Option 2 - Require Class and Template

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In **Tools > Online Web Registration > Settings**, there are 3 options available for you to control how new customers select schedule times when enrolling. A *Schedule Template* is an option of days/times that fall within the Class meet times but may not be for all days/hours the class is open. See **Schedule Templates** .

With the *Require Class and Template* option, customers enroll in a class and must choose a set of times from your *Schedule Templates*.

Setup Require Class and Template

1. Point to **Tools** and select **Edit Settings** then click **Schedule Templates** from the left menu.

2. At least one Schedule Template must be marked *Public = Yes*. Note: Public templates are available to all classes. They are universal times/days for your organization.

3. Use **Assign Schedule** to match up a non-Public schedule to a Class. Non-Public schedules are available only to assigned classes.

4. All Public and any assigned Templates will be available for selection during registration.

Setup a Public Template if you have no universal times

1. Create a Schedule Template named: "***Click from option(s) below:*". Asterisks sort this to top of the drop-down list.

2. Add times late at night on Sunday (or a day you have no **Hours of Operation**).

3. Mark this template *Public=Yes*. This is the only template that will be Public=Yes.

4. Use **Assign Schedule** to match up all remaining templates with the appropriate Class(es).

Template names should be descriptive to parents.

When registrant click **Select Schedule** from the drop-down, they see your universal template as directions. What if they mistakenly choose the 'directions' template? Student will still be scheduled into the class but will have no days/times. Add days/times from the Student's *Schedules* tab.

How Families Enroll

1. Class is selected by clicking **Select Class** on the Web Registration Form and choosing one from the *Class Search* area. If set, age and gender filters apply.

2. Registrant is returned to the *Registration Form* where they choose an option from below the *Select Schedule* drop-down.

3. *Select Schedule* drop-down will include all Public templates plus any non-Public templates that have been assigned to the class.

ENROLL IN CLASSES

Before Care

$15 / day for 2, 3, 4 days a week. Serving Sunnybrook, Kensington and Belaire Elementary. - Main

Select Schedule #1*

-- Select Schedule -- ▼
-- Select Schedule --
Full Day - Main Campus
Mornings, 5 Days

Schedule Templates availabe:

1. **Public = Yes**
   or
2. **Assigned to Class**

SELECT ANOTHER CLASS*

The Schedule Start Date is always the day they enroll in the class. This makes the student active and takes a spot in the class. School administrators can change this by deleting and re-entering the schedule in Jackrabbit.