

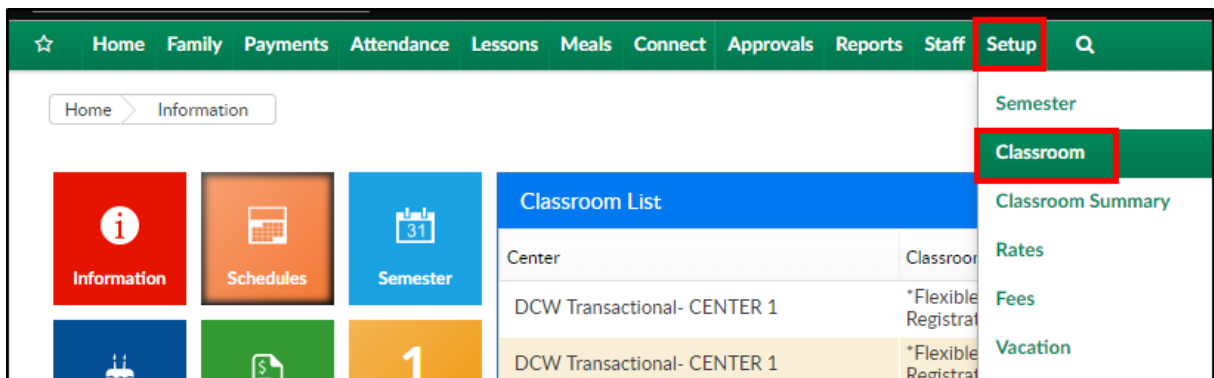
Enabling Document Upload During Registration

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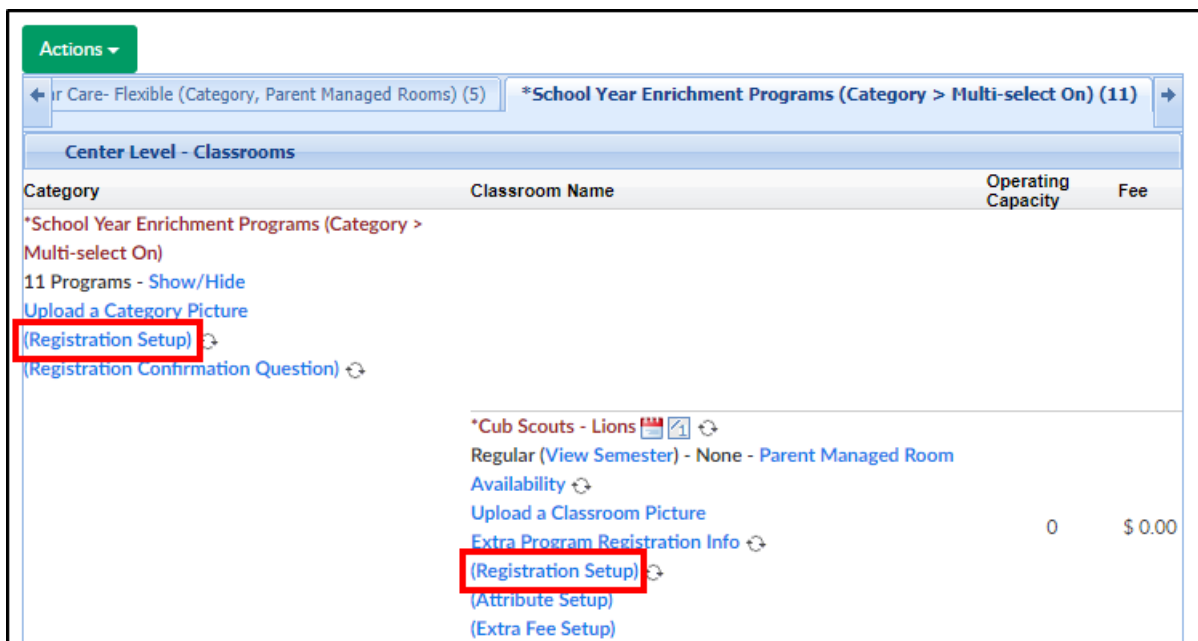
Documents such as Immunization, Custody, Birth Certificate, etc. can be uploaded by parents during registration. This feature must be enabled in the Registration Setup screen to display to parents. The document upload option can be enabled for an entire Category or for a single room.

Enabling Document Upload

1. Click Setup, then select Room/Classroom



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



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



- o 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
