

Lesson #8 - Enroll/Register Families/Students into Events from Within Your Database

Review (Optional)

The eighth lesson in this Learning Series, Front Desk Staff, is designed to get you familiar with enrolling/registering families or students in events from within the database. 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](#)
-

Events



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

Jackrabbit's Events Management feature is great for handling birthday parties, parent's night out, workshops, and more.

Using Events, you can:

- ★ Add questions specific to the event that registrants can answer prior to submitting registration.
- ★ Add agreements (policies) specific to the event that must be accepted prior to submitting the registration.
- ★ Post an *Event Calendar* on your website.
- ★ Allow customers to register themselves for an event via your website.
- ★ Auto-post the *Event Fee* and email the event registrant.
- ★ Create a *Calendar Notice* (example: Studio Holiday Closing) that is viewable on the Calendar.



Jackrabbit classes and events are treated very differently, both in terms of how they are created and how they are managed. Visit [Compare Events & Classes](#) in Jackrabbit for a summary of the similarities and differences between them.

- ☑ Add an Event
 - ☑ Registration and Enrollment for Events
 - ☑ Post Event Fees
 - ☑ Take Your Events Online
 - ☑ Other Ways to Use Events
 - ☑ Event Reports
-

Expand/Collapse
All

Add an Event - Step 1-Create the Event Type

The first step in creating an event in your database is to create the **Event Type**. Think of this as the umbrella and all of the specific occurrences of that type of event (dates and times) are held under that umbrella. The Event Dates & Times are created in the **second step**.

Create an Event Type

1. Go to **Events** (menu) > **Add Event Type**.
2. Give the Event Type a **Name**, **Location**, and **Category 1**.
3. Click **Save**.

Event Type: Dance Fever Birthday II

← RETURN
SAVE CHANGES
COPY EVENT TYPE
DELETE

View Calendar | Add Event (Date & Time)

Summary

Description

Questions

Agreements

Dates & Times

Name

Location

Fee

Allow Enrollment For

Minimum Age Maximum Age Cut Off Date

Category1 Category2 Category3

Maximum Size

4. Enter specifics about the event on the *Summary* tab of the *Event Type* record. Each field on the Summary tab is explained in detail below. While the fields are optional, we recommend you complete as many as possible. **Save Changes**.

▼ [Click here to see Event Type Summary Fields Explained](#)

Fee	Enter the cost of the event per registrant as the Event Fee .
Allow Enrollment For	Select Family if you prefer to allow a customer to enroll their Family and fill 1 Event opening. Select Student to allow the customer to enroll up to 5 students and fill 1 event opening per student. <i>Note: What you enter here will be the default for all Event Dates/Times but it can be changed for any of the event dates individually.</i>
Min Age/Max Age	Enter a minimum and maximum age for the event, including years and months. The min/max age can be used to set age restrictions for event registrations. <i>Note: Minimum Age and Maximum Age are only factored in if Allow Enrollment For is set to Student.</i>

Cut Off Date	<p>Optionally, enter a Cut Off Date. If a cut-off date is entered, the student's age on the cut-off date is used to determine if the student meets the event's age requirements.</p> <p>Note: <i>Cut Off Date</i> is only factored in if <i>Allow Enrollment For</i> is set to <i>Student</i>.</p>
Category 1	<p>Select a Category 1 to have assigned to all of the event fees.</p>
<u>Cat 2/Cat 3</u>	<p>Add a Category 2/Category 3 if applicable. These fields will further classify the event fees.</p>
Maximum Size	<p>Enter a Maximum Size for the event. Note: <i>For a Birthday Party or Private Event, enter the Maximum Size as 1. This ensures that the event is booked by only one customer.</i></p>
Payment Method Information	<p><i>Do you require parents to save a payment method before enrolling in this Event Type?</i></p> <ul style="list-style-type: none"> ○ If ePayments is not set up, this section is NOT visible. ○ If ePayments is set up, you will see a Payment Method Information section with Credit/Debit Card Information field and a Bank Account Information field (Yes/No/Optional). If payment in the Parent Portal is required, they will also see a checkbox for Omit this Event Type from requiring payment during Parent Portal enrollment. <p>Select Yes to require that the credit card fields be completed. Select No to not display the credit card fields. Select Optional to display the fields but allow the registrant to choose whether or not to add credit card details.</p> <p>Note: <i>The option to pay via bank account is not available when registering for an event. This field would only be capturing that information to secure the booking.</i></p>
Post Event Fee Per	<p>Select Family to auto-post the Event Fee once per Family. Select Student to auto-post the Event Fee once per student. Select Do Not Post Fee if you do not want the event fee to automatically post when a customer registers.</p>

