Registration Tips and Tricks

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Learn how to make Student Manager's registration tools work for you. In this session you'll see demonstrations of mass registration, mass transfer, speed registration, registration grouping, proxy registration and express registration. You will also learn helpful tips to optimize your searches in Student Manager.

Mass Register Tool

Register all enrolled in Course A into Course B

Good for sequential courses- beginning to intermediate for example

Mass Transfer Registrations

Register

Speed Registration

Register multiple students into a single course

Grouping Registrations

Group any number of registrations together. This allows you to make a payment to the group, and print a receipt for the group of registrations.

Proxy Registration

Allows a user to register others in a course and make one payment for the group. For example parents registering children for courses.

Express Registration

Create a one page registration form with personal data, course fees, workshop selections and payment information. Good for those "one and done" courses where you do not expect a user to return often to take courses.

Escrow

With Escrow pay you can keep money in lieu of refunding to the registrant. They can use it later on for another course. And now, if you need to refund, you can do that directly from the Escrow Payment.