current Enrollment

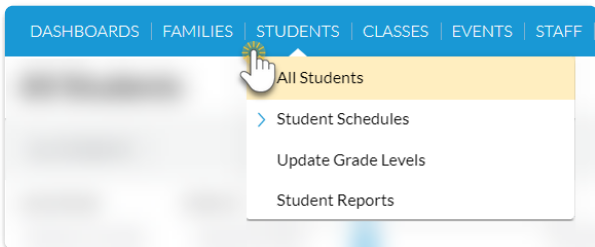
	Student	Gender	Age	BirthDt	Medical	Absent	Enroll Date	Type	Future Drop	User ID	Balance
1	David Dierksen	Male	17 yrs, 7 mths	3/30/2004		0	11/1/2021	Enrolled	<input type="text"/>	helpcenter	0.00 Drop Transfer

Future Enrollment


Student	Gender	Age	BirthDt	Levels	Medical	Enroll Date	Type	Drop Date	User ID	Balance
Barbie Ager	Female	10 yrs, 0 mths	11/17/2011			1/3/2022	Enrolled		helpcenter	0.00 <input type="text"/>

Report/Track Future Enrollments

The best way to track future enrollments in Jackrabbit is with the [All Students](#) page from the *Students* menu.



Create a listing of all students with enrollments in the future using the *Enrollment Status* filter **Future enrolled**.

1. Go to **Students** (menu) > **All Students**.
2. Click the **Filter** icon  to open the *Filter Drawer*.
3. Enter the keyword **future** in the search field to navigate to the *Enrollment Status* filter.
4. Click into the filter field to drop down the options; select **Future enrolled**.
5. Click **Apply**.
6. The *Filter Drawer* will close, and your display will now show only those students with enrollments in the future.

All Students

ALL STUDENTS > Student enrollment status: Future enrolled

LOCATIONS: Students by location (Donut chart)

STATUS: Students by status (Donut chart)

ABSENCES (LAST 14 DAYS): 1/3 Students had absences (Bar chart)

DROPS (LAST 14 DAYS): 0/3 Students had drops (Bar chart)

MAKEUPS OWED: 1/3 Students are owed makeups (Bar chart)

Showing 3 of 62 Students [HELP WITH GRIDS](#)

	LOCATION	STUDENT	FAMILY	STATUS	DOB	AGE	CURRENT CLASSES	TOTAL WEEKLY
<input type="checkbox"/>	EDU	Barbie Ager	Ager	Active	Nov 17, 2011	10 yrs, 00 mths	2	01h 30m
<input type="checkbox"/>	EDU	Lena Campbell	Campbell	Active	Apr 4, 2009	12 yrs, 07 mths	2	02h 00m
<input type="checkbox"/>	EDU	Debbie Clements	Clements	Inactive	Apr 4, 2006	15 yrs, 07 mths	0	00h 00m

50 items per page

Manage Class Waitlists & Priority Ordering

Waitlists help manage class demand efficiently and ensure fairness for your students. They can also

boost participation rates, minimize no-shows, and optimize resource allocation.

- ★ Get instant alerts on the Executive Dashboard when classes have openings so you can fill spots quickly.
- ★ Prioritize your waitlist based on enrollment status, skill level, date added, and more.
- ★ Plan for the future; class waitlists indicate how popular a class is.



Permissions control the ability of your Users to see certain data and take specific actions. Before moving forward, review [User Permissions for Waitlists](#).

**Expand/Collapse
All**

- ▢ Access Waitlists
- ▢ Add an Existing Student to a Waitlist
- ▢ Waitlist Through Online Registration
- ▢ Prioritize Students on a Waitlist
- ▢ Enroll Students From the Waitlist
- ▢ Delete a Student from a Waitlist
- ▢ Message Waitlisted Students (Email, Text, or Push)
- ▢ Waitlist Visibility

**Expand/Collapse
All**

- ▢ Frequently Asked Questions

QUIZ - Optional - Enroll/Register Students into Classes

When you have worked through all of the articles outlined in the lesson , select the Take the Quiz

button to be taken to the Lesson #3 Quiz where you can test your understanding of the concepts in this lesson. You will be asked to enter an email address for quiz results to be sent. The quiz includes Review questions.

Quiz - Optional - Enroll/Register Topics



Number of Questions	Total Possible Points	Points Needed for an "A"	Points Needed for a "B"	Points Needed for a "C"
13	13	11	10	9

[Return to Front Desk Staff Menu to continue to next lesson](#)

[Click here to provide feedback for this lesson](#)
