

Web Registration Confirmation Email

Last Modified on 06/05/2019 8:44 pm EDT

An email notification containing all details is sent to the customer and also sent to you/your staff. This email will be "from" the email that you set up as the notification email on your SETTINGS page. If you are a multi-location user, you can also choose (on the SETTINGS page) to have the system use the applicable email based on your Locations (the emails that you have assigned to each Loc under Tools>Edit Settings>Locations). In the brief example below, one student registered for one class, and the fields that you required are shown, along with payment information. **(Due to length, the E-signature and Policies are not shown in this example).**

If your Parent Portal is activated, the confirmation will also include a link to the Portal as well as a helpful video on how to use the Portal.

This is just an example - yours may vary slightly based on your settings. Additionally, the class Instructor may receive an email if you have that setting turned on (see the [Instructor Enrollment Email Prompt](#) section).

Refer back to the [Testing](#) section to run through a test to see exactly what you (as the organization) and you (as a mock new customer) will receive as email notifications.

Alternative Dance Studio - Class Registration

[Click here](#) to **learn** about your Portal account

[Click here](#) to **access** your Portal account

Family: Lyerly

Contact #1: Susan Lyerly

Type: Mother

Phone Numbers:

- Home: (704) 222-2222

Email: ackers@earthlink.net

Address: 555 Bunny Rabbit Trail

City: Concord

State: NC

Zip: 28027

Home Phone: (704) 111-1111

Emergency Contact Info

(Not Contact #1 or #2): Grandma 704-111-2222

Hunterville Membership number:

Student #1: Sallie Lyerly

Student Gender: Female

Birth Date: Jan 2 2011

Student Email:

School: Grade Level:

Class #1: Ballet 101 (2016-2017)

- Meets: Wed
 - Time: 4:00pm-5:00pm (Duration: 1:00)
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