

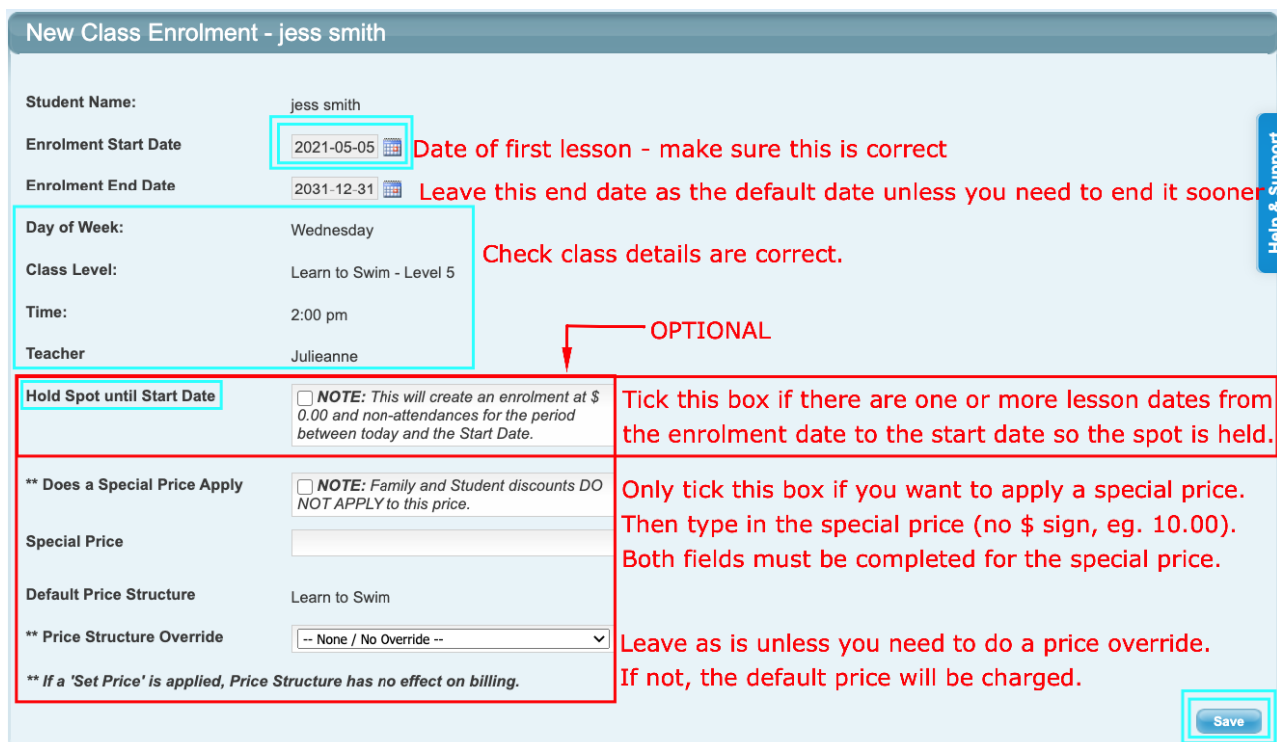
How to Enrol a student into a class (from the Family or Student screen)

1. Make sure the student has a class level. A level is needed to find a class match.
2. Click on "Add [studentname] to Class" from the Family screen (if they don't already have an enrolment) OR "New Class Enrolment" from the student screen.



A pop-up window showing a week's view of your classes schedule will appear with vacancies for the student's level (set in Configuration > System setup > Enrollment > Set students level by enrollment / only show classes for Student Level).

3. Move forward (or back) in the calendar to the date of the student's first lesson and click on the class you want to enrol the student into. Then:



New Class Enrolment - jess smith

Student Name: jess smith

Enrolment Start Date: 2021-05-05 *Date of first lesson - make sure this is correct*

Enrolment End Date: 2031-12-31 *Leave this end date as the default date unless you need to end it sooner*

Day of Week: Wednesday

Class Level: Learn to Swim - Level 5 *Check class details are correct.*

Time: 2:00 pm

Teacher: Julieanne

OPTIONAL

☐ **Hold Spot until Start Date** *NOTE: This will create an enrolment at \$ 0.00 and non-attendances for the period between today and the Start Date.* *Tick this box if there are one or more lesson dates from the enrolment date to the start date so the spot is held.*

☐ **Does a Special Price Apply** *NOTE: Family and Student discounts DO NOT APPLY to this price.* *Only tick this box if you want to apply a special price. Then type in the special price (no \$ sign, eg. 10.00). Both fields must be completed for the special price.*

Special Price:

