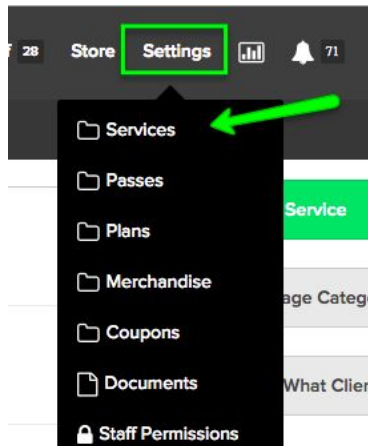
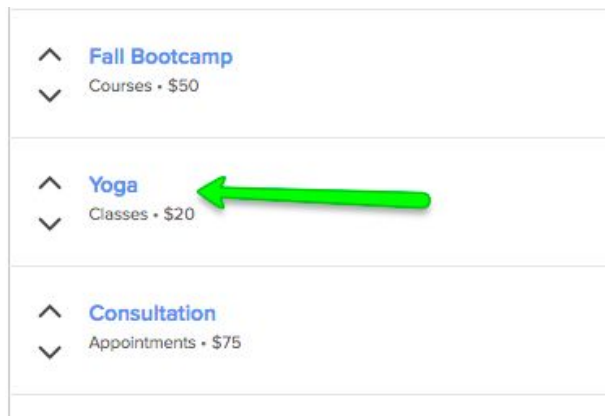


## Enabling and Using Bulk Enrollment

To enable bulk enrollment for a specific class, go to Settings - Services:



Select the class you want to enable bulk enrollment for:



Select the Registration tab, then edit Bulk Client Enrollment. If you do not see this, please contact Customer Care at [help@pike13.com](mailto:help@pike13.com) and ask them to enable this feature for you:

Registration Yoga

Class Times Details **Registration** Cancellation Website Settings Pay Rates

**Online registration**  
Who can enroll online? Staff members can enroll any client, regardless of membership status. Edit

- ✗ Visitors (without an account)
- ✓ Clients
- ✓ Members

**Deadline for registering online**  
How many minutes beforehand can clients no longer enroll themselves? Staff members can enroll clients anytime. Edit

Clients must enroll at least 1 hour before class starts

**Enrollment requirements** Edit

✓ Clients who don't have an applicable pass or plan are required to enter their credit card info before enrolling

**Bulk client enrollment** Edit

Can staff members bulk enroll clients for class times that repeat automatically? For example, enrolling a client into all Monday-Wednesday-Friday 6 AM classes.

- ✗ Client must enroll in individual classes

Select Yes, then save:

**Bulk client enrollment**  
Can staff members bulk enroll clients for class times that repeat automatically

No

Yes

Save  Cancel

Bulk Enrolling a Client

Go into the class time that the client is enrolled into. Select the gear icon next to the client who wants to attend all classes on that day and time:

To replace a client on the enrolled list, add a new client first, then remove the existing client from the roster.

RW **Renee Woodworth** ENROLLED Waiver not signed Terms and conditions not accepted ✓ ⚙️

⬆️ **Waitlist**

Select Bulk Enroll

RW

**Renee Woodworth**

ENROLLED • Waiver not signed • Terms and conditions not accepted

✓

▼

---

✓

**Confirm Renee's attendance**

Will deduct one visit from Unlimited Membership (Unlimited use)

➤

---

⊘

**Mark Renee as canceled**

To charge a fee or deduct a visit from a plan or pass and get credit for the cancellation in your pay, tap this, and then tap the gear button again.

➤

---

🗑️

**Remove Renee from the roster**

No fees will be collected

➤

---

↻

**Bulk enroll Renee**

➤

---

📝

**Sign the liability waiver**

➤

---

📝

**Accept the terms and conditions for Unlimited Membership**

➤

---

✕

**Close**

You can choose whether to notify the client or not:

**ⓘ Please confirm**

You are about to bulk enroll Renee Woodworth into Level 2 Yoga Saturdays from 6:00am to 7:00am starting Sep 23, 2017 with Dana Fujimoto

**Client notifications**

This change affects Renee Woodworth

Don't notify affected clients

Notify affected clients

✓ Finish
✕ Cancel

You can see if a client is bulk enrolled into that series of events in the roster:

**🔍 Enrolled (1 of 1)**

To replace a client on the enrolled list, add a new client first, then remove the existing client from the roster.

RW

**Renee Woodworth**

ENROLLED • Waiver not signed • Terms and conditions not accepted • ↻ Bulk enrolled

✓

⚙️

**🔍 Waitlist**

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