

Methods for Staff to Schedule a Student

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There are many areas in your Jackrabbit database where your office or front desk staff can schedule a student.

- ★ **Schedule** link on the Summary tab of the **Family record**.
- ★ **Schedule Student** button on the **Class record**.
- ★ **Add Schedule** button on the **Student record**.
- ★ **Schedule** link on **List Active / List All Students**.
- ★ **Schedule Existing Student** button on the **Weekly Calendar**.

With the flexibility of multiple places to enroll a student, you can choose the most efficient workflow for you and your staff.

Your class openings are live in Jackrabbit and consider all places where a student can enroll into a class (Online Web Registration, Parent Portal, and staff enrolling internally).



A student's spot is not confirmed until the scheduling process is complete. This helps prevent overbooking.

Add Student Schedule

Depending on where you initiate student scheduling, the process will vary slightly.

In the *Add Student Schedule* window:

- Select the **Class**.
- Choose a **Schedule Start Date**.
- Choose a **Schedule End Date** only if the schedule will end before the Class End Date.
- Select a **Schedule Template** or add the **Schedule Hours** for the applicable days.
- Click **Save**.



If you use Student Based Billing, it is best practice to **Save & Add Student Tuition** when scheduling a student to ensure the student is included when you post tuition fees. For more information see our Help article **Add a Tuition Rate to a Student**

Add Student Schedule

Please either select a Template or enter your Schedule below.

All times must be formatted as: 1:00AM or 1:00PM and must fall within the Hours listed.

Student: Tommy Britt

Location: OAK

Class: Infant (2019 Classes)

Schedule Start Date: 1/1/2019

Schedule End Date: mm/dd/yyyy ? Only enter an End Date if this schedule ends before the class is over.

Schedule Template: M/W/F part time

Monday	Tuesday	Wednesday	Thursday	Friday
Hours:	Hours:	Hours:	Hours:	Hours:
7:00am - 6:00pm	7:00am - 6:00pm	7:00am - 6:00pm	7:00am - 6:00pm	7:00am - 6:00pm
In Out	In Out	In Out	In Out	In Out
07:30am 05:15pm		07:30am 05:15pm		07:30am 05:15pm

Save

Save & Add Student Tuition

Cancel