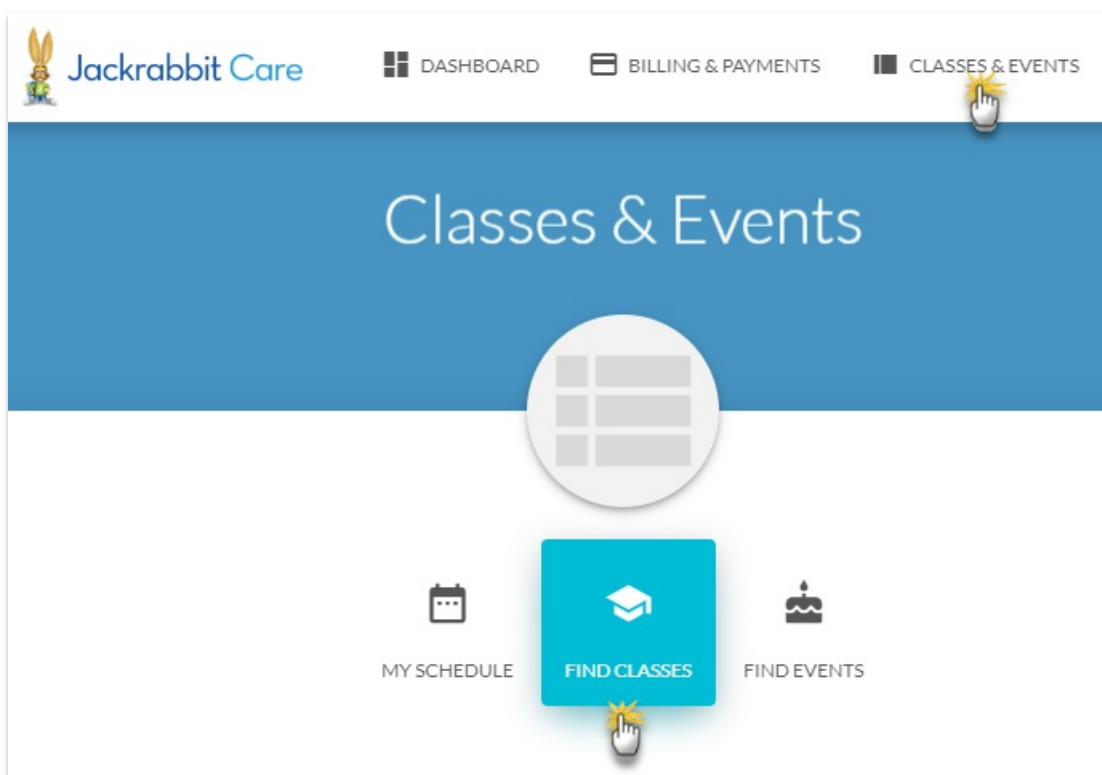


Parent Portal - Enroll a Student into a Class

Last Modified on 08/30/2022 1:53 pm EDT

In order for your parents to request to enroll or enroll students into classes from the Parent Portal, the **Classes** checkbox must be selected in your *Parent Portal Settings*. The **Enroll Students** or **Request Class Only** option must also be selected for the **Enrollment Options** (*Tools > Parent Portal > Settings > Class Enrollment Settings*). See the Help article [Set Up the Parent Portal](#) for more information.

From the Parent Portal Dashboard, parents can request to enroll or enroll their students into classes using the *Classes & Events* option in the top menu to access the *Find Classes* page. The sidebar menu can also be used.



When opened, the page is automatically filtered for the age ranges of the students in the family's record. The filter can be removed to show all classes regardless of the age settings by toggling the *Show me classes for...* button to *All Ages*.

The class listings can be further filtered and sorted to narrow down the results.

Sort options:

- Alphabetically by class
- By class ages
- By class start date
- By time of day
- Alphabetically by location
- Alphabetically by instructor

- By price (tuition)

Filter options (may be affected by your Portal settings, see [Set Up the Parent Portal](#))

- Category
- Session
- Gender
- Age
- Start Date
- Time of day
- Days of the week
- Location
- Instructor

CLASSES		SORT BY		FILTER RESULTS		
13		CLASS: A - Z		ADD A FILTER		
CLASS	FOR	SESSION /START	WHEN	WHERE	WITH	TUITION
4 SPOTS LEFT! Before School	Male & Female All Ages	2019 Classes 01/01/2019	7:00am - 8:30am M T W T F S S	Oakwood Childare	Mr Sandlin	TBD
7 SPOTS LEFT! Infant	Male & Female All Ages	2019 Classes 01/01/2019	7:30am - 5:30pm M T W T F S S	Oakwood Childare	Jenny Williams	TBD
7 SPOTS LEFT! Preschool	Male & Female All Ages	2019 Classes 01/01/2019	8:30am - 4:30pm M T W T F S S	Oakwood Childare	Jenny Williams	TBD
7 SPOTS LEFT! Summer Camp	Male & Female All Ages	2019 Classes 01/01/2019	8:00am - 4:00pm M T W T F S S	Oakwood Childare	Jenny Williams	300.00

When the parent selects a class from the list shown, they are taken to the *Class Details* page where information about the class is displayed.