Session	Add a Session from the Session drop-down choices.
Transaction Type / Sub-Type / Note	If Post Event Fee Per is either Family or Student , include a Transaction Type . Optionally, include a Sub-Type and Note .
Display on Internal Calendar	Select Yes/No depending on whether this Event should display on the internal Event Calendar. This calendar can only be seen by a User logged into Jackrabbit.
Calendar Label	Whatever you type here will display as the Event Name on the Event Calendar.
Background Color	Click the crayon icon to choose a color. This color will display as a background for the <i>Calendar Label</i> on your Event Calendar. We recommend using lighter colors as they make the calendar easier to read.
Display to Customers	<p>How do you want this Event Type to display on your Event Calendar:</p> <ul style="list-style-type: none"> ○ Select No if you do not want the event to display on your Event Calendar. ○ Select Open Dates Only if you prefer only open events to be displayed on your Events Calendar. ○ Select Open & Booked Dates if you prefer that both open & booked dates display on your Event Calendar. <p><i>Note: An Invitation Only Event will not display on your Event Calendar, regardless of this setting.</i></p>
Calendar Header	<p>Create a header for your Event Calendar that displays when it has been filtered for a specific Event Type. The Event Calendar below is filtered for the <i>Event Type</i> Circus Birthday Party. It has a <i>Calendar Header</i> assigned, Birthday Parties.</p>  <p>The screenshot shows a calendar view for February 2022. At the top left, there is a 'Calendar View' dropdown menu set to 'All Events'. In the center, the text 'Circus Birthday Party' is displayed, with a yellow box highlighting 'Birthday Parties' below it. At the bottom, there are navigation buttons for '<< Previous Month', 'February 2022', and 'Next Month >>', along with a row of day buttons: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday.</p>

Online Reg Form Graphic URL	Customize your event registration form with special images or graphics for specific events. In order for the image to be displayed on your registration form, it needs to reside somewhere on the internet and have a URL (a web address that usually starts with https:// or http://). Enter that URL here. See Frequently Asked Questions below for more details.
Notification Email(s)	An email notification will be sent to the email address(es) entered here whenever a customer registers for an event. Separate multiple email addresses with a comma.

5. Go to the **Description** tab and add the *Internal Description* (this description is seen by Users within Jackrabbit) and the *Registration Form Description* (this description will be seen by customers). **Save Changes**.

▼ [Click here to see a sample Event Registration Form](#)

1 - Customize your registration form with a graphic of your choice. It must 'live' online and have a URL and that URL is added to the **Event Type > Summary tab**, in the **Online Reg Form Graphic URL field**.

2 - Add a description of the event to your registration form.

6. Add questions that you would like event registrants to answer on the **Questions** tab, for example, "Will you be bringing cake?" Questions can be formatted as *Check box*, *Text box*, *Large Text*, and *Yes-No*. Questions can be set to *Optional*, *Hidden*, or *Required*, with the exception of checkbox questions that can't be made required. Answers are stored in the *Event Date/Time* record on the *Questions/Option* tab. From there, you can print the answers for that event date or export them (Excel, .csv, or PDF).

▼ [Click here to see a sample Event Type Questions tab](#)

Event Type Circus Birthday Party

← RETURN **SAVE CHANGES** **COPY EVENT TYPE** DELETE

View Calendar Add Event (Date & Time)

Summary Description **Questions** Agreements Dates & Times

Add A Question

Event Questions/Options

View 1 - 2 of 2 Print Refresh

Order	Question Text	Question Type	Required?	
1	What is the birthday child's name?	Textbox Checkbox Textbox LargeText Yes-No	Required	
2	Will you be bringing a cake?	Yes-No	Required Optional Hidden Required	

7. Select the **Agreements** tab. Enter any legal policy or verbiage you'd like the customer to agree to prior to registering for an event. Each agreement text record will be followed by its own *I Have Read and Agree* checkbox on the Event Registration Form. The customer must check these boxes and enter their e-signature in order to submit the registration form.

