

Placing Students

The next stage of re-enrolment is to place your students on courses. You will need to be in the current term within the system, go to **Re-enrolment** on the **Main Menu** and then press the **Re-enrol Students** button.

		Wed	10:00	Stage 1		A Sample	636	30	Studio 221 - Whole Studio		S	MU	S	S	L
		Wed	12:00	Stage 2		A Sample	638	30	Main Pool - Shallow End		MU	MU			
		Wed	12:00	Stage 1		A Sample	640	30	Studio 221 - Whole Studio		S				
		Wed	12:00	Stage 2		A Sample	639	30	Main Pool - Section A		S				
		Wed	14:00	Stage 2		A Sample	637	30	Main Pool - Shallow End		U				
		Wed	14:00	Stage 3		Lisa Test	642	30	Main Pool - Section A		S	S			
		Wed	14:00	Richard's		Sean Hampton	647	30	Main Pool - Section A		S	S			

On this page, you will see a list of all your current courses and the status of each student currently booked onto the course in the right-hand column. You will see an amber box with an S in it, this means the student has been marked as 'Staying' but has not yet been re-enrolled. The blue MU boxes mean that the student has been marked as **Moving Up** a class, the grey L means they are **Leaving** the organisation and the red U means that the child is **Undefined**, and their status is yet to be set.

Other statuses not included in this image are a light blue MU which would be a **Request To Change** and a grey F which means the student has been marked as **Finishing**.

Once all students have a status set, the first step is to enrol all the stayers. We have a button that does this process for you all at once, which is the **Enrol-Stayers** button at the bottom of the page.

Once you press this button, the first thing you will see is a **Student Health Check**. You may be familiar with this list by this point, if you are not, you can go to the **Students** section of the Knowledge Base and read the '**H. The student health check system**' article or simply press the **Help** button on this page. The main categories to have green for re-enrolment are:

- **Students with missing email address or email permissions**
- **Students with partial details**
- **Students without guardians**
- **Students with missing/invalid membership type**

Once you are happy with the Health Check, press **Next Step** at the bottom of the page.

The next page will display how many students you are about to enrol on the new term and from how many courses, ensure this number is correct according to how many students will be staying in the same class. Once you have checked this is correct, press **Next Step**.

The system will begin processing the records, you will be able to watch a count of students being enrolled and will receive a '**Successfully Processed Records**' note when this has been completed. When this message is displayed, you may press **Next**.

The next part of the process is to create the orders for each of the students, press **Next** when you're ready to begin this step. Again, you will see the count of orders being generated and receive a message when they have been completed, press **Next** after this.

Next, the system is required to link the previously created orders to the courses for which the students have been booked onto. You will need to press **Next Step** to begin. Once you receive the confirmation message to say the process was successfully completed. Press **Exit** to return to the **Re-enrol Students** page.

The process of Re-enrolment can be completed as many times as you wish, so if there is a problem or you must stop part-way through, this isn't an issue, and you can just begin again.

When you return to the **Re-enrol students** page, you will see all the Stayers, that were previously amber, have now been marked in green; this means they have been successfully rolled over into the following term.

Please note you can un-enrol individual students to make changes to their position in the following term and so this is convenient for last-minute changes.

The rest of the students will need to be allocated their spaces in the new term's courses, manually. Do this by simply expanding the course using the **plus** button to the left and then pressing the **Move Up/Move Down/Request To Change** button. The system will bring up courses that fit the criteria you have set previously on the **Record Move and Stay** page. Once you have found the course you wish to book the student onto, press the **Allocate** button. You can press the **Show All** button if you do not see the required course in the allocation list.

SwimSoft will also show you any other family members and the time of their lessons so you can try and book them in at the same time and day to hopefully make it easier for their parents/guardians to organise their timetable.

		Wed	12:00	Stage 2		A Sample	639	30	Main Pool - Section A		
		Wed	14:00	Stage 2		A Sample	637	30	Main Pool - Shallow End		
		Wed	14:00	Stage 3		Lisa Test	642	30	Main Pool - Section A		
		Wed	14:00	Richard's		Sean Hampton	647	30	Main Pool - Section A		
		Wed	16:00	1:1		Sean Hampton	693	30	Studio 221 - Whole Studio		No Students
		Wed	16:00	Stage 1		Willow Cassidy	643	30	Main Pool - Section A		
		Wed	16:00	Stage 2		Charlie Moore	644	30	Main Pool - Section A		
		Wed	16:00	Credit Test		Willow Cassidy	645	30	Main Pool - Section A		
		Wed	16:10	Stage 2		Charlie Moore	649	30	Main Pool - Section A		L

When all students are green on the **Re-enrol Students** page, this process is complete, and all students have now been allocated a place on a course in the upcoming term.