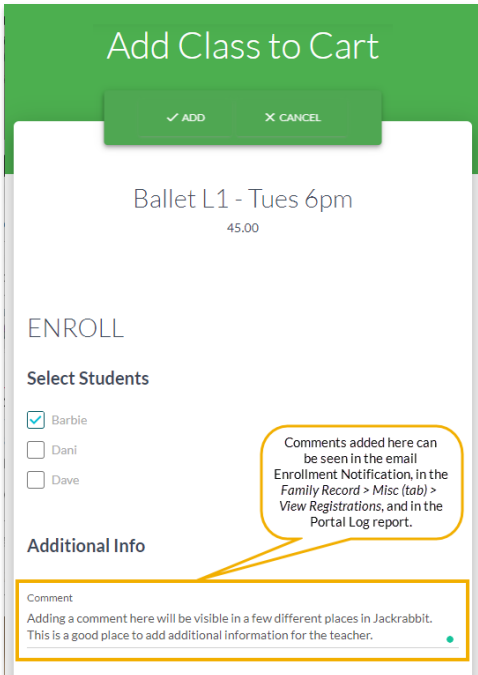


Where can I see the comments a parent makes when enrolling in the Portal?

Last Modified on 01/14/2019 2:40 pm EST

When a student is enrolled in a class from the Parent Portal the information from the enrollment, including any comments, shows in Jackrabbit and can be viewed in multiple locations.

<p>Comments can be added at the time of enrollment in the Parent Portal.</p>	
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For an Individual Family

Enrollment Notification

An Enrollment Notification is emailed to your organization when a parent enrolls a student in the Parent Portal. Comments, when added, are visible at the bottom of the email notification.

Jackrabbit Help Center - Ager - Enrollment Notification

Barbie Ager enrolled in class: Ballet L1 - Tues 6pm (Spring 2020)

- First Class: 04/07/20
- Class End Date: 05/31/20
- Days: Tue
- Time: 6:00pm-6:30pm (Duration: :30)
- Loc: EDU
- Room: Studio B
- Instructor: Ms. Dianne
- Membership Type: ClubMemb

Comment is viewable in the email Enrollment Notification sent to your organization at the time of enrollment in the Parent Portal.

Comment: Adding a comment here will be visible in a few different places in Jackrabbit. This is a good place to add additional information for the teacher.

View Registrations

In the *Family* record, go to *Misc* tab > *View Registrations* button > *View* to see the details from an online enrollment in the Parent Portal, including any comments added.

Print

Close

Barbie Ager enrolled in class: Ballet L1 - Tues 6pm (Spring 2020)

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- Time: 6:00pm-6:30pm (Duration: :30)
- Loc: EDU
- Room: Studio B
- Instructor: Ms. Dianne
- Membership Type: ClubMemb

Comment: Adding a comment here will be visible in a few different places in Jackrabbit. This is a good place to add additional information for the teacher.

For Multiple Families

Parent Portal Log Report

To view enrollment information, including comments (when entered), for multiple families at once, the *Parent/Customer Portal Log* from the *Reports* menu allows you to view portal enrollments during a specified date range using the

criteria *Filter Option* = **Enrollments**.

Parent Portal Log

Search for Portal Activity using search criteria below.

Location:

Filter Option: **Enrollments**

Filter Text:

Activity Date From: Through Date:

Parent Portal Log - Report View

Parent Portal Log

Date/Time (Local)	Loc	Family/Acct	Contact	Portal User ID	Message
4/6/2020 11:16:00 AM	EDU	Ager	Victor Ager	agingvictor@gmail.com	Barbie Ager enrolled in class: Ballet L1 - Tues 6pm (Spring 2020) <ul style="list-style-type: none"> • First Class: 04/07/20 • Class End Date: 05/31/20 • Days: Tue • Time: 6:00pm-6:30pm (Duration: :30) • Loc: EDU • Room: Studio B • Instructor: Ms. Dianne • Membership Type: ClubMemb

Process Class Registrations Report

To view Parent Portal enrollments for multiple families, go to *Process Class Registration* under the *Reports* menu to view enrollments during a specified date range using the criteria *Filter Option* = **Enrollments** and *Registration Source* = **Portal**.

Process Class Registrations

Search all Family registrations, Class enrollments, and Waitlist additions made via the Portal, Online Web Registration, and within Jackrabbit. This does not include Event enrollments. The date range for this report is limited to the previous 60 days.

Family Location

Class Location

Session

Date from* through

Type* Enrollments
 Trial Enrollments
 Registrations
 Waitlists

Registration Status
 In Progress
 Complete

Registration Source
 Portal
 Web Registration

Created by

Process Class Registrations - Report View

Click the **More** button to see the family information. Registration comments are not shown in this report.

Process Class Registrations

View 1 - 16 of 16

	Registration Status	Type	Student	Class	Enroll Date	Primary Contact	Fee(s) Posted	Registration Source	
	New	Enrollment	Barbie Ager	Ballet L1 - Mon 5pm	4/6/2020	Holly Ager	45.00	PPortal	<input type="button" value="More"/>
	New	Enrollment	Livy Wallace	Hip Hop L2 - Thurs 7pm	3/12/2020	Livy Wallace		PPortal	<input type="button" value="More"/>
	New	Enrollment	Georgia Wallace	Tumbling L2 - Mon 6pm	3/11/2020	Livy Wallace	31.75	PPortal	<input type="button" value="More"/>
	New	Enrollment	Livy Wallace	Tumbling L3 - Wed 7pm	3/11/2020	Livy Wallace	62.25	PPortal	<input type="button" value="More"/>

Click **More** to view the Family Information.