▼ [Click here to see a sample Event Type Agreements tab](#)



Click **Copy Event Type** to quickly create another similar Event Type. This will copy all information on the Event Type Summary tab to the new Event Type with the option to copy questions and agreements.

Now that the Event Type is set up, you can move on to the second step of adding an event, which is to **create the specific dates and times that this Event Type will occur**.

☺ **Frequently Asked Questions**

Expand/Collapse
All

Add an Event - Step 2-Create Event Dates/Times

Once you have completed the first step in adding an event, **adding an Event Type**, you'll need to add

specific dates & times when the event will occur so they can show up on your *Event Calendar*.

☑ Add Event Dates & Times

Expand/Collapse
All

☑ View Event Dates

☑ Frequently Asked Questions



Create an Event Type and send a private direct link to specific people to invite them to enroll in specific dates/times. Learn how to [Create an Invitation Only Event Date](#).

Event Notices (Event Date Status = Notice)

An Event with the *Status = Notice* allows your organization to add viewable information to your Event Calendar that does not allow registration. For example, you can add an announcement that your facility will be closed on a specific day.

Add an Event Notice

1. Point to the **Events** (menu) and click **Add Event Type**.
2. Add an **Event Type Name**. Category 1 is not relevant since this event won't allow for enrollment or revenue, however you must enter one.
3. Click **Save**.

A screenshot of a web form titled "Add Event Type". The form has a blue header bar with the title. Below the header, there are three input fields: "Event Type Name" with the text "New Year's Day - Studio Closed" and a small text below it saying "Examples: Birthday Party, Parents Night Out, etc."; "Location" with a dropdown menu showing "EDU"; and "*Category 1" with a dropdown menu showing "Special Event". At the bottom of the form, there are two buttons: "Save" and "Cancel". A mouse cursor is pointing at the "Save" button, with a yellow starburst effect around it.


Add Event Type

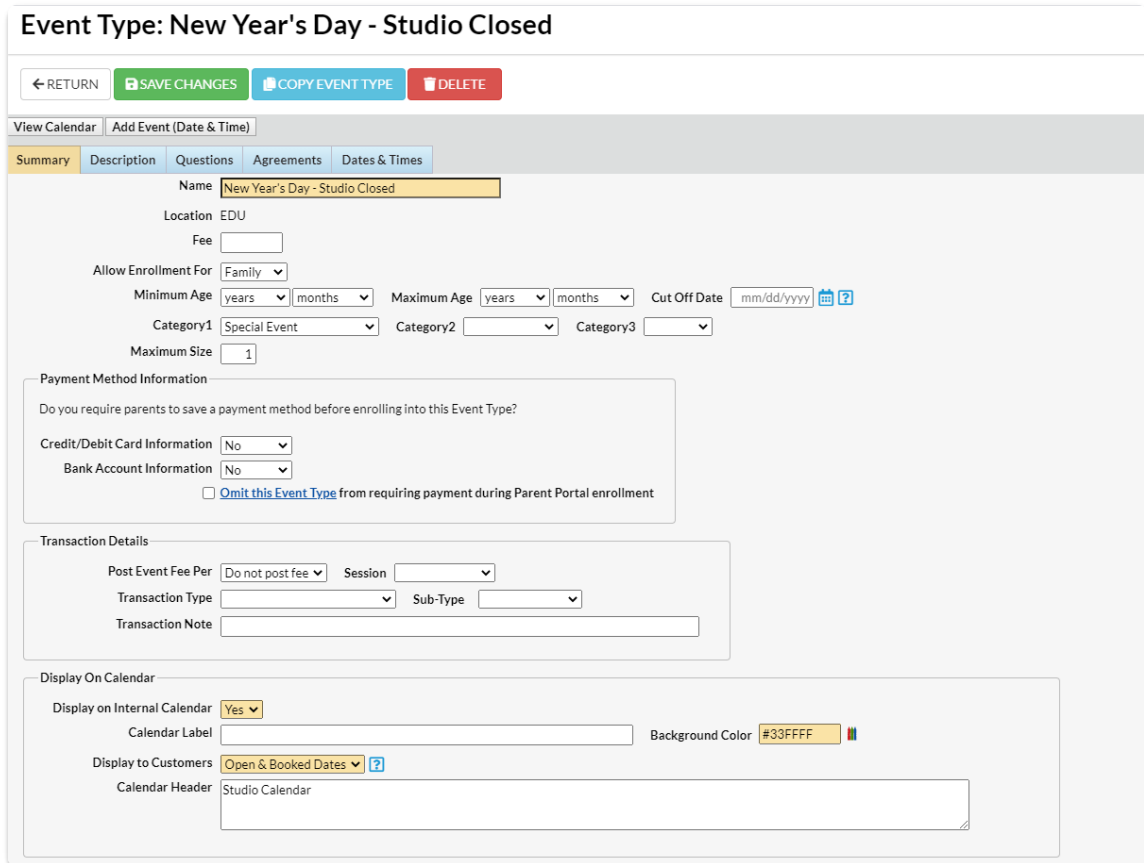
Event Type Name:
Examples: Birthday Party, Parents Night Out, etc.

