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## **Program Enrollment - Enhancement**

**Release Date - Jan 24, 2020**

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### Table of Contents

1	Program Enrollment – Enhancements.....	2
1.1	Parent can select a Program and submit the registration .....	2
1.2	Parent can submit the desired schedule and the Director will assign the Program for a child....	6
1.3	Invite a Parent to Enroll .....	11

# 1 Program Enrollment – Enhancements

Now, OnCare provides two options in Program Enrollment:

- Parent can select a Program and submit the registration for a child.
- Parent can select the schedule and the Program Director will assign the Program for the child

Both options are explained below, and the setup differs in each option.

Access Path: Center Home → Setup → Program Enrollment → Program Portal Setup

## 1.1 Parent can select a Program and submit the registration

With this option selected, parents can select a program by themselves during the registration process.

Program director will then review the registration and proceed.

The screenshot shows the 'Parent Portal Setup' page. At the top, there's a blue header with '>> Parent Portal Setup'. Below it, a 'Back' link is visible. A red box highlights the question 'How do you want to accept program registration?' with two radio button options: 'Parents can select a program and submit the registration' (selected) and 'Parents can submit the desired schedule and we assign the right program'. Below this, the 'New Parents Program Registration URL' is shown as 'https://test.oncareoffice.com/ParentPortal/PP/ProgramEnrollment/EnrollmentProgram.aspx?ID=0C082707-A089-407C-8f...'. Another red box highlights the 'Change Program Request Applicable?' section with 'Yes' selected. A yellow callout box points to this section with the text: 'If this option is selected, parent can enroll in a new program for the existing child.' Below that, 'Cc Registration Confirmation To Location Director' has 'Yes' selected. The 'Additional Ccs To Send the Confirmation' field contains 'charulatha.d@beyonduniverse.in'. The 'Your message to the parents at the registration' field has a rich text editor with the text 'Please contact the School Director if you have any queries.' and a 'Save' button at the bottom. A link 'Where does it show?' is at the bottom right.

>> Parent Portal Setup

<< Back

How do you want to accept program registration? ☒ Parents can select a program and submit the registration  
☐ Parents can submit the desired schedule and we assign the right program

New Parents Program Registration URL  
https://test.oncareoffice.com/ParentPortal/PP/ProgramEnrollment/EnrollmentProgram.aspx?ID=0C082707-A089-407C-8f...

Parent Portal Setup

Change Program Request Applicable? ☒ Yes ☐ No

Cc Registration Confirmation To Location Director ☒ Yes ☐ No

Additional Ccs To Send the Confirmation (Separate the email addresses with ;)  
charulatha.d@beyonduniverse.in

Your message to the parents at the registration (Optional & 500 characters limit)

Please contact the School Director if you have any queries.

Where does it show?

Save

Company Level Dashboard will be as follows:

A new link has been provided here to invite a **Parent to Enroll**

<a href="#">Company Home</a> <a href="#">Feedback</a> <a href="#">Help</a> <a href="#">Logout</a>						
>> Program Enrollment Management						
<a href="#">Invite a Parent to Enroll</a>						
No.	Center Name	New Requests	Waitlist	Enrolled	Change Request	Offered
1	<a href="#">Center 1</a>	1	1	30	0	4
2	<a href="#">Center 2</a>	0	0	0	0	0
3	<a href="#">Center 3</a>	0	0	2	0	0
4	<a href="#">Center 4</a>	0	0	60	0	7
5	<a href="#">Center 5</a>	0	0	2	0	0

### Center Level Dashboard:

Earlier, you need to select the program status. Now, the program statuses are listed as links for ease of use.

<a href="#">Company Home</a> <a href="#">Feedback</a> <a href="#">Help</a> <a href="#">Logout</a>								
Center 4								
<a href="#">Center Home</a> <a href="#">Change Center</a>								
<a href="#">Setup</a> <a href="#">Reports</a> <a href="#">Functions</a>								
>> Program Enrollment Management								
<a href="#">Back</a> <a href="#">Invite a Parent to Enroll</a>								
Export As:								
Mouse over to see parent notes								
<a href="#">New Applications</a> <a href="#">Change Program Requests</a> <a href="#">Waitlist</a> <a href="#">Enrollment Offered</a> <a href="#">Enrolled</a> <a href="#">Declined</a>								
No.	Parent Name	Child Name	DOB	Age Group	Program Selected	Date Submitted	Notes / Comments	Action
1	Christopher Martin	Leslie Jaden	01/05/2016	Preschool	Preschool-AM Only-5 Days	01/23/2020		<a href="#">Process</a> <a href="#">Delete</a>

