Practice What You've Learned

Instructions

Are you a hands-on learner? 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	LMSClass	Training1
Dance	LMSDance	Training1
Music	LMSMusic	Training1
Swim	LMSSwim	Training1

Practice Scenarios

Below are scenarios/questions which you may use to practice. If a scenario/question does not apply to you, you may skip it, of course! Your supervisor may have additional tasks for you. Feel free to use our practice database as much as you like.

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

Add a family (Use fake names, addresses, etc.)

Determine the family/student information your organization requires for each family.

Use fake names, addresses, etc. as any information you add could be viewed by others outside of your organization.

- Make up your own fake names or click**here** to open a website that generates fake names.
- Make up your own fake address or click**here** to open a website that generates fake addresses.

Add a family with a fake name and address. You can either:

- Go to Families > All Families and click on the Add Icon. Click on the Use Quick Registration Form button to enter family information and enroll students in a class or quickly add a Family by using the Enter Family Name Only button.
- Go to Families > Quick Registration to open the Quick Registration Form.
- Go to the Gear Icon > Settings > Online Registration and click on the Preview Registration Form button to open the Online Registration Form. Your organization may prefer adding families via the Online Registration Form even if the family is physically at your facility as the Online Registration Form requires the family to sign your legalese/agreements.

When did the Hesseur family register for a class?

The Hesseur family Registration Date is 11/05/2018.

1. Locate the Hesseur family page using the Global Search field at the top of your screen or by going to Families on the menu bar and selecting All Families.
2. Open the Hesseur family page and find the Registration Date field on the Summary tab.

Enroll Tracy Yarbourough or another student in a class.

To enroll Tracy Yarbourough (a student) in a class, you can either:

All Students page

1. Search for the student by entering a filter to narrow down the records in the grid or by entering a search in the Search Fields below the column headers.
2. Click on the Row Menu icon (three vertical dots) for the student and choose Enroll.
3. Select the Enroll link for a class.
4. Change the Enroll Date if needed and click the Enroll Now button.

Class Record

1. Open a class by going to Classes on the menu bar and selecting All Classes.
2. Select a class.
3. Select the Enroll Student button (only visible when there are openings in the class).
4. Search for the student and then click the Enroll link (Enroll is underlined) in the row for the student.

Student Record

1. Search for the student page for a student by entering their last name (or the first few characters) in the "find a family..." Global Search field.
2. Locate and select Tracy Yarbourough link in the Student column.
3. On the Student page for Tracy Yarbourough, select the Enroll button.
4. Select the Enroll link for a class.
5. Change the Enroll Date if needed and click the Enroll Now button.

Weekly Calendar

1. Click on the Weekly Calendar button from the Executive Dashboard or select Weekly / Daily Calendar from the Classes menu.
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 to Enroll Existing Students or Register New Students.

Post a Registration fee to a family.

1. To post a fee to an individual family such as as Registration Fee, you can either:
   - Go to Families > All Families, search for the family and click the Row Menu icon. Then select Post Fee.
   - Search for the Family by entering their last name (or the first few characters) in the "find a family..." Global Search Field. Locate the row for the family and click on Post Fees (link on far right) or click on the Last Name (link) to open the Family Record.
2. Select the Make Sale/Post Fees button.
3. In the Post Fees section, select the Transaction Type such as Registration (Debit) in the Type field.
4. Select a Category1.
5. Enter an amount in the Orig Amount field and complete the remaining fields if appropriate (Discount, Session, Student, Class/Event, Note).
6. Select either the Save Fee or the Save Fee & Pay Now button.

Post a cash or check payment to a family.

1. You can either:
   - Go to Families > All Families, search for the family and click the Row Menu icon. Then select Accept Payment/Post Credit.
   - Open the Family page and select the Payment/Credit button.
2. Enter a Trans Date (payment date) if different than today, a Method, a check number if appropriate, and the amount in the Payment field if different than the Current Balance.
3. Complete the remaining fields if appropriate (Subtype, Note, Chk#).
4. Select the Save Payment button (or Save & Make Another Payment) since this is a "Cash, Check, Other Credits" Payment and not an ePayment.

