Family > Batch Enroll/Edit

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Batch enroll/edit allows users the ability to add or edit schedules for multiple children at a time.

From the family drop down menu select the Batch Enroll/Edit option-

Sea	arch		•								ĺ	Business Level -	DCW -	Tran	ısact	ional	6
☆	Home	Family	Payments	Attendance	Lessons	Meals	Connect	Approvals	Reports	Staff	Setup	Q					
F	lome I	Lead M	anagement														
_		Campa	igns														
	i	Tour Li	st	1-1 31	Classroo	m List											
			Enroll/Edit	31 mester	Center						Classr	oom	м	т	w	Th	F
	Informatio			Timester	DCW Tra	nsactiona	I- Center 1				AM, E	Before School Care	8	7	8	7	8

Select the search criteria for the children you want to display, if you leave everything blank (as default) and select Show All Children- Yes all children will display for your business (you will not want to do this if you have many centers/many children). Once search criteria has been selected press Find.

- Center- select the center of the children you would like to display.
- Semester- select the semester of the children you would like to display, for children to display when you pull semester, it would mean the child had a program/room assignment for that semester.
- Category- select a category of programs from the drop down menu- any child that was/is associated with that category will display.
- Classroom- select a program from the drop down menu- any child that was/is associated with that program will display.
- Show All Children- select yes if all children associated to search criteria should display (active and inactive).

Search Criteria Q		Comenter	Sha
Center		Semester	Sho
	•	血	
Category		Classroom	
	-		
Show All Children			🗹 Fin

The student list will display children that match the search criteria above.

The square to the very left is where a child can be selected/deselected to be included in the batch. If the box is selected any new program/room assignment will apply.

The edit icon will allow users to add/edit a particular child's program/room assignment.

Click on the child's name to jump to the family record.

tudent List	
tudent	Family Name
Brave, Merida (411030)	Brave Family
Doolittle, Eliza (415031)	Doolittle Family
📝 🗭 Frozen, Anna (411022)	Frozen Family
Frozen, Elsa (411018)	Frozen Family
Peter Pan, Tinkerbell (411025)	Peter Pan Family 満
Wonderland, Alice (415036)	Wonderland Family

In this example, three children are going to be batch enrolled into a program-

Student List	
Student	Family Name
🚺 📝 🔛 Brave, Merida (411030)	Brave Family
Doolittle, Eliza (415031)	Doolittle Family
Frozen, Anna (411022)	Frozen Family
Frozen, Elsa (411018)	Frozen Family
Peter Pan, Tinkerbell (411025)	Peter Pan Family 🚵
Wonderland, Alice (415036)	Wonderland Family
Check All Uncheck All	

After selecting the children scroll down to the Add New Classroom/Rate area, and select the information that will be added to the children. Remember this process is helping you add one program/dates and rates to all children selected. Once the program has been added to the children the children will start to display on rosters and sign-in sheets as of the effective date that is selected in the Add New Classroom/Rate section.

- Classroom
- Semester
- Schedule Effective Date
- Schedule End Date
- Select Days and expected arrival/departure time
- Select a rate
- Enter an override amount (if applicable)
- Enter Max Allowed Hours (if applicable)
- Enter Registration Fee (if applicable)

In the sponsor section select sponsor 1, 2 or Third party sponsor if the children you are enrolling are part of split families. Remember- whatever settings you enter here apply to ALL children selected.

If current schedules should be end dated check the box labeled End Date All Current Schedules.

lassroom				
DCW Transactional- Center	1 - PM, After School Care			
emester				
2017: 17-18 School Aged C	hild Care			
chedule Effective Date			e End Date	
08/28/2017			05/25/2018	
ays				
	Scheduled Attendance		Expected Arrival	Expected Departure
Apply to All Days		*	3:00 PM	4:30 PM
Monday		•	3:00 PM	4:30 PM
Tuesday	I	•	3:00 PM	4:30 PM
Wednesday		•	3:00 PM	4:30 PM
Thursday	I	•	3:00 PM	4:30 PM
Friday		-	3:00 PM	4:30 PM
ato				Even
				Expa
PM Kids Club				Expa
PM Kids Club				Ехра
PM Kids Club Verride Amount				Expa
PM Kids Club Verride Amount ax Allowed Hours				Expa
PM Kids Club Verride Amount Amount A				Ехра
PM Kids Club Verride Amount Iax Allowed Hours Allowed Hours Allowed Fee				Expa
PM Kids Club Verride Amount Amount A	ults			Expa
PM Kids Club Verride Amount Amount Anount Anount Allowed Hours Kegistration Fee	ults \$ Amount Cov	ered		Expa
PM Kids Club Verride Amount Amount Amount Amount Amount Amount Amount Amount Amount Amount Amount Amount Amount Amount Amount Amount Amo		ered		Ехра
PM Kids Club Verride Amount Amount Amount Amount Amount Amount Amount Amount Amount Amount Amount Amount Amount Amount Amount Amount Amo	\$ Amount Cov	ered		Ехра

Press View Rate to see the expected amount selected families will be charged- **note this will only work for normal or flat rates**. This will not calculate the expected hourly rate if your site charges hourly based on schedule or attendance.

