

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](#).

The screenshot displays a weekly class calendar interface. The vertical axis shows time slots from 4pm to 6pm in 15-minute increments. The horizontal axis shows days of the week. A class titled "Little Otters (4)" is highlighted in blue at the 4:15pm slot on Monday. A mouse cursor is hovering over this class, which has triggered a detailed popup window. The popup contains the following information: "Days: Mon", "Time: 4:15pm-4:45pm", "Instructor:", "Location: JET-Swim", "Room: Pool", "Fee: 60", "Category: Swim", and "End Date: 8/10/2019". To the right of this information is a summary table: "Open 4", "Size 0", "Max Size 4", "Wait List 0", and "Future Drops 0". At the bottom of the popup, two buttons are visible: "Enroll Existing Students" and "Register New Students", both of which are highlighted with a yellow border.

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