Enroll a Student into Classes using Jackrabbit's Calendars

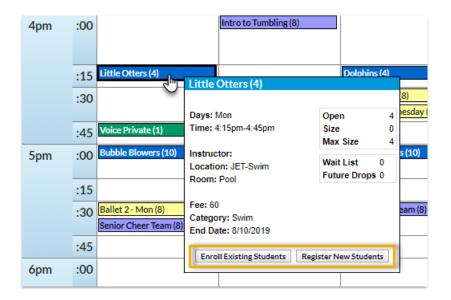
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Office staff can enroll students into classes using the Daily, Weekly, or Room Calendars in Jackrabbit.



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

- 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.
 - 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.
 - 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.



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!