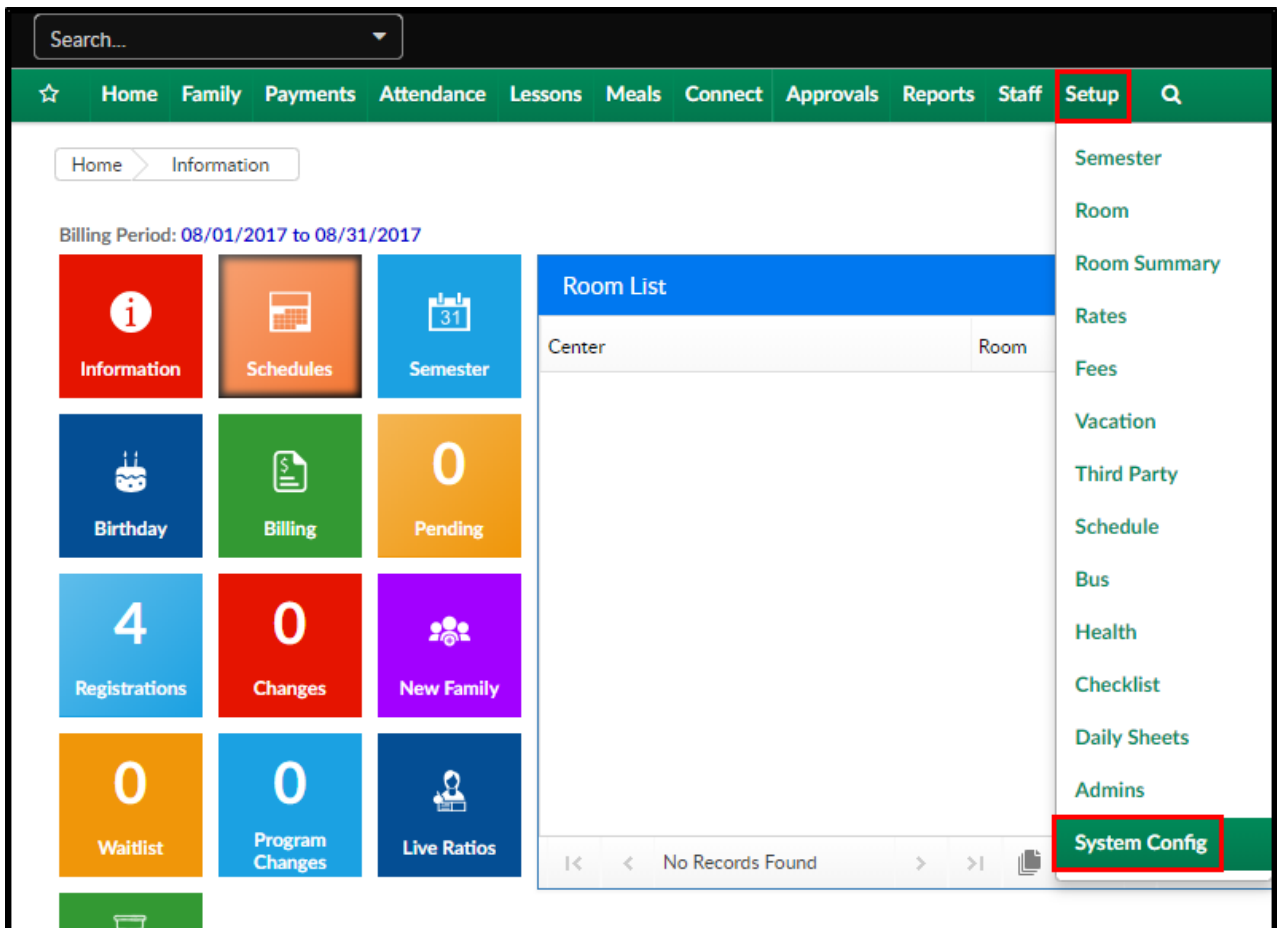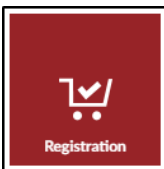# System Config > Registration

Last Modified on 06/29/2023 8:47 am EDT

The Setup > System Config, Registration tile allows users to customize the family registration experience. Watch this short video to learn how to setup drop-down registration.

Click Setup, then select System Config.

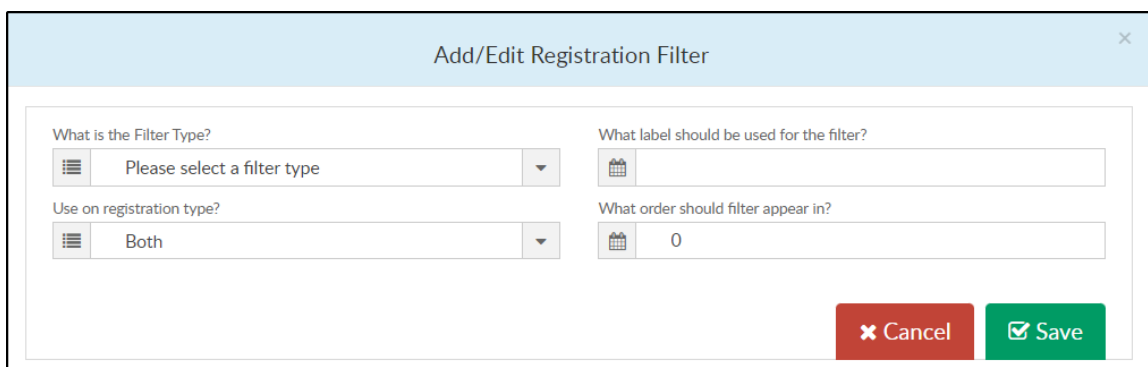Click the Registration tile

Registration Layout

- **Registration Type**
  - Catalog View
  - Drop Down Filter - when using this option, you must create a valid set of registration filters (see below).
- **Allow Table View to be Collapsed by default?** - if category is set to use table view, this will

allow the category to be collapsed to hide all associated programs by default on page load.