Location:

*Category 1:

4. When the *Event Type* page opens, complete the following:

- o Give the *Event Type* a **Name**
- o Set **Display on Internal Calendar** to **Yes**
- o Select a **Background Color** (click on the crayon icon  to open the color picker)
- o Select the drop-down **Open & Booked Dates** for **Display to Customers**



Event Type: New Year's Day - Studio Closed

← RETURN **SAVE CHANGES** **COPY EVENT TYPE** **DELETE**

View Calendar Add Event (Date & Time)

Summary Description Questions Agreements Dates & Times

Name: **New Year's Day - Studio Closed**

Location: EDU

Fee:

Allow Enrollment For: Family

Minimum Age: years | months Maximum Age: years | months Cut Off Date: mm/dd/yyyy

Category1: Special Event Category2: Category3:

Maximum Size: 1

Payment Method Information

Do you require parents to save a payment method before enrolling into this Event Type?

Credit/Debit Card Information: No

Bank Account Information: No

Omit this Event Type from requiring payment during Parent Portal enrollment

Transaction Details

Post Event Fee Per: Do not post fee Session: Transaction Type: Sub-Type: Transaction Note:

Display On Calendar

Display on Internal Calendar: Yes

Calendar Label: Background Color: #33FFFF

Display to Customers: **Open & Booked Dates**

Calendar Header:

5. Click **Save Changes**.

6. Click the **Add Event (Date & Time)** button.

7. Add the specific **date** and select **Status = Notice**.

8. Select **Show Notice Events After the End Date = Yes** to keep the Notice on the Calendar after the date has passed; leave as **No** to have the event removed from the Calendar after the event date has passed.

9. Click **Save**.

Add Event Dates

Create Events From Date: Through Date:

Start Time: (example 2:30pm)

End Time: (example 4:30pm)

Room:

Status:

Show Notice Events After the End Date:

Allow Enrollment For:

Max Size (overrides max size on the Event Type page)

Select days of the week

Monday **Saturday**

Tuesday Sunday

Wednesday

Thursday

Friday

Instructor 1:

Instructor 2:

Instructor 3:

Instructor 4:

Event Calendar

The *Notice* displays on the *Event Calendar*, however, the event is not a clickable link that opens a registration form.

<< Previous Month		January 2022					Next Month >>
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
						1 New Year's Day - Studio Closed	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31						

Post Event Fees

Event Fees can be posted manually for an individual event enrollee or for all students/families at once. When you take your events online, you can set Event Fees to post automatically for enrollments done through Online Registration or through the Parent Portal.

Post Event Fees Manually



If you prefer to post fees manually, set the *Post Event Fee Per* field to **Do Not Post Fee** on the *Summary* tab in the *Transaction Details* for the event.

