

Parent Portal - Enroll a Student into a Class

Last Modified on 05/11/2023 1:10 pm EDT

In order for your parents to enroll students into classes in the Parent Portal, the **Classes** checkbox must be selected in your *Parent Portal Settings*. The **Enroll Students** option must also be selected (*Gear icon > Settings > Parent Portal > Settings tab > Class Enrollment Settings*). Refer to [Set Up the Parent Portal](#) for more information.



This example for enrolling a student into classes in the Parent Portal does not include payment at the time of enrollment. If you are signed up to accept **ePayments** and would like to process payments in the portal, refer to [Require Payment in the Parent Portal](#) for details and settings.

From the Parent Portal Dashboard, parents can enroll their students into classes using the **Classes & Events** option in the top menu to access the *Find Classes* page (the right sidebar menu can also be used).

When opened, the page is automatically filtered for the age ranges of the students in the family's record. With this, the only classes displayed are those with minimum and maximum age restrictions the students fall into. The filter can be removed to show all classes regardless of the age settings by toggling the *Show me classes for...* button to **All Ages**. In addition, classes at multiple locations and waitlists can be displayed.

The screenshot displays the 'Classes & Events' page in the Parent Portal. At the top, there is a navigation bar with icons for Dashboard, Billing & Payments, Classes & Events, Give, and a shopping cart. The main header is 'Classes & Events'. Below the header, there are three main buttons: 'MY SCHEDULE', 'FIND CLASSES', and 'FIND EVENTS'. The 'FIND CLASSES' button is highlighted with a hand icon. Below these buttons, there are three filter sections: 'My Location' (Concord, NC 28078), 'Age Ranges' (Barbie, 11 yrs, 5 mths; Dani, 14 yrs, 10 mths; Dave, 14 yrs, 10 mths), and 'Wait Lists' (Would you like to see classes with waiting lists?). At the bottom, there are three toggle switches: 'Show me classes at...' (All Locations), 'Show me classes for...' (All Ages), and 'Show me full classes with...' (Wait Lists). A yellow callout box points to the 'All Ages' toggle with the text 'Toggle to show classes for all ages.'

The class listings can be further filtered and sorted to narrow down the results.

CLASSES 10 SORT BY CLASS: A - Z FILTER RESULTS ADD A FILTER

CLASS	FOR	SES	WHERE	LOCATION
2 SPOTS LEFT! Ballet L1 - Mon 5pm	All Genders At least 5 years 0 months	Win 12/01/2021	Jackrabbit Education	
8 SPOTS LEFT! Ballet L1 - Tues 5pm	All Genders At least 5 years 0 months	Win 12/01/2021	Jackrabbit Education	
4 SPOTS LEFT! Cheer Essentials	Female All Ages	Winter 2022 12/01/2022	6:30pm - 7:30pm [M][T][W][T][F][S]	Jackrabbit Education
1 SPOTS LEFT! Cheer Ready - Fri 6pm	All Genders At least 8 years 0 months	Winter 2022 12/01/2022	6:00pm - 6:45pm [M][T][W][T][F][S]	Jackrabbit Education Coach Stephanie 67.50

Sort results by:
 A - Z by class
 Z - A by class
 YOUNGEST FIRST by age
 OLDEST FIRST by age
 DESCENDING by start date
 ASCENDING by start date

Filter results by:
 TYPE
 LEVEL
 CATEGORY 3
 SESSION
 GENDER
 AGE
 START DATE
 TIME OF DAY
 DAYS OF THE WEEK
 LOCATION

When the parent selects a class from the list, they are taken to the *Class Details* page where information about the class is displayed.

Class Details



Hip Hop L1 - Wed 7pm

85.00

ADD TO CART

Intro to Hip Hop

Type	SESSION	DATES
Dance	Winter 2022	12/01/2021 - 02/28/2022

All Ages 7:00pm - 7:45pm EDU with Mr. LJ
 [M][T][W][T][F][S]

If they wish to enroll a student in the class, click the **Add To Cart** button. This opens the **Enroll** page where the parent can select the checkbox next to one or more students' names. They can optionally add information they feel is relevant in the **Additional Info > Comments** section. **Note: the Comments field can be relabeled and made mandatory (required) with a Class Enrollment Parent Portal setting. See Set Up the Parent Portal for more information.**

Legal policies related to the selected class (when applicable) will show at the bottom of the window. Click the **View Policy** link to see the details of the policy and toggle to agree to the policy. All policies **must** be agreed to before moving to enroll in the class.

