Track Online Registrations

There are several ways to stay informed of all new online registrations:

- You or your staff will receive an email notification.
- On the Executive Dashboard, the Key Metrics widget features an Online Registrations metric. Select the metric to open the Online Registrations report. This metric and the report are filtered based on your selected Dashboard Settings.

- Go to *Reports (menu) > Find Reports > Classes/Enrollments (left menu) > Enrollment (tab) > Online Registrations* and run a custom report based on the Location and Date Range of your choice.

Complete the Registration/Enrollment Process

"What do I do once a new family registers/enrolls online?"

Scenario A: If your settings are such that class Tuition fees are automatically posted during enrollment then you will need to:

1. Verify the family, student(s), and enrollment information was entered correctly/completely.
2. Wait for cash or check payment OR if you are using ePayments, you can process the payment now or any time, by using the *Payment/Credit* button on the family page. This is not an automated feature - you must initiate the process to hit their credit card or bank account.

Scenario B: If your settings are such that class Tuition fees are NOT posted during enrollment (because you use Post by Hours or Discounting), then you will need to:

1. Verify the family, student(s), and enrollment information was entered correctly/completely.
2. Post the appropriate tuition fee(s) by using the *Make Sale/Post Fees* button on the family page OR in bulk by using *Transactions > Post Tuition Fees* using your standard discounting structure (and use the Duplicate Tuition Fee Detection filter as to not post duplicate fees to those who have already had tuition fees posted for the current billing period). You may also need to manually adjust this posted fee if you need to pro-rate.
3. If you are using ePayments, you can process the payment now or any time, by using the *Payment* button on the family page. This is not an automated feature - you must initiate the process to hit their credit card or bank account.