

Recording Move or Stay Information

When approaching re-enrolment, you will need to record where your students will be in the following term, by this I mean will they be staying in their current course, moving up a course, leaving the swim school, or finishing as they have completed all awards.

You can record this information by going to **Re-enrolment** on the **Main Menu**, and then **Record Move and Stay** on the **Sub-Menu**.

Students	Configure	Day	Time	Class	Teacher	No	Mins	Section	Notes	Recorded Move/Stay	Selected Next Class
		Wed	10.00	Stage 1	A Sample	636	30	Studio 221 - Whole Studio		0/4	0/4
		Wed	12.00	Stage 2	A Sample	638	30	Main Pool - Shallow End		0/2	0/2
		Wed	12.00	Stage 1	A Sample	640	30	Studio 221 - Whole Studio		0/0	0/0
		Wed	12.00	Stage 2	A Sample	639	30	Main Pool - Section A		0/1	0/1
		Wed	14.00	Stage 2	A Sample	637	30	Main Pool - Shallow End		0/0	0/0
		Wed	14.00	Stage 3	Lisa Test	642	30	Main Pool - Section A		0/2	0/2
		Wed	14.00	Richard's	Sean Hampton	647	30	Main Pool - Section A		0/1	0/1
		Wed	16.00	Stage 1	Willow Cassidy	643	30	Main Pool - Section A		0/4	0/4
		Wed	16.00	Stage 2	Charlie Moore	644	30	Main Pool - Section A		0/2	0/2
		Wed	16.00	Credit Test	Willow Cassidy	645	30	Main Pool - Section A		0/1	0/1
		Wed	16.10	Stage 2	Charlie Moore	649	30	Main Pool - Section A		0/1	0/1

Showing 1 to 11 of 11 entries

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You will see each course and its data, and in the far-right columns there is the status of the move and stay information. If the course is displaying red, no information has been recorded, if it is showing amber with a zero, there are no students on the course, and if it shows green, the move or stay information has been recorded.

To record move and stay information, press the **Students** button next to the Course. Use the Move or Stay drop down to mark the students' status for the upcoming term.

Edit Course Attendees - course no: 636

	First name	Surname	Move or Stay	Class		
1	<input type="text" value="Brad"/>	<input type="text" value="Contibob"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="button" value="CDS"/>	<input type="button" value="Delete"/>
2	<input type="text" value="Molly"/>	<input type="text" value="Ridge"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="button" value="CDS"/>	<input type="button" value="Delete"/>
3	<input type="text" value="Tom"/>	<input type="text" value="Ridge"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="button" value="CDS"/>	<input type="button" value="Delete"/>
4	<input type="text" value="Bob"/>	<input type="text" value="Smith"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="button" value="CDS"/>	<input type="button" value="Delete"/>

Staying - The student is staying in the same class at the same time and day next term.

Move Up - The student is progressing to the next class, pre-defined in Default Class Settings.

Move Down - The student is dropping down a class level, pre-defined in Default Class Settings.

Leaving The student is leaving the organisation.

Finishing - The student has finished all awards offered and is finishing lessons with the organisation.

To make the process as efficient as possible, you also have access to the 'Mark All As...' buttons; Pressing one of these buttons will mark all students on the course with the same status.

If all students in your organisation are staying in the same class on the same day at the same time next term, on the **Re-enrolment** menu, there is a button that reads **Mark All Students Staying**. Pressing this button does not override students whose status is set to Finished, Left, Finishing, or Leaving but will override anything else.