

Registration Setup Checklist

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Whether you are setting up registration for the first time, or you are editing registration for a new semester, make sure you review the items below so that your categories, rooms, and room semesters are ready to go!

☑ Navigation: [Setup > Room](#), Click on Category Name

- Review Description- this will display when families first arrive on the registration page
- Review Start Page Text- this will display when families first arrive on the registration page
- Review Finishing Text- this will be displayed to parents when they complete registration

☑ Navigation: [Setup > Room](#), Click on Room Name

- Review Description- this will display when families select a category
- Review Finishing Text- this will be displayed to parents when they complete registration

☑ Navigation: [Setup > Room](#), Click on Registration Setup under Category Name OR Room Name (if you are using category registration setup options DO NOT SAVE room level registration setup questions)

- Review questions that are displayed, hidden or required

☑ Navigation: [Setup > Semester](#), Select semester from drop down menu

- Verify costs
 - Semester Cost
 - Semester Additional Participant Cost

☑ Navigation: [Setup > Semester](#), Click on Blue i next to semester name

- Update start/stop time
- Update Enrollment Date
- Update Capacity

☑ Navigation: [Setup > System Config, Email](#)

- Add verbiage to desired templates
 - Registration Confirmation
 - Registration Approval
 - Registration Rejection

☑ Navigation: [Setup > System Config, Data Fields](#)

- Update Verbiage around any questions asked during registration process

☑ Navigation: [Setup > Admins, Setup Roles](#)

- Select Family Portal (Not Allowed)
 - Review DCW Connect- Personal Change Fields
 - Review DCW Connect - Menu
- Select Family Portal Contacts (Not Allowed)
 - Review DCW Connect- Personal Change Fields
 - Review DCW Connect - Menu

☑ Navigation: [Setup > System Config, Registration](#)

- [Add Reconfirmation date and text](#)
- Review/Add Start Page Text- this will display when families first arrive on the registration page
- Review Finishing Text- this will be displayed to parents when they complete registration

[Click here for a file to track your progress!](#)