Post an Event Fee to an Individual Event Enrollee

1. Go to the **Enrollment** tab of the *Event (Date/Time)* record.
2. Use the **link** in the *Family* column to open the *Family* record.
3. Click the **Make Sale/Post Fees** button in the Family record.
4. In the *Post Fees* section, select the **(Transaction) Type** and **Category 1** and enter the **Event Fee** in the *Orig Amount* field.
5. We also recommend adding the optional fields *Session*, *Student* (if posting by student), and *Class/Event* selection.
6. Click **Save Fee & Pay Now** or **Save Fee** to post the fee to the family's account.

Make Sale / Post Fees

[← RETURN](#)

Family Details

Woodland **Current Balance 190.00**
[View Transaction History](#)

Address 648 Fieldstone Place
Vancouver, BC V3V 1V1

Transaction Date

Sale Summary

Sub-Total	95.00
Tax	0.00
Total	95.00

Payment Options

Select Store Items

Item #	Item Name	Qty	Student	Class/Event	Note	Price	Discount	Amount
<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Post Fees

Type*	Category1*	SubType	Orig Amount	Discount	Tax	Amount
<input type="text" value="Birthday Parties (Debit)"/>	<input type="text" value="Events"/>	<input type="text"/>	<input type="text" value="95.00"/>	<input type="text" value="0.00"/>	<input type="checkbox"/> <input type="text" value="0.00"/>	<input type="text" value="95.00"/>
Session	Student	Class/Event	Note			
<input type="text" value="Winter 2022"/>	<input type="text" value="Cheryl Woodland"/>	<input type="text" value="Aerial Workshop"/>	<input type="text"/>			

Post an Event Fee to all Event Enrollees

1. Go to the **Events** menu and select **List Dates & Times**.

2. Enter a single date or date range and optionally filter by (Event)Status. **Click Submit.**
3. Locate the event you want to post fees for and use the link in the Date column to open the Event (Date/Time) record.
4. Click the **Post Event Fees** button to open the *Post Class Transactions* page where the event is preselected.
5. Select the **Trans Type** and **Category 1** and optionally add a **Subtype** and **Session**.
6. The *Orig. Amount* field will be prefilled with the Event Fee but can be edited if needed.
7. Optionally add a **Note** and **Submit**.
8. Use the link in the confirmation to view the transactions that were posted.

Post Class Transactions

← RETURN
✓ SUBMIT

Search Criteria
🔍 Favorites
🔖 Save Favorites
🔄 Refresh
?

Selected Event: Aerial Workshop

Transaction Details to Post:

Within this function, duplicate detection prevents the posting of duplicate fees based on the same Transaction Date, Type, Subtype, Orig. Amount, Discount and Note.

Prefilled with the Event Fee.

Post Date: 📅

Trans Type: * Subtype:

* Category1: Session:

Orig. Amount:

Discount:

Tax:

Amount:

Taxable?:

Note:

Required field

Optional field

Submit

- o Duplicate detection will prevent a fee from posting when another transaction has already been posted on the same *Transaction Date* (Post Date), *Transaction Type*, *Transaction Subtype* (if any), *Orig. Amount*, *Discount*, and *Note* (if any).

Post Event Fees Automatically for Online and Portal Registrations

When an Event Type is set to **Post Fees Per** either *Family* or *Student*, enrollments through Online Registration and from the Parent Portal will automatically be charged the Event Fee once per family or once per student.

Event Type Circus Birthday Party

Name

Fee

Transaction Details

Post Event Fee Per

Session

Transaction Type

Sub-Type

Transaction Note

The fees will be posted to the *Family* record > *Transactions* tab.

Examples:

Family Woodward Online Registration for event set to Post Fees Per Family.

Current Balance **225.00**

Legend FEE/CHARGE PAYMENT/CREDIT UNPAID FEE UNAPPLIED CREDIT

Last 20 (Most Recent) Transactions

	Date	Type	Orig Amt	Amt	Unpaid Amt	Balance	Note	Pmt Meth	ePmt	Date Paid	Sess	Student	Class/Event	User
	2/15/2022	Birthday Parties	225.00	225.00	225.00	225.00					Winter 2022		Circus Birthday Party	Online

Current Balance **225.00**

When set to **Post Fees Per Family**, one fee will post to the *Family* record (*Transactions* tab) for each enrollee. No name will appear in the *Student* column of the transaction because the registration was done for the family.

