

Create a Trial Enrollment from Within Jackrabbit

Last Modified on 08/25/2023 8:05 am EDT

Jackrabbit allows you to offer a class as a trial. The ability to enroll in a class as a trial is a per-class option, and the [class record](#) must have *Allow Trial Enrollment* set to **Yes** on its *Summary* tab. For more details, see [Classes/Lessons](#).

When a student is enrolled as a trial, the enrollment will be given an *Enroll Type* of **Trial**, which lets your staff know that the student is a trial student. When posting tuition fees, Trial Enroll Types can be excluded, so fees are not posted to those students in trial classes.



If the student completes the trial and wishes to enroll permanently, then you should change their *Enroll Type* to **Trial - Enrolled**. See our Help article [Staff Procedures for Trial Enrollments](#) for more information.

Trial Enrollments for New Students from Within Jackrabbit

Students can be enrolled as a trial using the [Quick Registration Form](#).

1. Go to the **Families** menu > **All Families** > **Quick Registration**.
2. Complete the Quick Registration form.
 - o Select a Class.
 - o Set the *Trial Enroll?* field to **Yes**.

A screenshot of the Quick Registration Form interface. It shows two rows for class selection. The first row is highlighted with a yellow box. The fields are: 'Select Class #1' with a dropdown menu showing 'Tumbling L2 - Mon 5pm - Tumbling L2 - Mon 5pm', 'Enroll Date' with a date picker set to '08/24/2023', 'Trial Enroll?' with a dropdown menu set to 'Yes', 'Future Drop Date' with an empty date picker, and 'Email Instructor' with a checked checkbox. The second row is similar but has 'Select Class #2' as a search field, 'Enroll Date' set to '08/24/2023', and 'Trial Enroll?' set to 'No'.

3. Select a **Future Drop Date** (if needed) that is the day after the actual trial date so that the student will drop from the class after their trial class automatically.
 - o After submitting the Quick Registration, the student's *Enroll Type* will be set to **Trial**.

Trial Enrollments for Existing Students from Within Jackrabbit

Students can be enrolled as a trial when you or your office staff [enroll students from within Jackrabbit](#).

If a student has already enrolled in the class, you can also set the *Enroll Type* to **Trial** on the student's *Classes* tab.

Student: Franklin Burns

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Family: [Burns](#) First Name Middle Initial Last Name

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Current Enrollment

View 1 - 1 of 1

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Class	Session	Type	Days	Room	Time	Du	Instructors	Fee	Enroll Date	Enrolled By
Tumbling L2 - Mon 5pm	Summer 2023	Trial	M	Floor C	5:00pm - 6:00pm	1:00	Livy W.	85.00	8/24/2023	CB