- **Display Rooms for Registration Based On:**
  - All Rooms at All Centers: families will enter the registration page at the business Level, then select the center to view rooms.
  - Family Center Rooms with access to other Centers: families will enter their center's registration page directly, but will have the ability to view other centers.
  - Family Center Only: families will only see rooms based on their Family Center. The Family Center is determined by the "Center" field on the Family tab of the family record.
- **Allow all Enrollment Dates to be displayed?** This option will hide all delayed enrollment dates across all Classrooms on registration.
- **Add Additional Child Label -** This is the label for children, students, etc., in the system and will be used for some labels on registration. Default setting is "Add a New Student".
- **Apply Scholarship Label Icon -** This option controls the icon used next to the Apply Scholarship label.
- **Show Different Day Selection for Multi-Select? -** This allows the day selection to appear for each classroom that was selected. This can only be used when all classrooms under the category have a similar setup.
- **Allow auto-enter of Category if only one exists (Catalog View only)?** If only one Category exists, the category will be auto-selected during registration (parents will not have to select the category).
- **Allow auto-enter of Classroom if only one exists?** If only one Classroom exists, the category will be auto-selected during registration (parents will not have to select the classroom).
- **Show location filter on registration (Catalog View only)?** This option will show a Location drop-down filter for parents to select during registration.
- **Registration Filters (Only for Drop Down Filter Reg. Type)** - Click Add New Registration Filter
  - Complete the Add/Edit Registration Filter popup to choose which options to display.

Reconfirmation

By completing this section, parents will be prompted on login to verify their personal information within the system

Reconfirmation ⑦

Reconfirmation Date

📅 06/08/2020

What message should the Reconfirmation Text display?

[Rich text editor toolbar]

Please review all child, parent and contact detail prior to registering your child(ren) in a new program/room assignment.

Two contacts MUST be entered on this page prior to registering or you will not be able to complete the process.

Payment/Financial Information

This section contains all fields regarding financial information

Payment/Financial Information

Should Registration Fee be Paid First if by Credit Card?

💳 Yes ▼

Set Unlock code for Check Payment Option to be used?

🔒 unlock

Require Autopay Enrollment (New Family Registration Only)?

💳 No ▼

New Family Registration Credit Charge? (Tuition Express Only)

💳 Charge When Submitted ▼

Include Outstanding Balance on checkout?

🔲 No ▼

Add Fees to Ledger Only on Wait List Approval (only use this if all programs are wait listed)?

🔲 No ▼

Add Rate on Approval?

🔲 No ▼

Allow $0 Registration Fee Detail Creation?

🔲 No ▼

Hide $0 Registration Fee Detail In Confirmation Email?

🔲 No ▼

Children/Accounts

This section contains settings regarding child accounts

Children/Accounts

Check for duplicates at center only on registration?
No

Allow Duplicates on New Registrations?
No

Combine with Existing Student ID?
No

Validate Student ID with SIS?
No

Needs Account Information for Registrations?
No

Parent Managed Calendar

These settings help determine how parent managed calendars will display

Parent Managed Calendar

Show Combined?
Yes

Use Daily Rate Only?
Yes

Waiver/Electronic Signature

This section determines if parents are required to complete (agree/disagree) a waiver or include their signature during registration.

Waiver & Electronic Signature

Select the options that are required to complete the registration process.

Waiver

To include a waiver document in the registration process select the check box and upload a document file (PDF) after selecting a center. Only one file is accepted per center.

☐ Require a Waiver Document for Registration

Select a Center
--

⬆ Upload   👁 View   🗑 Delete

Electronic Signature

Select electronic signature options that are required to complete the registration process.

Display Electronic Signature for New Family Registration Cart Check Out?
Yes - Inline

Display Electronic Signature for Returning Family Registration Cart Check Out?
Yes - Popup

Display Mouse Signature on New and Returning Family Registration?
No

Require New Mouse Signature after a Set Number of Days?
-1

Waiver - follow the steps below to include a waiver during registration. When adding a waiver, parents must select "I Agree" or "I Disagree" and are only able to continue through registration when they agree.

1. Select the "Require a Waiver Document for Registration" option.
2. Use the "Select a Center" drop-down to choose which center (or business level) to upload a waiver for.
3. The "Waiver document exists: Yes/No" field will determine if a waiver currently exists for the selected center. Click "View" to display the current waiver.

4. Click Upload to select a new waiver

Electronic Signature - use this section to determine if an electronic signature is required during registration for new or returning families.

Descriptions/Page Text

This section contains several open text boxes to help personalize your registration page