Enroll an Existing Customer into an Event from within your Database

1. Point to **Events** and click **Calendar - Open.**

2. Locate the appropriate date and time and click the **Event Name.**

3. Click the **Enroll Existing Family** or **Enroll Existing Student** button to enroll a family or student who already exist in your database.

4. In the *Event Enroll* pop-up box, click the **Search** link to locate the family or student existing record.

5. Once a student or family name has been selected, the name will appear in the *Event Enroll* pop-up box.

6. Click **Enroll.**

7. If prompted, click **OK.**