

Setting up your School, Class or Groups

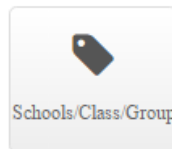
Reason for this setup is when you populate a list of schools, that list will present itself to a parent registering to tell you what school the child comes from. In case of you setting up a nursery school or business on one premise, you can add classes or groups and then exclude it from the registration form and then you can then allocate the child to the class or groups of your choice.

Quick Guide...

- Go to your AdminOnline dashboard under the *Settings* section
- Click on the “Schools/Class/Groups” button
- Select the “Add Group” button
- Complete the pop up box
- Click the “Save” button

Step by step in detail...

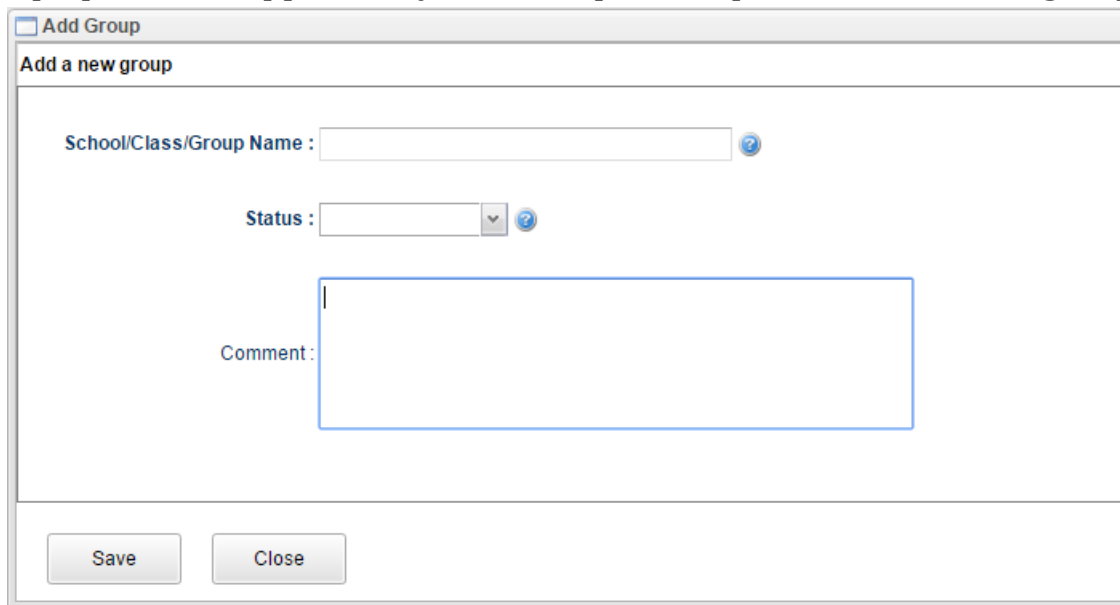
- Go to your AdminOnline Dashboard under the *Settings* section
- Click on your “Schools/Class/Group” button



- Click on the “Add Group” button



- A pop up box will appear for you to complete on per school, class or group

A pop-up window titled "Add Group" with a close button in the top left. The main content area is titled "Add a new group" and contains three fields: "School/Class/Group Name" (text input with a help icon), "Status" (dropdown menu with a help icon), and "Comment" (text area). At the bottom are "Save" and "Close" buttons.

- Enter the name of the school, class or group
- Select the status as “Active” in the drop down
- Click on “Save” and it will be added

Once the school, class or group name has been updated. The parent can select that name on registration form or if you have chosen the class or group for the child. Later you will be able to filter out kids in their School, classes or groups