New Application can have the following statuses:

- Offer Enrollment (**Newly introduced**)
- Enrollment
- Add to Waitlist
- Decline Registration

Center 4 [Center Home](#) [Change Center](#)

[Setup](#) [Reports](#) [Functions](#)

**>> Process New Registration**

[<< Back](#)

Registration Date 01/23/2020

**Parent Info**

First Name Christopher Last Name Martin  
E-mail christmar@beyonduniverse.in Mobile Phone (456) 789-8765

**Child Info**

First Name Leslie Last Name Jaden  
Gender Boy Date of Birth 01/05/2016  
Age 4 Years - 0 Months

**Program Info**

Enrollment Start Date 01/01/2020 Enrollment End Date 06/30/2020  
Age Group Preschool Program Name Preschool-AM Only-5 Days  
Monthly Fee \$100.00 Weekly Fee \$0.00

[Enrollment](#) [Add to Waitlist](#) [Decline Registration](#)

Program Director can modify the status of application as desired.

Clicking on Enrollment will take you to the following screen:  
Either you can **Send the Enrollment Offer to Parent (newly introduced feature)**  
Or  
You can **Enroll the Child Now**

**Enrollment**

Child Name Malcolm Gretchen DOB 07/22/2015

Enrollment Start Date 01/01/2020

Assign Classroom Class A

Age Group Three - Five Years

Select Program Three - Five Years-Full Day-4 Days

Billing Cycle Monthly

Monthly Tuition \$499.00

Program Schedule

Sel.	Days	Time In	Time Out
<input checked="" type="checkbox"/>	Mon	08:00 AM	03:00 PM
<input checked="" type="checkbox"/>	Tue	08:00 AM	03:00 PM
<input type="checkbox"/>	Wed	08:00 AM	03:00 PM
<input checked="" type="checkbox"/>	Thu	08:00 AM	03:00 PM
<input checked="" type="checkbox"/>	Fri	08:00 AM	03:00 PM
<input type="checkbox"/>	Sat	08:00 AM	03:00 PM
<input type="checkbox"/>	Sun	08:00 AM	03:00 PM

Registration Fee \$50.00

Do you want to waive off registration fee for this family? ☐ Yes ☒ No

[Send Enrollment Offer to Parent](#) [Enroll the Child Now](#)

“Send the Enrollment Offer to Parent” will send the following email to the parent.

★ Enrollment Offer for Malcolm Gretchen from Center 1

(8 k) < >

"support@oncareoffice.com" [support@oncareoffice.com]

Sent: 12:20 pm

To: "gretchen@beyonduniverse.in"

Center 1

01/22/2020

Dear Schaefer Family,

It is our pleasure to inform you that we have a place for your child here at our Center 1. Malcolm Gretchen is scheduled to start at our center on 01/01/2020 . To confirm acceptance of this offer you will need to complete the enrollment steps by 01/24/2020. Please visit the link below to enroll your child.

<https://test.oncareoffice.com/ParentPortal/PP/ProgramRegistration/ParentOfferedProgram.aspx?ID=65d46cf4-9d32-4937-8f20-9b4b1cc459bf>

In order to ease your child's transition and make their experience here as pleasant as possible, I will be reaching out to schedule three one-hour visits prior to your child's first day. During these visits, Malcolm Gretchen will have the opportunity to meet the children and the teachers that will be in their class. Parents will have the opportunity to ask any questions you may have and get a small glimpse of your child's day with us. We will also schedule an orientation meeting with your child's teacher and review all necessary paperwork. **All paperwork must be completed in full prior to your child's first day of care.**

If you have any questions or concerns, please feel free to give us a call anytime. We thank you for allowing us to join you in the nurturing and education of your child. Welcome to Center 1!

