

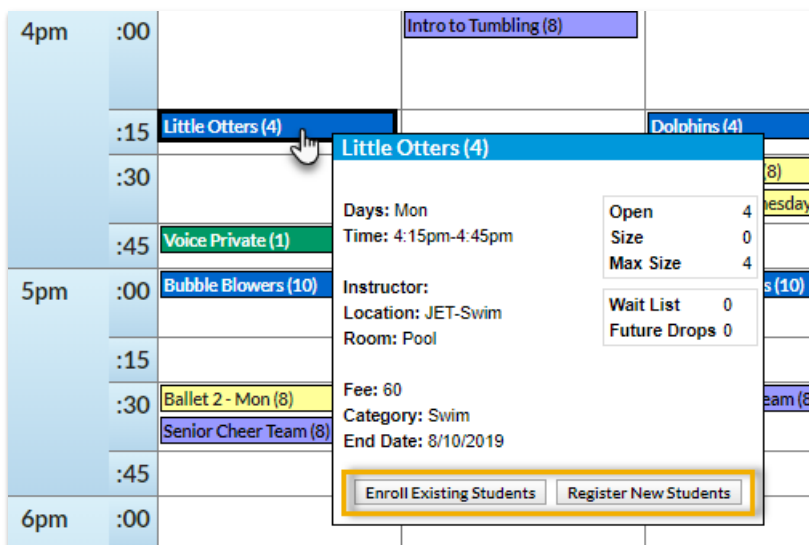
Enroll a Student into Classes using Jackrabbit's Calendars

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



The **Weekly Calendar** is the most popular calendar to use for enrollment. It can be quickly accessed by clicking on the Calendar icon in the upper right corner throughout Jackrabbit or by 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 to **Enroll Existing Students** or **Register New Students**.
 - o If the student belongs to a new family who is not in your database, click the **Register New Students** button. Follow the instructions for how to **Enroll a New Student into Classes using Quick Registration**.
 - o If the student is already in your database, click the **Enroll Existing Students** button. Follow the instructions for **Methods for Staff to Enroll a Student**



4pm	:00		Intro to Tumbling (8)	
	:15	Little Otters (4)		Dolphins (4)
	:30			
	:45	Voice Private (1)		
5pm	:00	Bubble Blowers (10)		
	:15			
	:30	Ballet 2 - Mon (8)		
	:45	Senior Cheer Team (8)		
6pm	:00			

Little Otters (4)

Days: Mon
Time: 4:15pm-4:45pm
Instructor:
Location: JET-Swim
Room: Pool

Open 4
Size 0
Max Size 4

Wait List 0
Future Drops 0

Fee: 60
Category: Swim
End Date: 8/10/2019

Enroll Existing Students Register New Students

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