

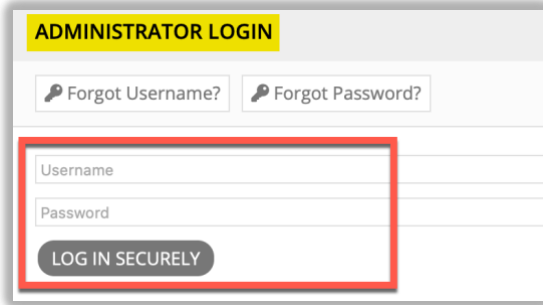


Classroom Registration – Age & Grade Restriction

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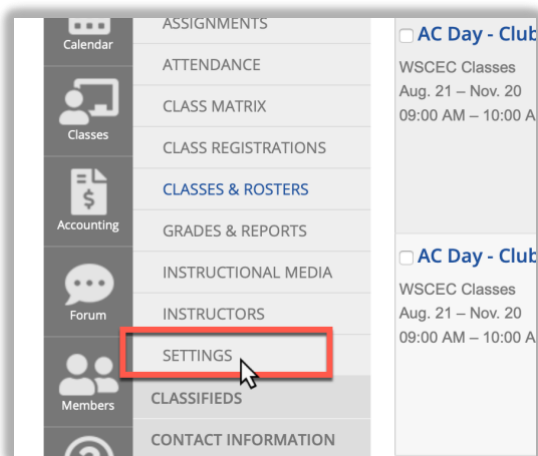
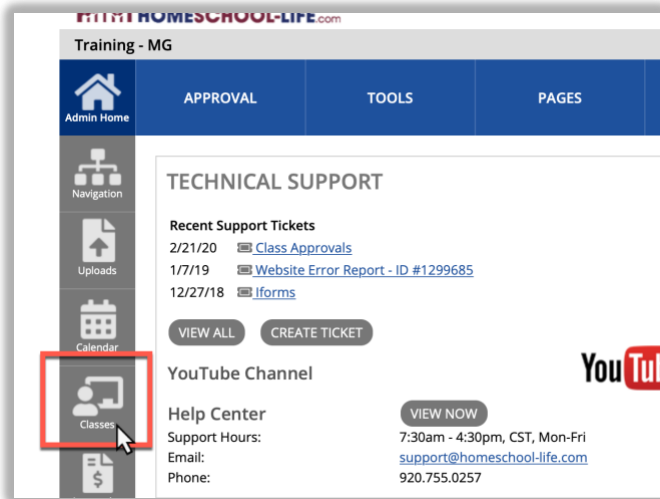
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I. Log into your Admin website