Has the Turman family paid their Registration fee?

This question may be answered several ways. The first method is the most direct since the question is in regards to a specific family.

Turman Family Record

1. You may search for the family page for the Turman family by either using "find a family..." Global Search field or by going to Families > All Families.
2. Locate and select the Turman link in the Family column.
3. Select the Transactions tab on the Turman family page.
4. Locate the fee transaction with Registration in the Type field (white row). The fee has been paid if the Date Paid column has a date instead of being blank and highlighted in pink.

Transactions > Search

1. You may also use Transactions > Search. Change the Transaction Date from field (to 01/01/19 since Registration Fees were posted on 01/02/19).
2. Change the Type field to Registration (Debit).
3. Select the magnifying glass next to the Select Family/Acct field; enter a partial or full name and click Search.
4. Select Turman row.
5. Click the Submit button on the Search Transactions screen. The fee has been paid if the Date Paid column has a date instead of being blank and highlighted in pink.

Fee Summary Report

1. Go to Transactions > Transaction Reports and select Fee Summary Report.
2. Blank (delete) the dates in the Date Paid from and through fields.
3. Select the magnifying glass next to the Select Family/Acct field; enter a partial or full name and click search.

4. Select Turman row.
5. Click the Submit button. If there is a Registration Fee listed in the Cat1 column, a fee has been posted. If the Unpaid Amt for the Registration Fee row is $0.00, then the fee has been paid. Otherwise, it has not.

What is the login information to the Parent Portal for the Casey family?

1. Search for the family page for the Casey family. You can either:
    - Enter the family name (or the first few characters) in the "find a family..." Global Search field. If the family doesn't immediately open, locate and select the Casey link (in the Last Name column) in the row with Family in the Type column.
    - Go to Families > All Families. Then locate and select the Casey link in the Family column.
2. On the Casey family page, select the link for Deidra Casey in the Primary Contacts section to open the Contact page.
3. Check the Login ID field in the Portal Information section. If it is blank, which it is for Deidra Casey, look for the email address in the Email, Phone Numbers, & Address section (above Portal Information section). Her login information for the Parent Portal is ddcasey@email.com.

Send an email for a Weather Closing.

Most often you will send a Weather Closing email to all your active families.

Families > All Families

1. Go to Families on the menu bar and select All Families.
2. Select the Active segment in the Status data visual or use the Filter Icon and add a filter for Family Status = Active (click Apply button).
3. Click the Send icon and choose Email.
4. Define the audience and select additional settings as needed. Click Next: Composer button to continue.
5. Select an email template such as #113 Weather Closing in the Template field or create your own email from scratch by entering text in the Subject line field and in the Message field. If you are using the template, customize it with your facility name or logo and the day(s) you will closed/expect to reopen.
6. Click the Preview List button at the bottom.
7. When logged into your own Jackrabbit system, you will select Send Now after reviewing the Recipients List and the message in the Results section. When using the Practice Database, for security reasons, you do not have the ability to send emails.

Families > Email/Text Families

1. Go to Families > Email/Text Families.
2. Select an email template such as #113 Weather Closing in the Template field or create your own email from scratch by entering text in the Subject line field and in the Message field. If you are using the template, customize it with your facility name or logo and the day(s) you will closed/expect to reopen.
3. In the Search Criteria section, add/change criteria settings to select the audience.
4. Refine the Recipients in the Recipients section, set the email address for replies, and select email addresses to receive a copy of the email. Recipients can be further refined by unchecking check boxes on the Preview List page.
5. Click the Preview List button at the bottom.
6. When logged into your own Jackrabbit system, you will select Send Now after reviewing the Recipients List and the message in the Results section. When using the Practice Database, for security reasons, you do not have the ability to send emails.

Return to Front Desk Staff Menu