



Tracks – T8

**Registration
Made Easier
Round Table**





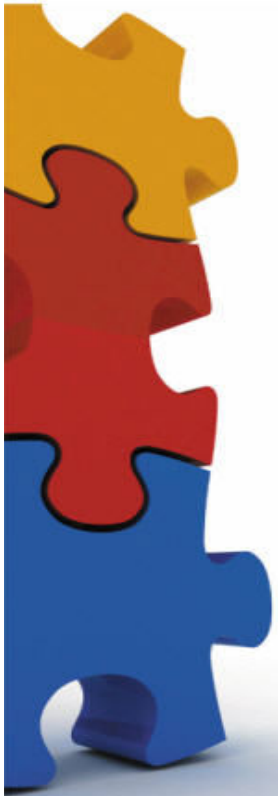
Agenda

- Preparing your System
- Personnel – How to use your Staff
- What Should YOU Do?
- Making Forms Work for you
- Setting up your Hardware
- If you Need Help
- Other Thoughts



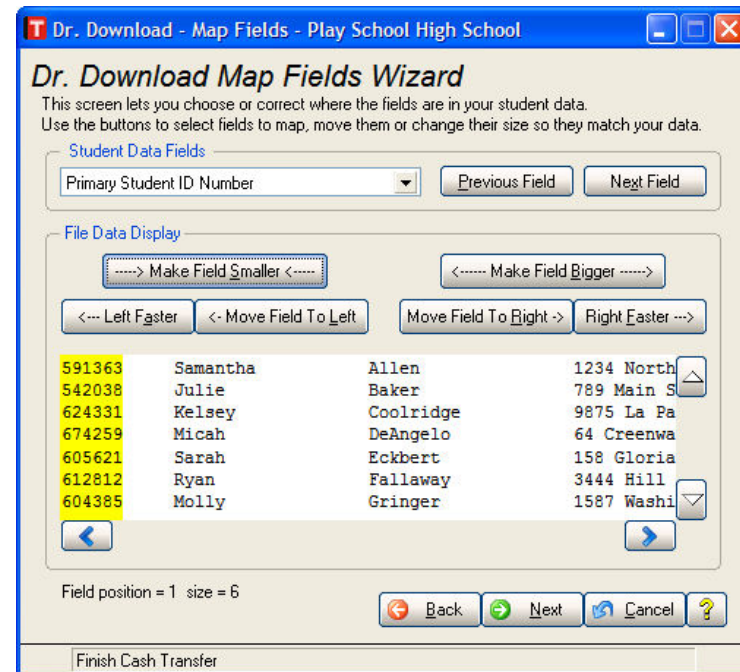
Dr. Download

- Management / Special Functions / Dr. Download.
- Request an initial student data file from admissions, the district, or your technician.
- See Tracks Tech Tip #116 available on the Blue Bear website.
- Run Dr. Download at least **ONE WEEK** prior to start of registration.
- Attend T4: Year End with Dr. Download and Student Update Utility.



Dr. Download

- Brings in new students for the upcoming school year.
- You can purge unneeded history from last year's data.
- Prompts to save prior year data.