Default Price Structure: Learn to Swim

Price Structure Override: -- None / No Override -- *Leave as is unless you need to do a price override. If not, the default price will be charged.*

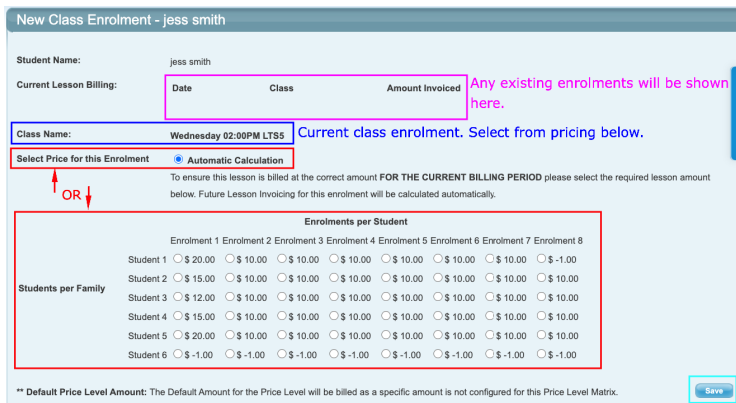
*** If a 'Set Price' is applied, Price Structure has no effect on billing.*

Save

4. The next (and final) screen will confirm existing pricing (only if there were any previous or existing enrolments) and the lesson day and time for this enrolment.

To select the pricing for this enrolment, you can leave it on "Automatic Calculation" OR select the specific price from the "Price Matrix".

We recommended that you select the price from the Price Matrix to ensure the correct amount is charged to the family, especially if you are changing an enrolment and have a second lesson discount price and have not set your start/end dates correctly.



New Class Enrolment - jess smith

Student Name: jess smith

Current Lesson Billing: *Any existing enrolments will be shown here.*

Class Name: Wednesday 02:00PM LTS5 *Current class enrolment. Select from pricing below.*

☐ **Select Price for this Enrolment** *OR* ☒ **Automatic Calculation**

To ensure this lesson is billed at the correct amount FOR THE CURRENT BILLING PERIOD please select the required lesson amount below. Future Lesson Invoicing for this enrolment will be calculated automatically.

	Enrolment 1	Enrolment 2	Enrolment 3	Enrolment 4	Enrolment 5	Enrolment 6	Enrolment 7	Enrolment 8
Student 1	<input type="radio"/> \$ 20.00	<input type="radio"/> \$ 10.00	<input type="radio"/> \$ 10.00	<input type="radio"/> \$ 10.00	<input type="radio"/> \$ 10.00	<input type="radio"/> \$ 10.00	<input type="radio"/> \$ 10.00	<input type="radio"/> \$ -1.00
Student 2	<input type="radio"/> \$ 15.00	<input type="radio"/> \$ 10.00	<input type="radio"/> \$ 10.00	<input type="radio"/> \$ 10.00	<input type="radio"/> \$ 10.00	<input type="radio"/> \$ 10.00	<input type="radio"/> \$ 10.00	<input type="radio"/> \$ 10.00
Student 3	<input type="radio"/> \$ 12.00	<input type="radio"/> \$ 10.00	<input type="radio"/> \$ 10.00	<input type="radio"/> \$ 10.00	<input type="radio"/> \$ 10.00	<input type="radio"/> \$ 10.00	<input type="radio"/> \$ 10.00	<input type="radio"/> \$ 10.00
Student 4	<input type="radio"/> \$ 15.00	<input type="radio"/> \$ 10.00	<input type="radio"/> \$ 10.00	<input type="radio"/> \$ 10.00	<input type="radio"/> \$ 10.00	<input type="radio"/> \$ 10.00	<input type="radio"/> \$ 10.00	<input type="radio"/> \$ 10.00
Student 5	<input type="radio"/> \$ 20.00	<input type="radio"/> \$ 10.00	<input type="radio"/> \$ 10.00	<input type="radio"/> \$ 10.00	<input type="radio"/> \$ 10.00	<input type="radio"/> \$ 10.00	<input type="radio"/> \$ 10.00	<input type="radio"/> \$ 10.00
Student 6	<input type="radio"/> \$ -1.00	<input type="radio"/> \$ -1.00	<input type="radio"/> \$ -1.00	<input type="radio"/> \$ -1.00	<input type="radio"/> \$ -1.00	<input type="radio"/> \$ -1.00	<input type="radio"/> \$ -1.00	<input type="radio"/> \$ -1.00

*** Default Price Level Amount: The Default Amount for the Price Level will be billed as a specific amount is not configured for this Price Level Matrix.*

Save

5. Click the "Save" button. Enrolment is now complete and the class will appear underneath the student's name. Contact Support if you need any further assistance.