Refer to **Legal Policies & Policy Groups** for more details. **Note:** Select the checkbox located under the **Gear (icon) > Settings > Parent Portal > Settings (tab) > Class Enrollment Settings > Require policy agreement for each enrollment** and each time a parent enrolls in a class they will be presented with the policy agreements related to the class.

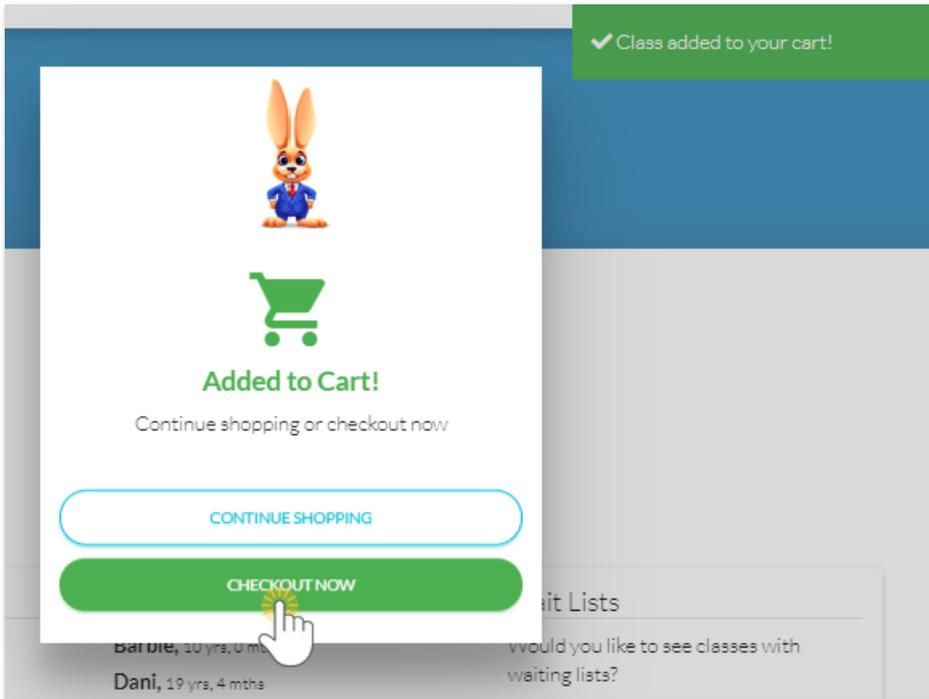
To select the class the parent will click **Add**.

A confirmation that the class has been added to their cart will display in a pop-up. Next, there is an option to **Continue Shopping** (enroll in additional classes) or to **Checkout Now** and complete the

enrollment.



Adding a class to the cart does **NOT COMPLETE** the enrollment. The class is added to the cart and the parent can continue to shop for additional classes or go to checkout. Classes added to the cart do not 'hold a spot' for the student. The class will stay in the shopping cart until the parent clicks on the cart to complete the enrollment process. Classes can be removed from the cart, but, can't be edited or changed in the cart.



Click on *Checkout Now* to advance to the next screen and complete the enrollment.

Your Cart (1)



Hip Hop L1 - Wed 7pm



WHO	FEE
Dave Ager	85.00

Class & Event Fees

FEES SUBTOTAL
85.00

Discounting & Prorating

TOTAL DISCOUNTS
0.00

GST
6.38

Total Enrollment Fees

91.38

ACCEPT ENROLLMENT FEES AND CONTINUE



A confirmation email is sent to the parent and also to your organization. This email is sent to the "Reply to" and "Send Alert to" Email Address designated in the Portal settings (Gear icon > Settings > Parent Portal > Settings tab > Communication).



Enrolled!

A confirmation email has been sent. Please check junk and/or spam folder if you don't find the email in your inbox.



The Parent Portal enrollment is viewable from the *Family record > Misc tab > View Registrations*. It is also logged in *Reports (menu) > Find Reports > Families/Students > Recommended tab > Parent/Customer Portal Log*.



Policies agreed to during the Parent Portal enrollment can be viewed in the *Family record > Policies tab*.
