

Instructions:

In this lesson you will create a class and register attendees. From the “Managers” menu select “Education.” The first item on the Education menu is “Getting Started.” The “Getting Started” program walks you through all the elements involved in creating a course and its classes, and registering attendees to a class. Note that there are instructions to the right of the button on each step. Complete the following exercises:

Create a Class

- From the “Getting Started” program select “Create a Class”. Skip to Step 4 and add a new class to an existing course of your choice. Tickets will be issued for this class and only a maximum of 25 attendees can sign-up. The class is \$20 for members and \$25 for non-members.

Enter the Class Date and Location here: _____

- Complete the remaining steps and register 4 people to the class, one of whom is a non-member. Register 2 of the attendees without a payment (charge to A/R) and the other two with a payment. Print and attach a sign-in sheet.
- Print a Class Registration report for the class you created.

- Answer the following questions:

1. When you cancel a registration:

- a) The registration Status is set to ‘C’ and the charge is credited
- b) The registration record is deleted and the charge is credited
- c) The registration Status is set to ‘R’ and the charge is credited

Answer: _____

2. The maximum number of registrations that can be created for a single Batch ID is:

- a) 99
- b) 9999
- c) 999

Answer: _____

4. Registrants are added to the Waiting List when:

- a) The number of Registrants equals the Number Guaranteed
- b) The number of Registrants outnumbers the Minimum Number
- c) The number of Registrants equals the Maximum Number

Answer: _____

Reviewed By: _____

Date: _____

Trainee: _____