Family Ager Parent Portal enrollment for event set to Post Fees Per Student.

Current Balance **190.00**

Legend FEE/CHARGE PAYMENT/CREDIT UNPAID FEE UNAPPLIED CREDIT

Last 20 (Most Recent) Transactions

	Date	Type	Orig Amt	Amt	Unpaid Amt	Balance	Note	Date Paid	Sess	Student	Class/Event	User
	2/15/2022	Event Fees	95.00	95.00	95.00	190.00			Winter 2022	David Ager	Aerial Workshop	Portal - hollyager41@gmail.com
	2/15/2022	Event Fees	95.00	95.00	95.00	95.00			Winter 2022	Dani Ager	Aerial Workshop	Portal - hollyager41@gmail.com

When a customer enrolls in an event set to **Post Fees Per Student** from their Parent Portal, the Event Fee will post once for each enrolled student and their name will appear in the

Student column.

☑ Frequently Asked Questions

Event Registration and Enrollment from Within Jackrabbit

Enroll an Existing Customer in an Event Date/Time

Follow the steps below to enroll an existing customer (family or student) in an event.

1. Go to the **Events** menu > **Calendar**.
2. Locate the appropriate date and time and click the **Event Name**.
3. Select **Enroll Existing Family** or **Enroll Existing Student** to enroll a family or student who already exists in your Jackrabbit system.
4. Click the Search link in the Event Enroll pop-up box to locate the family or student's existing record.
 - Once a student or family name has been selected, the name will appear in the *Event Enroll* window.
5. Click **Enroll** and **OK** to confirm.



Instructors for Events do not automatically receive an email enrollment notification. Event enrollments can be viewed on the *My Schedule* tab in the Staff Portal (see [View Events Schedule](#)). In addition, the instructor's email address can be added to the *Notification Email(s)* on the *Event Type > Summary* tab.

Register and Enroll a New Customer in an Event Date/Time

Follow the steps here to register and enroll a new customer (family or student) in an event.

1. Go to the **Events** menu > **Calendar**.
2. Locate the appropriate date and time and click the **Event Name**.
3. Select **Quick Registration** to register the new family.
4. Complete the fields on the *Registration Form* for this family or student. **Note:** *The Registration form will allow students to be enrolled only if the event is set to allow for Student Enrollment.* See [Add an](#)

[Event](#) for details on the difference between student-based and family-based event enrollment.

5. Click **Submit Registration**.



Quick Registration does not display any agreement text as the Jackrabbit user can't e-sign (check I Have Read and Agree) for a customer. For this reason, Jackrabbit recommends that the customer register from the Event Calendar on your website.

Transfer a Student/Family Between Event Type Dates

Occasionally, you may have the need to move a student or family's event registration from one date to another. Jackrabbit makes it easy to transfer an enrollment between dates within the same Event Type.

Follow this process to avoid having to delete the event enrollment and recreate it in the new date/time.

1. Go to the **Family** or **Student** record (depending on the enrollment) and select the **Events** tab.
2. Select the **Transfer** link to open the *Transfer Student* modal.

The screenshot shows the 'Family Avery' record page. The 'Events' tab is selected. Below the navigation tabs, there is an 'Enrollment' section with a table of three rows. The 'Transfer' link in the 'By' column of the first row is highlighted with a yellow box and a hand cursor.

Student	Event Type	Date	Time	Room	Fee	Enroll Date	By	Transfer
Georgia Avery	Birthday Party	1/13/2024	2:30pm-4:30pm		250.00	1/3/2024	lwallace	Transfer
Adriano Avery	Parents Night Out	1/12/2024	5:00pm-10:00pm		25.00	1/3/2024	lwallace	Transfer
Adriano Avery	Parents Night Out	1/12/2024	5:00pm-10:00pm		25.00	1/3/2024	lwallace	Transfer

3. Click **Select Date & Time** to open a window to search for and select the Event Date/Time to transfer the enrollment to. The only Event Dates/Times that will appear are events that have an **Open** status. Use **Show Details** to see the instructor for an Event Date/Time. Click **Save**.

