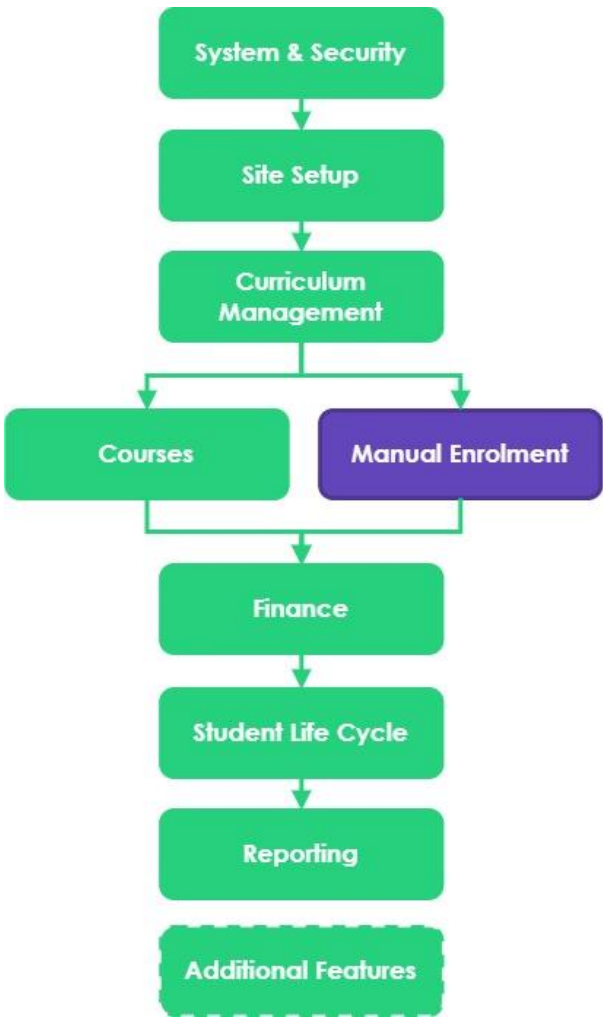




ReadySMS Manual Workflows

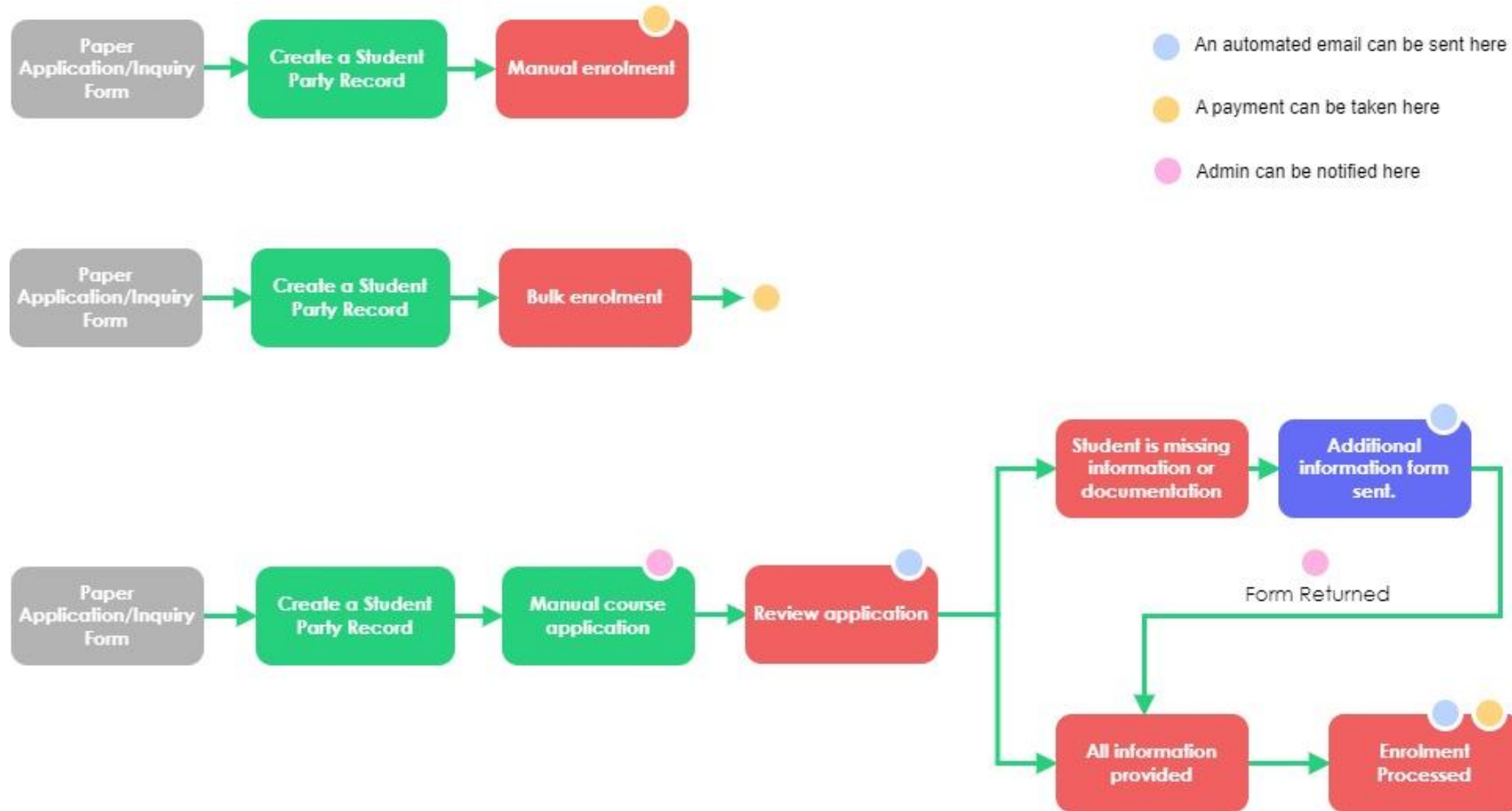
Agenda



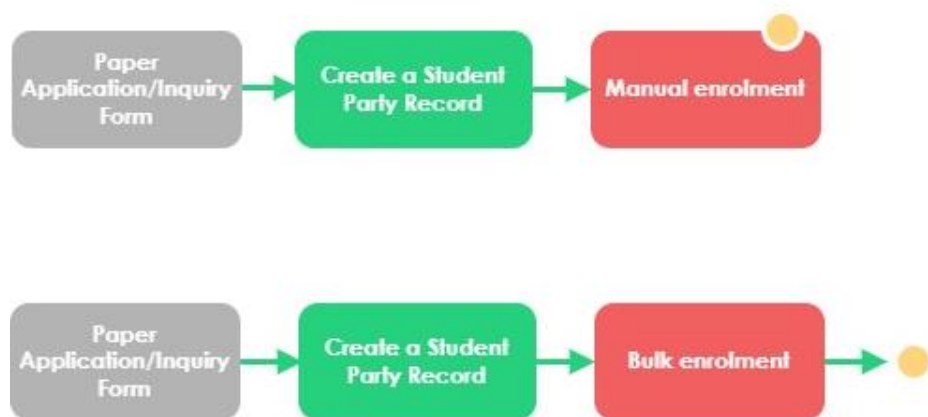
Topics Covered

- 1 ReadySMS Manual Workflows
- 2 Single Student Enrolment
- 3 Bulk Enrolment

ReadySMS Manual Workflows



Manual Enrolment



Manual Individual Enrolment

Manual Individual Enrolment

Summary

Students apply for a course using a paper application form

Party record created manually

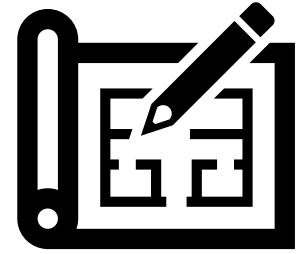
Student processed through the enrolment wizard and a payment can be taken

Any communication with the student must be performed manually and admin notifications are not available



Steps

Manual Individual Enrolment



1. Create Course
[Courses > Add New Course](#)
2. Create Payment Option (if required)
See Session 6 - Finance

When you have an enrolment:

1. Create Party
[Community > Add new Party](#)
2. Create Enrolment
[Enrolments > Enrol Student](#)
3. Take Payment (if required)
(See Session 6 – Finance)

Lets go do it!

Let's take a look at:

- Single Student Enrolment



Manual Bulk Enrolment

Manual Bulk Enrolment

Steps

Manual bulk enrolment uses paper applications for initial student applications

Student party record is created manually

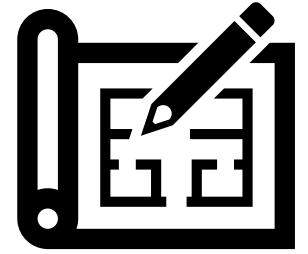
After the desired number of applications are completed and party records made, a bulk enrolment step can be performed to process students into courses

Payments can be taken following the enrolment step



Steps

Manual Bulk Enrolment



1. Create Course
[Courses > Add New Course](#)
2. Create Payment Option (if required)
[Course > Course List > select course > Finance > Payment Options](#)
(See Session 6 – Finance)

When you have an enrolment:

1. Create Party
[Community > Add new Party](#)
2. Create Enrolments in Bulk
[Course > Course List > Select Courses > Bulk Actions > Enrolments](#)
3. Take Payment (if required)
(See Session 6 – Finance)

Lets go do it!

Let's take a look at:

- Bulk Enrolment



Thank you

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