

Option 3 - Require Class, Template Optional, Pick Times

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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, Template Optional, Pick Times* option, customers enroll in a class and may choose times from either Public Schedule Templates or by typing in days/times.

Setup Require Class, Template Optional, Pick Times

1. Point to **Tools** and select **Edit Settings** then click **Schedule Templates** from the left menu.
2. Mark all *Schedule Templates* as **Public = Yes** if they should be available for parents to choose from during registration.
3. Only Public Templates will be available for selection during registration - Assigned Templates do not apply.

Location	Name	Public?	Assign Schedule	Mon	Tue
South	Afterschool - Full Time - South	Yes	Assign Schedule		
West	Afterschool - Full Time - West	Yes	Assign Schedule	3:00	
Main	Afterschool - MWF - Main	Yes	Assign Schedule	2:30	
Main	Preschool	Yes	Assign Schedule	9:00am 12:00pm	9:00am 12:00pm



Template names should be descriptive to parents.

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 can choose an option from below the **Select Schedule** drop-down.
3. OR registrant can enter **In/Out** times for the days they want to attend.
*Note: Times entered must fall within that Class Location's **Hours of Operation** (if set).*
4. Clicking **Save** allows the registrant to continue registration.
5. **Edit Times** may be selected to change the *In/Out* times or template.

ADD STUDENT SCHEDULE

Please either select a Template or enter your Schedule below.

i All times must fall within the Hours listed.

Class Name
Afterschool - Full Time - South - South

Schedule Template
Afterschool - Full Time - South

Enter Times

Monday	Tuesday	Wednesday	Thursday	Friday
9:00am - 6:15pm	9:00am - 6:15pm	9:00am - 6:15pm	9:00am - 6:15pm	9:00am - 6:15pm
2:45pm	2:45pm	2:45pm	2:45pm	2:45pm
6:15pm	6:15pm	6:15pm	6:15pm	6:15pm

SAVE **CANCEL**

Can choose a Public Template or type in times.

Times are *Hours of Operation* for Location of the Class

Class Name

Afterschool - Full Time - South - South

Schedule Template

▼

Afterschool - Full Time - South

Afterschool - Full Time - West

Afterschool - MWF - Main

Preschool

Schedule Templates marked **Public = Yes** will be available.

ENROLL IN CLASSES (MAX 15)

Afterschool - Full Time - South - South

✓ Schedule Entered.

EDIT TIMES

SELECT 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.