Practice - Collect Payments from an Individual Family
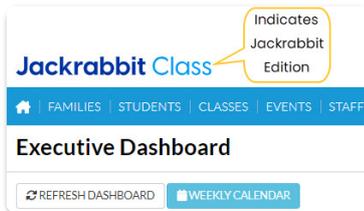
Want to practice what you've just learned? Great!

- 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

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

Post a 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.