TIP: The search field will look for events that contain your search term, e.g., a specific instructor or a specific time of day.

The screenshot shows the 'Select Date & Time' modal. The search field contains 'dianne'. The results show '01/27/2024 Saturday • 2:30pm - 4:30pm' with 'Openings (1)' and 'Less details'. The instructor 'Dianne Harris' is listed and highlighted with a yellow box. A yellow dotted arrow points from the search field to the instructor name.

4. The *Transfer Family/Student* window will display the Event Date/Time you've selected in the *Transfer To* section. Confirm your selection and click **Transfer**. The event enrollment, along with answers to any questions recorded during the original event enrollment, are transferred to the new date/time.

Event Sign In/Out Sheets

Create customized **Sign In/Sign Out Sheets** for an event. Using a Sign In/Sign Out sheet provides you with an attendance record for the event. You can print directly from Jackrabbit or export the file for another use.

1. Go to the **Events (menu) > Event Reports > Event Sign In/Out Sheets**.
2. Select multiple events using any combination of *Search Criteria* or select a single event as shown below.
3. Select *Display Settings* including a sub-heading and whether the attendee's home phone should display. Additional settings allow you to sort in event start time order and create a separate sheet for each event.

Note: You can also opt to add columns for your staff to initial when they sign in/sign out of an event.

The screenshot shows a web interface for configuring event sign-in/out sheets. At the top, there are navigation links: Search Criteria, Favorites, Save Favorites, Refresh, and a help icon. Below this is a description: "Description: This report produces a single Sign In/Out Sheet for all students enrolled across all events matching the criteria below. To produce a sheet for a single event (all event dates within date range), select an Event Type. To print a sheet for all students enrolled in Events of a specific Category1, select a Category 1 value." The main configuration area includes: Event Location (dropdown), Room (dropdown), Enrolled in Category1 (dropdown), Event Type (dropdown menu with options: Dance Fever Birthday (EDU), Namaste Birthday Party (EDU), Parent's Night Out (EDU), and a 'more less' link), and a note: "Select one or more classes by holding the CTRL key". Below this are Event Date From (calendar icon, value: 2/22/2020) and Through Date (calendar icon, value: mm/dd/yyyy). The 'Display Settings' section includes: Sub-heading (text input: Saturday, February 22, 2020), Show Home Phone (Yes dropdown), Show columns for Staff Sign In/Out (No dropdown with help icon), Separate Sign In/Out Sheet for Each Event (No dropdown), and Sort in Event Start Time Order (No dropdown). A 'Submit' button with a checkmark and a hand cursor is at the bottom right.

4. Click **Submit**.
5. Print the *Sign In/Out Sheet* using the **Print** button.

Sign In/Out Sheet (Events)

← RETURN

View 1 - 6 of 6 Print Export Refresh 1 columns hidden Show/Hide Columns Restore Columns

	Family/Account	Lastname	Firstname ↕ 1	Home Phone	Time In	Signature	Time Out	Signature
	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>				
1	Owers	Owers	Ashlee	(704) 555-7721	__:__	_____	__:__	_____
2	Ager	Ager	Barbie	(704) 374-2415	__:__	_____	__:__	_____
3	Zackmann	Zackmann	Cindy	(704) 555-4954	__:__	_____	__:__	_____
4	Harding	Harding	Coreen	(704) 555-4685	__:__	_____	__:__	_____
5	Unger	Unger	Olivia	(704) 555-3420	__:__	_____	__:__	_____
6	Evans	Evans	Shawna	(704) 555-5478	__:__	_____	__:__	_____

QUIZ - Lesson #8 - Enroll/Register Families/Students into Events from Within Your Database

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 #8 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.

Quiz #8 - Enroll/Register Families or Students in Events

TAKE THE QUIZ

Number of Questions	Total Possible Points	Points Needed for an "A"	Points Needed for a "B"	Points Needed for a "C"
6	8	7	6	5

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

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