Thank you,  
customer support  
Director  
Center 1

Parent can click the link to complete the enrollment process

1.2 Parent can submit the desired schedule and the Director will assign the Program for a child

Access Path: Center Home → Setup → Program Enrollment → Program Portal Setup

The screenshot shows the 'Parent Portal Setup' form. At the top, there's a blue header with '>> Parent Portal Setup'. Below it is a 'Back' link. A red box highlights the registration options: 'How do you want to accept program registration?' with two radio buttons. The first option is 'Parents can select a program and submit the registration' (unselected). The second option is 'Parents can submit the desired schedule and we assign the right program' (selected). A red line points from this selected option to a yellow box on the right. Below this is the 'New Parents Program Registration URL' section. It has two rows: 'Company Level' and 'Center Level'. The 'Company Level' URL is 'https://test.oncareoffice.com/ParentPortal/ProgramRequest/Index?ID=0DD8B291-2DE1-4059-B979-6A1A70F7A945' and the 'Center Level' URL is 'https://test.oncareoffice.com/ParentPortal/ProgramRequest/Index?ID=0C082707-A089-407C-8F1C-9D669F21A50B'. Both have 'Copy URL' buttons. A red box highlights these two rows, with a red line pointing from it to a yellow box on the left. Below the URLs is the 'Parent Portal Setup' section. It has a 'Cc Registration Confirmation To Location Director' with 'Yes' selected and 'No' unselected. Below that is 'Additional Ccs To Send the Confirmation' with the email 'charulatha.d@beyonduniverse.in' and a 'Save' button at the bottom.

>> Parent Portal Setup

[Back](#)

How do you want to accept program registration?

☐ Parents can select a program and submit the registration

☒ Parents can submit the desired schedule and we assign the right program

New Parents Program Registration URL

Company Level <https://test.oncareoffice.com/ParentPortal/ProgramRequest/Index?ID=0DD8B291-2DE1-4059-B979-6A1A70F7A945> [Copy URL](#)

Center Level <https://test.oncareoffice.com/ParentPortal/ProgramRequest/Index?ID=0C082707-A089-407C-8F1C-9D669F21A50B> [Copy URL](#)

Parent Portal Setup

Cc Registration Confirmation To Location Director ☒ Yes ☐ No

Additional Ccs To Send the Confirmation (Separate the email addresses with ;)  [?](#)

[Save](#)

Provide the **Company Level URL** to your parents if you want to allow them the Location (Center) preference.

Provide the **Center Level URL** to your parents if the Location (Center) is fixed.

When this is selected, Parent can select the Program Schedule, Location (Center) and send the request to the Director.

## Company Level Dashboard will be as follows

[Company Home](#)
[Feedback](#)
[Help](#)
[Logout](#)

>> Program Enrollment Status

[New Applications](#)
[Waitlist](#)
[Enrollment Offered](#)
[Enrolled](#)
[Declined](#)
[Invite a Parent to Enroll](#)

Mouse over to see parent notes

No.	Parent Name	Child Name	DOB	Desired			Notes	Action
				Program Type	Schedule Days	Start Date		
1	Arellano Jason	Lowell Arellano	01/04/2016		M,W,Th,F	01/01/2020		<a href="#">Process</a> <a href="#">Delete</a>

## Center Level Dashboard will be as follows

[Company Home](#)
[Feedback](#)
[Help](#)
[Logout](#)

Center 1

[Center Home](#)
[Change Center](#)

[Setup](#)
[Reports](#)
[Functions](#)

>> Program Enrollment Management

[Back](#)
[Invite a Parent to Enroll](#)

[Enrollment Offered](#)
[Enrolled](#)

Mouse over to see parent notes

Center 1

No.	Parent Name	Child Name	Program Name	Offered Date	Notes	Action
1	Senorita Jhonson	Sonal Jhonson	Three - Five Years-Full Day-4 Days	01/23/2020		<a href="#">View</a> <a href="#">Delete</a>
2	Jeffery Sham	Diana Jeffery	Three - Five Years-Full Day-4 Days	01/06/2020		<a href="#">View</a> <a href="#">Delete</a>
3	Brenett Jones	Janet Ron	Three - Five Years-Full Day-4 Days	01/06/2020		<a href="#">View</a> <a href="#">Delete</a>
4	Steve Helms	Hannah Steve	Three - Five Years-Full Day-M,W,Sa,Su	01/03/2020		<a href="#">View</a> <a href="#">Delete</a>

Access Path: Center Home → Setup → Program Enrollment → Other Fees and Discount Setup

> > Other Fees and Discount Setup

[Back](#)

The below fees and discounts will be applied at the time of application/enrollment

**Do you collect Registration Fee?** ☒ Yes ☐ No

**GI Account No** 9999; Acct To Be Determined (s ▾

**Billing Description** Registration Fees

**Registration Fee** \$50.00

**How do you collect?** ☐ Per Family ☒ Per Child

**When do you collect?** ☒ Every School Year ☐ Only Once

**Do you collect Security Deposit at the time of enrollment?** ☒ Yes ☐ No

**Billing Description** Deposit Charge

**Security Deposit** ☒ Based on Tuition Fees ☐ Fixed Amount

**Percentage** 50% ▾

Save

If **Yes**, then the **Security Deposit** will be collected at the time of the enrollment.



