How to enter a Quick Registration

If an interested student or parent contacts the school without any firm commitment to register, the school has the option of recording minimal data to allow contact at a later time. This is done using the Registered (Interested) option through the registration process.

Complete a search using the Registration option

If the student is not located, use the option **Create New Student** and enter the following fields:

- **Enrolment Type** – select the type required if available on the schools Offering list
- **Scholastic Year** – select the appropriate year
- **Intended start date** – enter the start date
- **Registration status** – select the **Registered (Interested)** status from the drop down list (this option will allow minimal data to be collected rather than a full data entry)

Click the **Register This Student At My School** button
The Parent/Carer Details screen will display. Enter (or select) data for the following fields: (those marked ** are compulsory).

Parent/Carer Details
- Title ** – select from drop down list
- Family Name **
- Given Name **
- Telephone Number **
- Mobile number
- Email address
- Relationship to Family - select from drop down list
- Preferred Family name (if provided)
- Preferred Given name (If provided)
- Contact preference – (this refers to which phone number should be called first)
- Enrolment Owner – YES if this parent/carer will be advising changes

Correspondence Details
- Use the quick address to enter the name and address (when verified, this process will automatically enter the address in the correct format)
- Adjust valid to and valid from dates if a change of address is known
- Is residential address the same – YES or NO
- In area - YES or NO

Student Personal Details
- Family name – will be automatically loaded
- Given name - will be automatically loaded
- Gender - will be automatically loaded
- Country of Birth – select country
- Preferred Family name (if provided)
- Preferred Given name (If provided)
- Date of Birth - will be automatically loaded
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- Student Status – active
- Residency Status and Visa details if appropriate

Click Save when all data is entered or Cancel to cancel the registration.
The page will then display the icons which allow you to access any area of the registration system and enter any additional data. You may wish to add some extra information for a specific reason. The student status is now Registered (Interested).

When the student accepts a place later, locate the student record in Student Enquiry. Click the Modify Full Registration icon to access all information in ATE sequence, or click each icon to add information.