Option 3 - Require Class, Template Optional, Pick Times
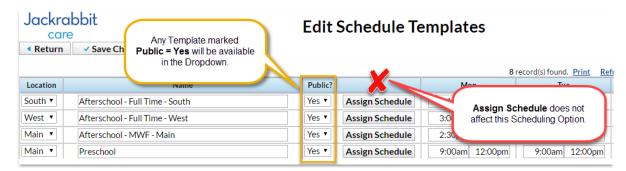
Last Modified on 08/07/2019 4:09 pm EDT

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.
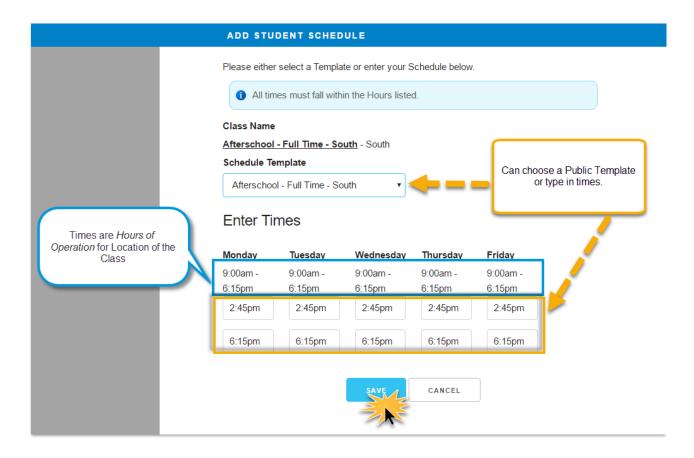

Template names should be descriptive to parents.

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.

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.