>> Program Enrollment Status

[Invite a Parent to Enroll](#)

[New Applications](#) [Waitlist](#) [Enrollment Offered](#) [Enrolled](#) [Declined](#)

Mouse over to see parent notes

No.	Parent Name	Child Name	DOB	Desired			Notes	Action
				Program Type	Schedule Days	Start Date		
1	Janet Howard	Robert Howard	01/05/2016	Regular Program	M,Tu,W,Th	01/07/2020		<a href="#">Process</a> <a href="#">Delete</a>

**New Application** can have the following statuses:

- Offer Enrollment (**Newly introduced**)
- Enrollment
- Add to Waitlist
- Decline Registration

>> Process New Registration

[Back](#)

Registration Date 01/23/2020

**Parent Info**

**First Name** Howard

**Last Name** Kennith

**E-mail** howard@beyonduniverse.in

**Mobile Phone** (456) 789-0098

**Child Info**

**First Name** Jennifer

**Last Name** Howard

**Gender** Girl

**Date of Birth** 12/29/2015

**Age** 4 Years - 0 Months

**Program Info**

**Desired Program Schedule** Regular Program (M,Tu,W,Th,F)

**Desired Start Date** 01/24/2020

**Desired Location(s)** **1st Preference** Center 1

**2nd Preference** Center 4

**How did you hear about Us?** Google Search

**Notes** Please enroll my child

[Offer Enrollment](#)

[Add to Waitlist](#)

[Decline Registration](#)

Click **Offer Enrollment** to offer the program for the child.

## Offer Enrollment

**Child Name**  
Jennifer Howard

**DOB**  
12/29/2015

**Preferred Schedule**  
Regular Program (M,Tu,W,Th,F)

**Select Center** Center 1(Preference 1) ▼

**Enrollment Start Date** 01/24/2020 ▼

**Assign Classroom** Irregular Class ▼

**Age Group** Three - Five Years ▼

**Select Program** Three - Five Years-Full Day-4 Days ▼

**Billing Cycle** Monthly ▼

**Monthly Tuition** \$499.00

**Program Schedule**

Sel.	Days	Time In	Time Out
<input checked="" type="checkbox"/>	Mon	08:00 AM	03:00 PM
<input checked="" type="checkbox"/>	Tue	08:00 AM	03:00 PM
<input type="checkbox"/>	Wed	08:00 AM	03:00 PM
<input checked="" type="checkbox"/>	Thu	08:00 AM	03:00 PM
<input checked="" type="checkbox"/>	Fri	08:00 AM	03:00 PM
<input type="checkbox"/>	Sat	08:00 AM	03:00 PM
<input type="checkbox"/>	Sun	08:00 AM	03:00 PM

**Registration Fee** \$50.00

**Submit**

Director can offer the **Location**, **Age Group** and **Program** for the child and send an enrollment offer to the parent.

### 1.3 Invite a Parent to Enroll

This is a newly introduced feature in which Program Director can invite the parents to enroll in to the program. This feature is available for both options described above.

>> Program Enrollment Management

[Back](#)

[New Applications](#) [Change Program Requests](#) [Waitlist](#) [Enrollment Offered](#) [Enrolled](#) [Declined](#) [Invite a Parent to Enroll](#)

Center 1

No.	Parent Name	Child Name	Program Name	Enrolled Date	Notes	Action
1	Fabian Prout	William Prout	Three - Five Years-Full Day-4 Days	01/03/2020		<a href="#">View</a>
2	James Howard	Jennie Jordan	Two Years-Drop-In	01/02/2020		<a href="#">View</a>
3	Tama Brazier	Ava Wein	Drop-In-Full Day-M,W,F	01/02/2020		<a href="#">View</a>
4	Kenvin Sam	Sunny Larry	Drop-In-Drop-In	01/02/2020		<a href="#">View</a>
5	kelly Shang	Deborah Prout	Drop-In-Drop-In	01/02/2020		<a href="#">View</a>
6	Richard Jones	Clara Jordan	Three - Five Years-Full Day-4 Days	01/02/2020		<a href="#">View</a>
7	Janet Ron	Simon Ron	Three - Five Years-Full Day-4 Days			
8	Jennie Jordan	Mills Fabian	Three - Five Years-Full Day-4 Days			
9	Kenneth Mahan	Chase Mahan	Three - Five Years-Full Day-M,W,F,Su			

Now, Program Director can invite a **Parent to Enroll** in to the program

Center 1 [Center Home](#) [Change Center](#)

[Main Menu](#) [Setup](#) [Reports](#) [Functions](#)

>> Invite a Parent to Enroll

**Family Info** **Program Info** **Confirm & Send**

**Parent Info**

\* First Name  \* Last Name   
\* Email  \* Confirm Email   
\* Mobile Phone

**Child Info**

\* First Name  \* Last Name   
\* Gender ☐ Boy ☒ Girl \* Date of Birth

[Back](#) [Next](#)

Enter Parent Info, Child Info and click **Next**.



