Enabling Document Upload During Registration

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Documents such as Immunization, Custody, Birth Certificate, etc. can be uploaded by parents during registration. This feature must be enabled in the Registration Setup screen to display to parents. The document upload option can be enabled for an entire Category or for a single room.

Enabling Document Upload

1. Click Setup, then select Room/Classroom

☆	Home	Family	Payments	Attendance	Lessons	Meals	Connect	Approvals	Reports	Staff	Setup	۹	
Home Information							Semester						
_		_			_						Classr	oom	
i				1-1 31	Cla	Classroom List				Classroom Summary			
	Information		Schedules	Semester	Cente	Center			Classroor Rat		Rates	'S	
					DC	DCW Transactional- CENTER 1				Flexible Registra			
	<u></u>			1	DCW Transaction		ctional- CE	CENTER 1		*Flexible Vacation Registrat		on	

2. Locate the Category and/or Room to enable the document upload

3. Click Registration Setup under the Category to enable to for all rooms within the Category, or under the Room to enable the option for only the specified room

Actions - Ir Care- Flexible (Category, Parent Managed Room	s) (5) *School Year Enrichment Programs (Category > M	ulti-select On)	(11) +
Center Level - Classrooms			
Category	Classroom Name	Operating Capacity	Fee
*School Year Enrichment Programs (Category >			
Multi-select On)			
11 Programs - Show/Hide			
Upload a Category Picture (Registration Setup) (Registration Confirmation Question) 🕁			
	*Cub Scouts - Lions 💾 🕜 🔂		
	Regular (View Semester) - None - Parent Managed Room		
	Availability 🕀		
	Upload a Classroom Picture	0	¢ 0.00
	Extra Program Registration Info 🔂	0	\$ 0.00
	(Registration Setup) 🕞		
	(Attribute Setup)		
	(Extra Fee Setup)		

4. Locate the Documents and Sponsors section and select from the drop-down menu

Documents and Sponsors									
Birth Certificate - Doc:	Required •	Custody Papers - Doc:	Display	•					
IEP - Doc:	Hide v	Immunizations - Doc:	Display	•					

• Required - the document is required to be uploaded for new and existing family

registration

- Display the field will be displayed for new family registration, but not required
- Hide the field will not display for new family or existing family registration

5. Click Save