

Enroll a Student into Classes using Jackrabbit's Calendars

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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**

The screenshot shows a class schedule grid with a pop-up window for the 'Little Otters (4)' class. The grid has time slots from 4pm to 6pm. The pop-up window displays the following details:



Days: Mon	Open	4
Time: 4:15pm-4:45pm	Size	0
Instructor:	Max Size	4
Location: JET-Swim	Wait List	0
Room: Pool	Future Drops	0
Fee: 60		
Category: Swim		
End Date: 8/10/2019		

At the bottom of the pop-up window, there are two buttons: **Enroll Existing Students** and **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.





Save this as a frequently used report! Click the heart (icon)  next to a report name, the heart will change to red  and the report will be listed under the *Reports (menu)* > **My Reports** for quick and easy access!