Program Info

Center Name Center 1

Enrollment Start Date 01/01/2020

Assign Classroom Regular Class

Age Group Three - Five Years

Select Program Three - Five Years-Full Day-4 Days

Billing Cycle Monthly

Monthly Tuition \$499.00

Program Schedule

Sel.	Days	Time In	Time Out
<input checked="" type="checkbox"/>	Mon	08:00 AM	03:00 PM
<input checked="" type="checkbox"/>	Tue	08:00 AM	03:00 PM
<input type="checkbox"/>	Wed	08:00 AM	03:00 PM
<input checked="" type="checkbox"/>	Thu	08:00 AM	03:00 PM
<input checked="" type="checkbox"/>	Fri	08:00 AM	03:00 PM
<input type="checkbox"/>	Sat	08:00 AM	03:00 PM
<input type="checkbox"/>	Sun	08:00 AM	03:00 PM

Registration Fee \$50.00

Security Deposit \$249.50

Back

Next

Select **Enrollment Start Date**,  
**Classroom**, **Age Group**. Select  
the **Program** listed based on the  
Age Group.  
Click **Next** to confirm the offer.

## >> Invite a Parent to Enroll



Please review and confirm the information entered is correct before sending the enrollment offer to the parent.

### Parent Info

First Name Jeffery

Last Name Sham

Email jeffery@beyonduniverse.in

Mobile Phone 456-789-0098

### Child Info

First Name Diana

Last Name Jeffery

Gender Girl

Date of Birth 12/27/2015

### Program Info

Center Center 1

Age Group Three - Five Years

Enrollment Start Date 01/01/2020

Program Three - Five Years-Full Day-4 Days

Assigned Classroom Regular Class

Tuition \$499.00 (Monthly)

Registration Fee \$50.00

Security Deposit \$249.50

#### Program Schedule

Days	Time In	Time Out
Mon	08:00 AM	03:00 PM
Tue	08:00 AM	03:00 PM
Thu	08:00 AM	03:00 PM
Fri	08:00 AM	03:00 PM

Back

Confirm & Send

Click **Confirm & Send** to send the Enrollment Offer to the parent.

[Main Menu](#) [Setup](#) [Reports](#) [Functions](#)

## >> Invite a Parent to Enroll



### Enrollment Offer Sent!

An email has been sent to the prospective parent with an offer to enroll their child in the program.

Done

★ Enrollment Offer for Diana Jeffery from Center 1

(8 k) < >

"support@oncareoffice.com" [support@oncareoffice.com]

Sent: Mon, 3:27 pm

To: "jeffery@beyonduniverse.in"

Center 1

01/06/2020

Dear Sham Family,

It is our pleasure to inform you that we have a place for your child here at our Center 1. Diana Jeffery is scheduled to start at our center on 01/01/2020 . To confirm acceptance of this offer you will need to complete the enrollment steps by 01/08/2020. Please visit the link below to enroll your child.

<https://test.oncareoffice.com/ParentPortal/PP/ProgramRegistration/ParentOfferedProgram.aspx?ID=2015ec91-7be0-4e88-bafc-026b5cca7355>

In order to ease your child's transition and make their experience here as pleasant as possible, I will be reaching out to schedule three one-hour visits prior to your child's first day. During these visits, Diana Jeffery will have the opportunity to meet the children and the teachers that will be in their class. Parents will have the opportunity to ask any questions you may have and get a small glimpse of your child's day with us. We will also schedule an orientation meeting with your child's teacher and review all necessary paperwork. **All paperwork must be completed in full prior to your child's first day of care.**

If you have any questions or concerns, please feel free to give us a call anytime. We thank you for allowing us to join you in the nurturing and education of your child. Welcome to Center 1!

Thank you,  
customer support  
Director  
Center 1  
300 Cassano Avenue

Parent to click the link to  
complete the enrollment

**Note:** Director will receive the email once the Parent has completed the enrollment process.