- If your database is set to allow enrollment, they will click the **Enroll in This Class** button.
- If your database is set to allow requests only, they will click the **Request This Class** button.

Class Details



Summer camp Week 5

200.00

REQUEST THIS CLASS

Week long summer camp for Kindergarten - 6th Grad Only offered this week for Mon - Wednesday

Category 1	SESSION	DATES
Summer Camp	Summer 2019	07/01/2019 - 07/03/2019

Male & Female	8:00am - 5:00pm	OAK
5 years 0 months - 13 years 0 months	<div style="display: flex; justify-content: space-around;"> <div style="background-color: #2e75b6; color: white; padding: 2px 5px;">M</div> <div style="background-color: #2e75b6; color: white; padding: 2px 5px;">T</div> <div style="background-color: #2e75b6; color: white; padding: 2px 5px;">W</div> <div style="border: 1px solid #ccc; padding: 2px 5px;">T</div> <div style="border: 1px solid #ccc; padding: 2px 5px;">F</div> <div style="border: 1px solid #ccc; padding: 2px 5px;">S</div> <div style="border: 1px solid #ccc; padding: 2px 5px;">S</div> </div>	with Jenny Williams

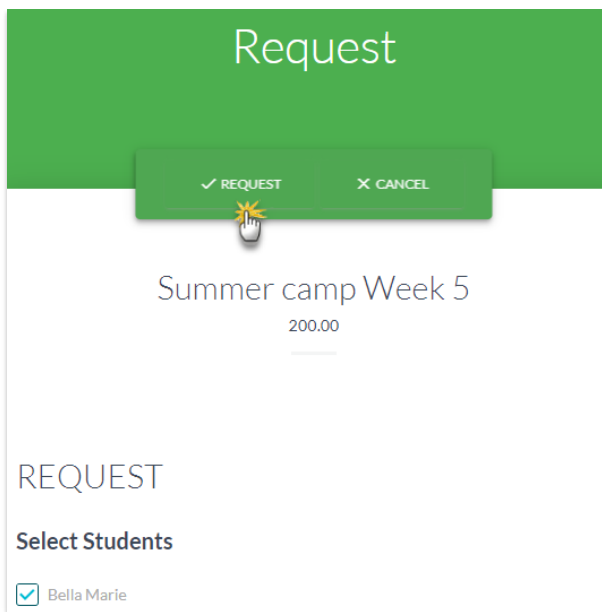
This opens the *Enroll* or *Request* page where the parent will select the student(s) from the list of eligible students by selecting the checkbox next to their name.

Parents may be required to select or enter a schedule if you have set your Parent Portal to require a schedule. They can optionally add information they feel is relevant in the *Additional Info > Comments* section.

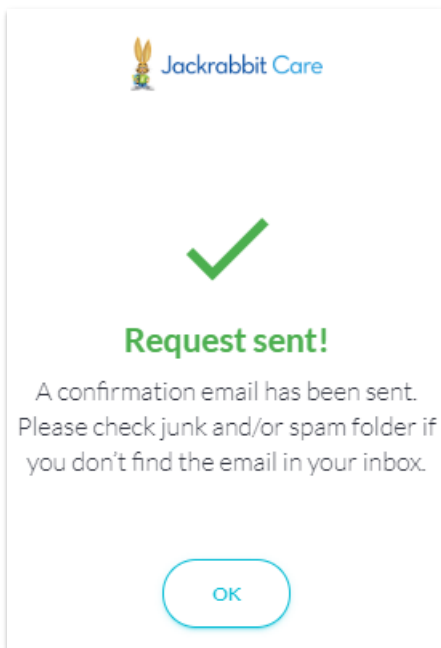


The Comments field can be relabeled and made mandatory (required) with a [Class Enrollment Parent Portal](#) setting. See [Set Up the Parent Portal](#) for more information.

To select the class the parent will click **Enroll** or **Request**.



A confirmation of the enrollment or request will display in a pop up.



At this point, the parent is taken back to the list of classes where they can continue to select classes to add. A confirmation email is sent to the parent and your organization. This email is sent to the *Reply to* and *Send Alert to Email Address* designated in the Portal settings (*Tools>Parent Portal>Settings*).



If your database is setup to auto-post tuition fees for portal enrollments (**Class Based billing only**), your parents will add their classes to the cart. When all desired classes have been added, they will click on the **cart** icon at the top and follow prompts. The enrollment is not complete until the cart has been closed and the pop-up shows the enrollment is complete.

The Portal enrollment is viewable from the *Family's Misc* tab > *View Registrations* button. It is also logged in *Reports > All Reports > Parent Portal log*.



Placing the class into the cart does not 'hold a spot' for the student. The class will stay in the shopping cart, but it won't hold the spot in the class and prevent anyone else from registering.
