



Enroll Families into Different Center

User Guide

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Contents

1	Introduction.....	1
2	Enroll Families into Different Center	1
3	Details not moved on Enrollment into Different center	3

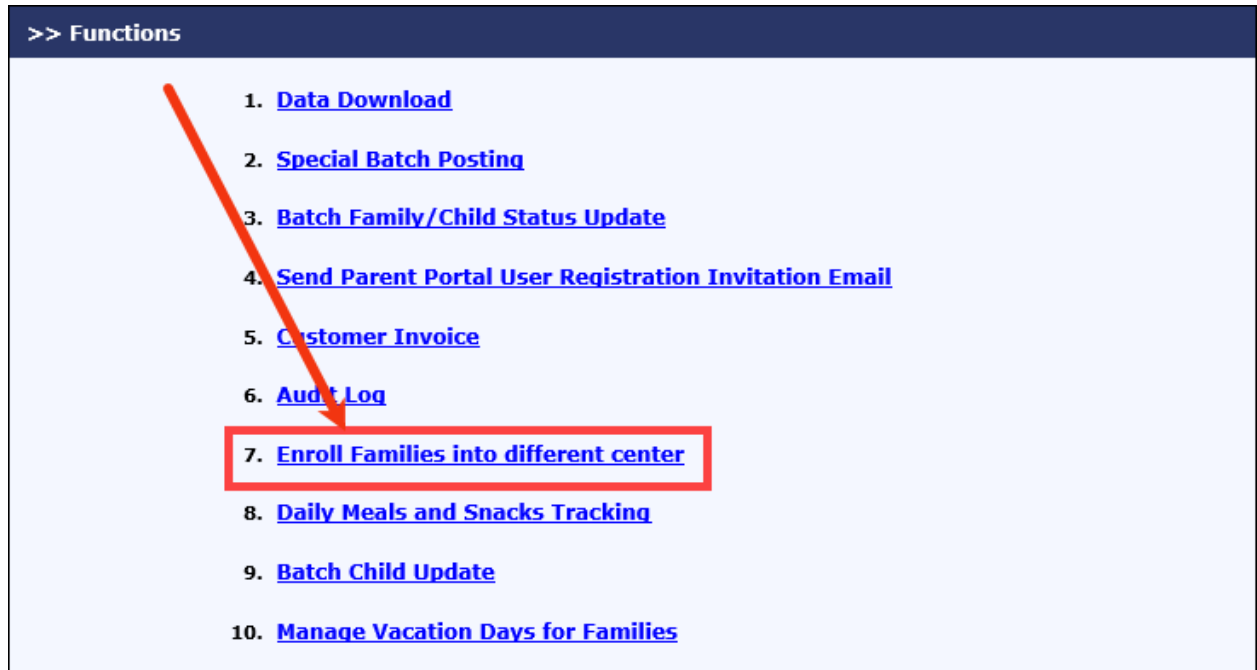
1 Introduction

This document describes in detail about the steps for the parents in enrolling for TAP.

2 Enroll Families into Different Center

Users can now move the family records from one center to another using this feature.

Family Accounting → Functions → Enroll Families into Different Center:



Functions Page

Enroll Family into Different Center – Page 1

Select the relevant family that must be moved to another center and click **Next**. The parent and child details will be displayed.

>> Enroll Family into Different Center

[<< Back](#)

Note: Enroll a family from this center to a different center by copying the Family Info and Child Info

Select Family Account Key

ANDREW

Parent 1 Name

Andrew Charles

Parent 2 Name

Anu Andrew

Select Child

Select	Child Name	Status
<input checked="" type="checkbox"/>	Eva Merci	Active

Select a Center to Enroll the Family

Sandbox Framingham

Next

Cancel

Enroll Family into Different Center – Page 2

1. Select the children records that need to be moved.
2. Select the center to which the selected family and child record need to be moved.
3. Click **Next**, a confirmation message will be displayed:

>> Enroll Family into Different Center

[<< Back](#)

Note: Enroll a family from this center to a different center by copying the Family Info and Child Info

Select Family Account Key

ANDREW

Parent 1 Name

Andrew Charles

Enroll Family To New Center Confirmation

Are you sure you want to Enroll this Family to New Center?

Yes

No

Select a Center to Enroll the Family

Sandbox Framingham

Next

Cancel

Confirmation Page

Click **Yes**, to confirm the enrollment into different center.

3 Details not moved on Enrollment into Different center

The following details of Parent and Child will not be moved to the new center.

Parent Information:

1. Employer
2. Payment Frequency

Child Information:

1. Classroom
2. Age Group
3. Enrollment Strat Date
4. Child Id code
5. Child Program
6. Child Tuition
7. Subsidized Billing Information
8. Emergency Contact: Cellphone & Address

Also, the family ledger entries will not be moved.