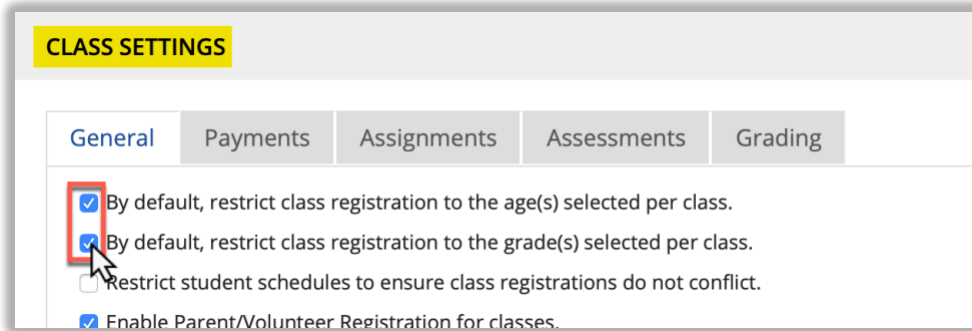


II. In order to use the Age **and/or** Grade restrictions you must set your Class settings to enable these features.

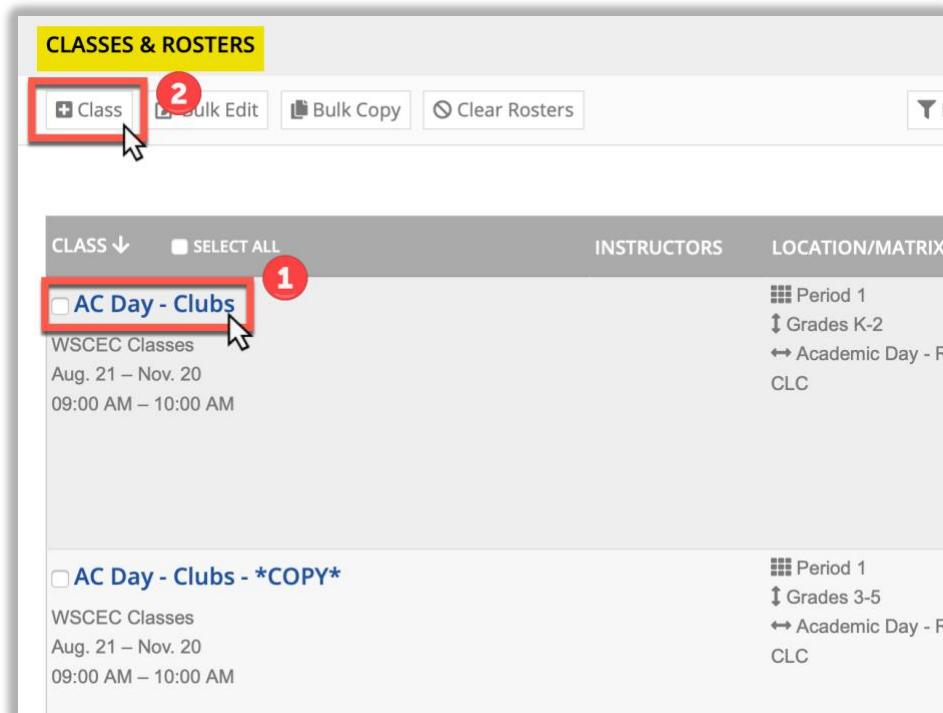
III. Click on **Classes** on the side navigation menu to access **Classes & Rosters**. Then select **Settings**.



- 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**).



- 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

4 y/o

5 y/o

6 y/o

7 y/o

Restrict class registration to the Age(s) selected above.

Age

3 y/o

4 y/o

5 y/o

6 y/o

7 y/o

Restrict class registration to the Age(s) selected above.

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.

CLASS ↓ SELECT ALL INSTRUCTORS LOCATION/MATRIX ROSTER STATU

AC Day - Clubs

WSCEC Classes
Aug. 21 – Nov. 20
09:00 AM – 10:00 AM

Period 1
Grades K-2
Academic Day - Room
CLC

Manage Roster

5 Max Students
0 Students Registered
5 Students Available
0 Students Waitlist
0 Students Cancelled
0 Max Parents

CLASS ROSTER - AC DAY - CLUBS

+ Registrant

Roster: 5 Maximum 5 Available 0 Signed Up 0 Waiting List 0 Cancelled

Check any of the email boxes below to create a mailto tag for sending email to those selected.
Note: to obtain additional information (e.g. allergies) click on Student Name or Export option to the right.

FAMILY ↓ EMAIL STUDENT NAME REGISTERED / UPDATED STATEMENT OF ACCOUNT

SAVE CHANGES EMAIL ROSTER EMAIL PARENTS

AC DAY - CLUBS - ADD REGISTRANT

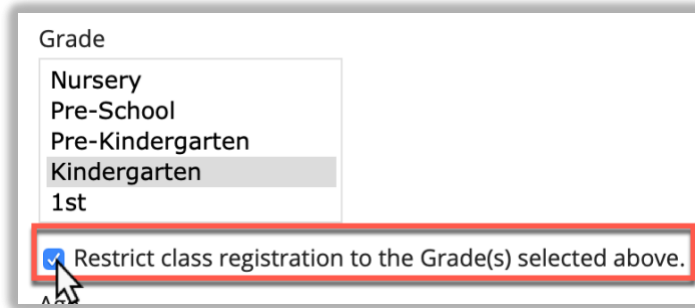
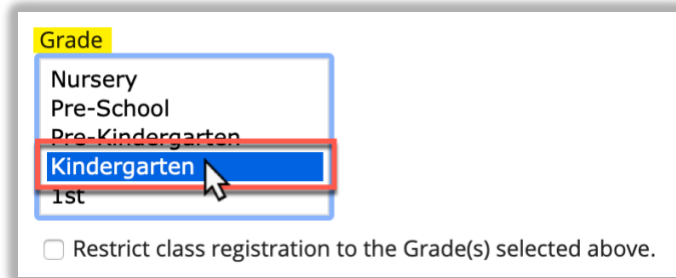
Registrant
Austin, Fred (Age 7)

Status
Signed Up

Notes

ADD REGISTRANT

- 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.



- 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.