Press apply to selected to save the new program/room assignment to the selected children.

A confirmation box will appear at the top of the page confirming enrollment

in the new program/room assignment has been successful. Select the Child's ID to jump to the child's record.

Family	Batch Enroll/Edit
	SUCCESS New program/room assignment for child (ID: 411030) saved successfully. New program/room assignment for child (ID: 415031) saved successfully.
	New program/room assignment for child (ID: 411022) saved successfully.

Continue batch enrolling as needed. New search criteria can be entered, different children can be selected.

To add/edit a room assignment for a specific child select the edit icon-

Center		Seme	ester		Show /
=	-	Ê			-
Category		Class	room		
h					-
Show All Children Yes 🔘 No					☑ Find
Student List				Family Name	
🖉 📄 Brave, Merida (411030)				Brave Family	
Doolittle, Eliza (415031)				Doolittle Family	
Assign/Change Child	Room and	Rat	e Inform	nation ^{Izen Family}	
📝 📝 Frozen, Elsa (411018)				Frozen Family	
📝 📄 Peter Pan, Tinkerbell (411025)				Peter Pan Family 💦	
				Wonderland Family	

To edit an existing schedule select the option to Load Active Schedule-

Create Classroom Assignment	1
Classroom	Load Active Schedule
Schedule Effective Date	Schedule End Date

Once selected active schedules will display-

Create Classroom Assignment	х
Brave, Merida	Load Active Schedule -
Learn to Draw, Fall Session ~ DCW - Transactional	- 09/11/2017 - 10/20/2017 🚯
AM, Before School Care ~ DCW Transactional- Ce PM, After School Care ~ DCW Transactional- Cent	
	**
Days	
Scheduled Attendance	Expected Arrival Expected Departure

Enter the new effective date, then edit the schedule as needed- updating days attending, expected arrival/departure times, rates, override amounts etc. then press Save Changes.

Change Active C	lassroom Assi	gnme	nt			
Brave, Merid	а		L	oad Ac	tive Sched	lule +
Classroom DCW - Trans	actional - Learn to	Draw,	Fall Sessio	on		
Semester						
2017: 17-18	Enrichment					-
Schedule Effective Date		Sd	nedule End I	Date		
10/09/2017		Ê	10/2	20/2017		
Days						
	Scheduled Attendar	ice	Expected /	Arrival Ex	pected Depar	ture
Apply to All Days		•				
Monday		•				
Tuesday		•				
Wednesday 📘		•	5:00 F	M	6:00 PM	
Thursday		•				
Friday		•				
Rate					Expar	nd Rates
D PM Kids Clu	ıb					-
Override Amount						
œ						
Max Allowed Hours			1-10	0		
×			E Vie	w Sem	ester Sum	mary
					\$ View	Rate
	Cancel Changes					

Select View Rate to see an estimation of cost-

		\$ View Rate
Enrollment Rate		C
Fee	1 day PM Kids Club	7.00
Discount	N/A	0.00
Enrollment Rate		7.00



Once saved confirmation text will display on the students line under the student list-

Student	Family Name
📝 📝 Brave, Merida (411030) 🗸 Changed Assignment	Brave Family
📝 📄 Doolittle, Eliza (415031)	Doolittle Family
📝 📄 Frozen, Anna (411022)	Frozen Family
📝 📝 Frozen, Elsa (411018)	Frozen Family
📝 📝 Peter Pan, Tinkerbell (411025)	Peter Pan Family 💦
🛛 📝 📄 Wonderland, Alice (415036)	Wonderland Family

Continue as needed.

If a new schedule is being added for an individual child, enter classroom, semester, effective date, end date, days, times, rate, override amount and max allowed hours. If a current schedule should be end dated select the box next to the schedule, then press Save Changes.

Classroom						
DCW Transactional- Center 1 - AM, Before School Care						
Semester						
2017: 17-18 School Aged Child Care						-
Schedule Effective Date Schedule End Date						
₿ 08.	/28/2017		e	05/25/2	2018	
Days		Scheduled Attenda	nce	Expected Arriv	al Expected Depart	ure
Apply to All	I Days 📃		•	7:00 AM	9:00 AM	
м	onday 📃		•	7:00 AM	9:00 AM	
Tu	esday 📃		•	7:00 AM	9:00 AM	
Wedn	esday 📃		•	7:00 AM	9:00 AM	
Thu	ırsday 📃		•	7:00 AM	9:00 AM	
1	Friday 📃		•	7:00 AM	9:00 AM	
Override Amo	VI Kids Clu unt	ıb	1			•
(D)						
Max Allowed Hours					Semester Sumr	nary
×					\$ View	
Current & Fut	-					
End Date?	Classroom		Begin/End		Rate	
	PM, After School Care ~ DCW Transactional- Center 1		08/28/2017 - 05/25/2018		PM Kids Club (\$35.00)	
	AM, Before School Care ~ DCW Transactional- Center 1		09/01/2017 - 05/25/2018		AM Kids Club (\$15.00)	
	Learn to Draw, Fall Session ~ DCW - Transactional		10/09/2017 - 10/20/2017		7 PM Kids Club (\$7	.00)
•						•
Save Char	nges (Min	Cancel Changes]			
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