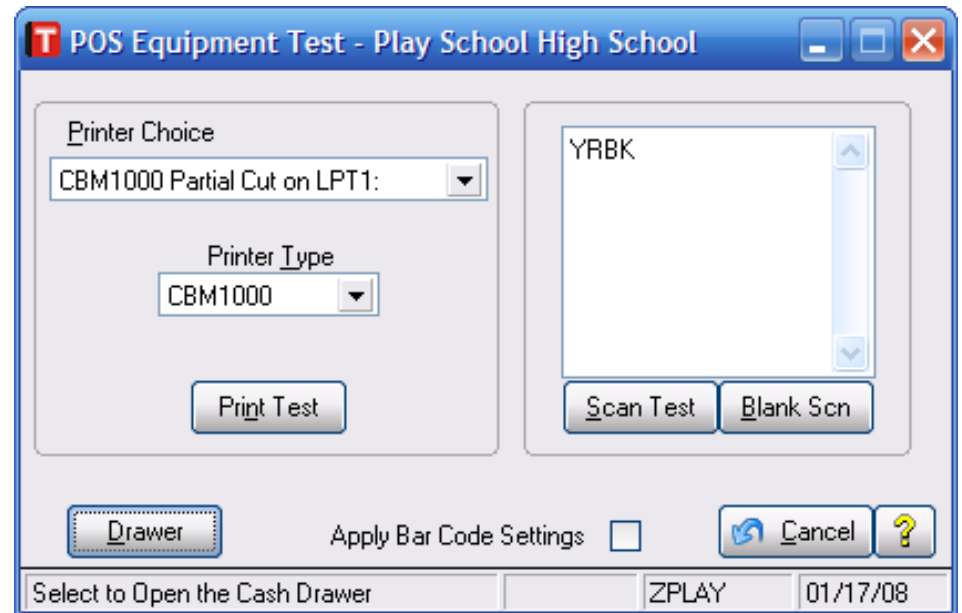
Preparing your System - SUU

- Modules / Student Information / Student Update Utility.
- Run Student Update Utility (SUU) daily to update your records.
 - Only updates current student data or adds new records.
- You can use “Add Customer” (AC) to add a temporary Customer on the Work Screen.



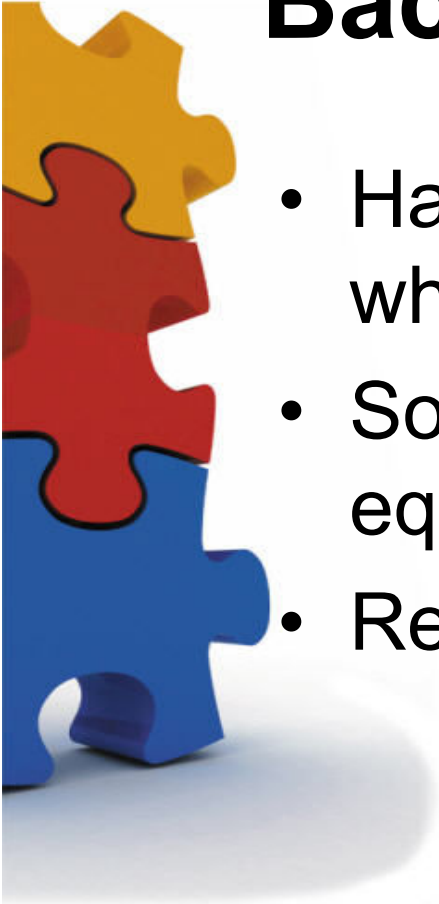
Test your POS Equipment

- Management / Special Functions / POS Equipment Test
- Test all your equipment
 - Receipt printers
 - Scanners
 - Cash drawers
 - Report printer
 - Pole display



Backup Equipment

- Have backup equipment available whenever possible.
- Sometimes a district will share backup equipment.
- Remember our HOTSWAP program.



Backup Equipment

- Extra Supplies – order and have extras on hand:
 - Receipt printer paper.
 - Report printer paper.
 - Printer ribbons and ink cartridges.
 - Office supplies.



