

### Summary

Use the Enroll & Attendance page, within Group Services to create Sessions, Enrollment and Attendance.

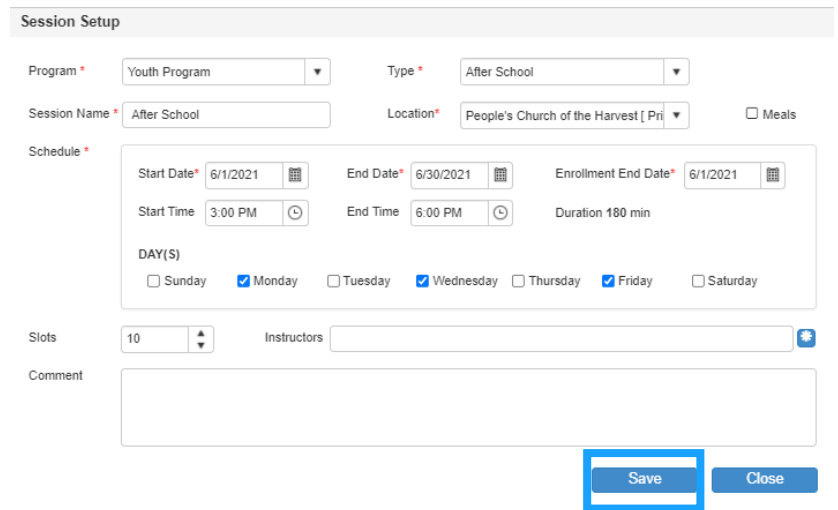
Quick Setup

Enrollment

Attendance

### Quick Setup: On Quick Setup tab

- On Quick Setup tab, click on **ADD** to create Session Setup
- In Session Setup popup window, enter:
  - Program
  - Session Type
  - Session Name
  - Location
  - Meals Available
  - Schedule
  - Slots Available
  - Instructor
  - Comments
  - Click **SAVE**
- Session Information can be **Edited, Deleted** or **Deactivated**



**Session Setup**

Program \*  Type \*

Session Name \*  Location \*   Meals

Schedule \*

Start Date \*  End Date \*  Enrollment End Date \*

Start Time  End Time  Duration 180 min

DAY(S)


Sunday  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday

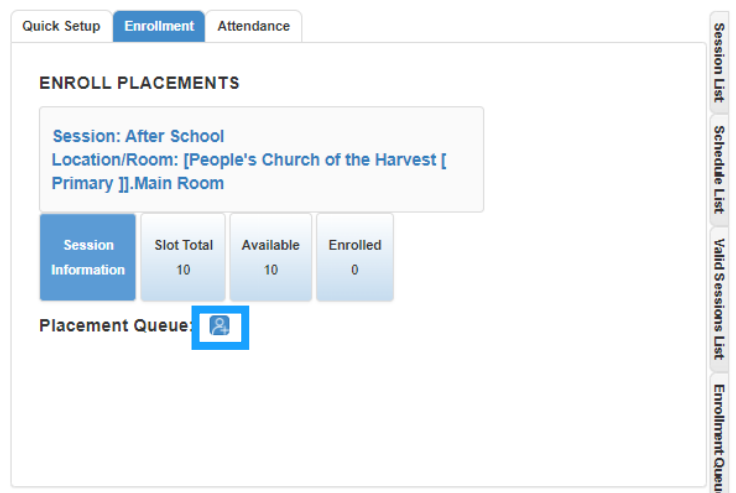
Slots  Instructors

Comment

**Save** **Close**

### Enrollment: On Enrollment tab

- On Enrollment tab, Enroll Placements and Session Information are listed:
  - Slot Total
  - Available
  - Enrolled
- Use the Pullovers to search for Sessions, Schedules, Valid Sessions and Enrollment Queue
- Click on Enroll icon  button to open Enroll popup window




Quick Setup **Enrollment** Attendance

**ENROLL PLACEMENTS**


Session: After School  
Location/Room: [People's Church of the Harvest [ Primary ]], Main Room




Session Information	Slot Total	Available	Enrolled
	10	10	0

Placement Queue: 

Session List | Schedule List | Valid Sessions List | Enrollment Queue

- Search for Client to Enroll
- Click **SEARCH**
- Checkmark selected Client
- Click **SAVE**
  - Client is in the Placement Queue
- Click **TRANSFER** icon to Transfer Client
  - Enter Transfer Date
  - New Location
  - New Room
  - Click **SAVE**
- Click **TERMINATE** icon to Terminate Client
  - Enter Termination Date
  - Click **SAVE**
- Click **REMOVE** icon to Remove Client from Placement Queue
  - Select **YES** on popup window to confirm Removal

Placement Queue: 

Enrollments					
NAME	DOB	LAST 4 SSN	IDENTIFIER	STATUS	
Toby Keith	1/1/1983		0005435253	Enrolled	  

## Attendance: On Attendance tab

- Use the Attendance tab to take attendance on Session days
  - Attendance cannot be performed for future dates
- Click on Create Enrollment icon to Create Enrollment using an Original or Previous Enrollment List.


Quick Setup
Enrollment
Attendance



**ENROLLMENT & ATTENDANCE**

Session: After School  
 Location/Room: [People's Church of the Harvest [Primary J].Main Room]

Session Information	Slot Total	Available	Enrolled	Attendance
	10	0	0	0

Enrollment: 6/18/2021

Instructors 

Attendance:  

June 2021

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Thursday, June 17, 2021

Attendance cannot be performed for future dates.

Session List  
 Schedule List  
 Valid Sessions List