

Classroom Registration – Age & Grade Restriction

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I. Log into your Admin website



- II. In order to use the Age **and/or** Grade restrictions you must set your Class settings to enable these features.
- III. Click on **Classes** on the side navigation menu to access **Classes & Rosters.** Then select **Settings.**





A. Check the box(es) next to "By default, restrict class registration to the age(s) selected per class" **and/or** "By default, restrict class registration to the grade(s) selected per class." This will turn the feature on. You must then set this feature to each class.



IV. To restrict grade or age in a class click on the current class you would like to restrict (see 1 below) or create a new class by clicking on +Class link at the top of the page (see 2 below).

| CLASSES & ROSTERS | | |
|--|-------------|---|
| Class | rs | ▼ F |
| | INSTRUCTORS | LOCATION/MATRIX |
| AC Day - Clubs WSCEC Classes Aug. 21 – Nov. 20 09:00 AM – 10:00 AM | | III Period 1 ‡ Grades K-2 ↔ Academic Day - R CLC |
| □ AC Day - Clubs - *COPY* WSCEC Classes Aug. 21 - Nov. 20 09:00 AM - 10:00 AM | | III Period 1 ‡ Grades 3-5 ↔ Academic Day - R CLC |

A. To restrict by age, click on the youngest age this class will accept. (Note: If a class is 5yo-10 yo you would click on 5yo. This prevents a 4 yo from registering for this class, but it does not prevent a student who is too old) If you choose an age by mistake, just hold the Ctrl key down while clicking on that age again

| Age | | | |
|---|---|--|--|
| 3 y/o | | | |
| 5 y/o | 1 | | |
| ο γ/υ | 4 | | |
| Restrict class registration to the Age(s) selected above. | | | |

| 3 y/o 4 y/o 5 y/o 6 y/o 7 y/o |
|---|
| 5 y/o 6 y/o 7 y/o |
| 6 y/o |
| 7 1/2 |
| 7 9/0 |

To make an exception to this restriction for a student, the admin would need to go into the roster of the class and click on +Registrant. The +Registrant will override any restrictions set to the class.

| AC Day - Clubs | | | Period 1 | | i≡Manage | Roster |
|--|---|--|--|--|-------------------------------|----------------|
| | | | \$ Grades K-2 | | 5 Max S | tudent |
| ug. 21 – Nov. 20 | | | ↔ Academic | Day - Room | 0 Studer | nts Registered |
| 9:00 AM – 10:00 AM | | | CLC | | 5 Studer 0 Studer | nts Available |
| | | | | | 0 Studer | nts Cancelled |
| | | | | | 0 Max P | arents |
| | | | | | | |
| | | | | | | 1 |
| CLASS ROSTER – AC D | AY - CLUBS | | | | | |
| | | | | | | 1 |
| Registrant | | | | | | |
| 2 | | | | | | 1 |
| | | | | | | |
| E Roster: 5 Maximum | 5 Available | 0 Signed Up | 0 Waiting List | 0 Cance | elled | |
| | | - ' | | | | |
| | | | | | | |
| Check any of the email be | oxes below to creat | te a mailto tag for | sending email to | those select | ed. | |
| Check any of the email be Note: to obtain additional inj | oxes below to creat formation (e.g. allergie | te a mailto tag for es) click on Student | r sending email to Name or Export optic | those select on to the right | ed. t. | |
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| Check any of the email be Note: to obtain additional inj | oxes below to creat formation (e.g. allergie NL STUDENT NA | te a mailto tag for es) click on Student ME / L | r sending email to Name or Export optio GISTERED JPDATED | those select on to the right STAT OF AC | ed. : EMENT CCOUNT | |
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| Check any of the email be Note: to obtain additional in FAMILY U EMA SAVE CHANGES AC DAY - CLUBS - Registrant Austin, Fred (Age 7) Status Signed Up | ADD REGISTF | te a mailto tag for es) click on Student IME /L EMAIL PARE | r sending email to Name or Export option GISTERED IPDATED NTS | those select on to the right STAT OF AC | ed. | |
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| Check any of the email be Note: to obtain additional in FAMILY SAVE CHANGES AC DAY - CLUBS - Registrant Austin, Fred (Age 7) Status Signed Up Notes | ADD REGISTF | te a mailto tag for es) click on Student IME /L EMAIL PARE | r sending email to Name or Export option GISTERED IPDATED NTS | those select on to the right STAT OF AC | ed. | |

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ADD REGISTRAN

B. To restrict by grade, click on the youngest grade and while holding down the Shift key click on the oldest grade for this class. This will restrict the class for those grades only. If you choose a grade by mistake, just hold the Ctrl key down while clicking on that grade again.



| Grade | | | |
|--|--|--|--|
| Nursery Pre-School Pre-Kindergarten Kindergarten 1st | | | |
| Restrict class registration to the Grade(s) selected above. | | | |

C. Depending on whether you are editing a current class or creating a new one, click on "Save Changes" or "Create Class" at the bottom of the page when finished.

