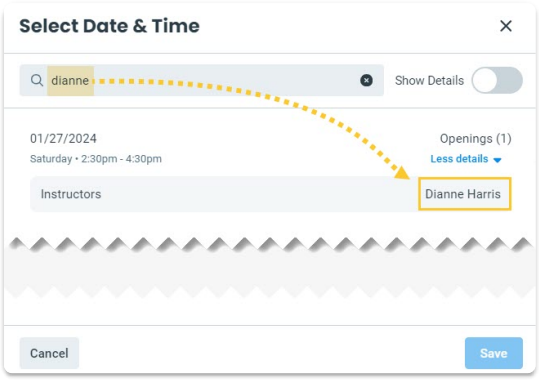
Occasionally, you may have the need to move a student or family's event registration from one date to another. Jackrabbit makes it easy to transfer an enrollment between dates within the same Event Type.

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.

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.



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.