Signage

- Make signs to direct students through the registration lines:
 - Start Here
 - Station 1: Check your paperwork
 - Station 2: A-F Here, G-M Here, etc.
 - Station 3: ID Cards
 - Station 4: PE Clothes



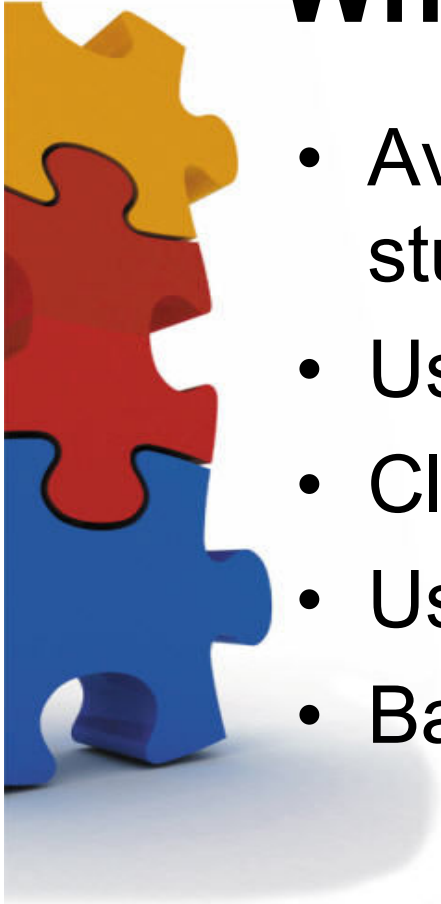
Personnel – Be Efficient!

- Here are the things they should do:
 - Keep students away from you.
 - Answer student questions. You don't answer questions.
 - Tell students when to approach you.
 - Check IDs, paperwork & payment amounts.
 - *Split up tasks: One person sells, one pulls receipt.*



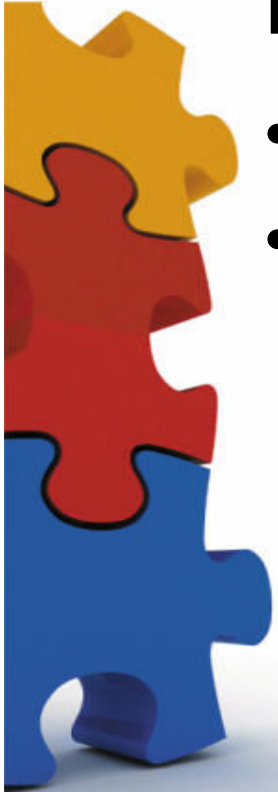
What should you do?

- Avoid conversations with students/parents.
- Use your staff wisely.
- Closeout often.
- Use TellerMate to count cash fast.
- Backup often.



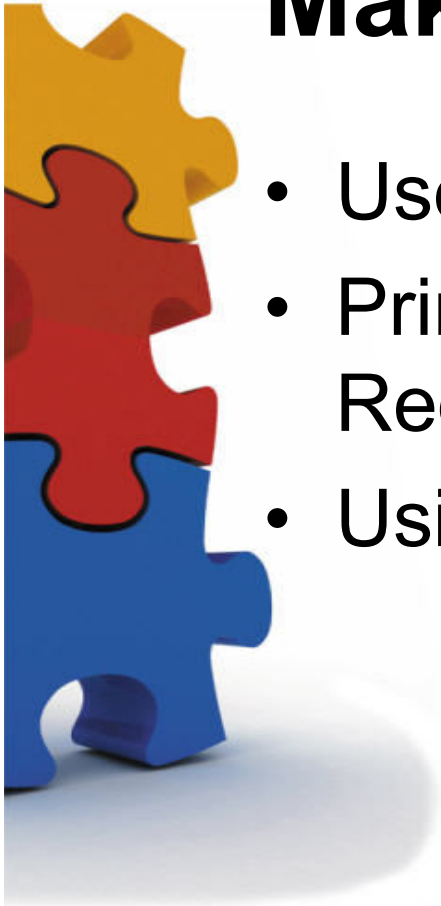
Making Forms Work for You

- Use pre-made packets or handouts.
- Mail out registration packets prior to registration including:
 - A letter explaining how registration will work.
 - Schedule of dates and times students will register.
 - The registration form (whether or not you have a scanner).



Making Forms Work for You

- Use BarMaster to print mailing labels.
- Print student bar codes on the Registration Form.
- Using Online Registration.

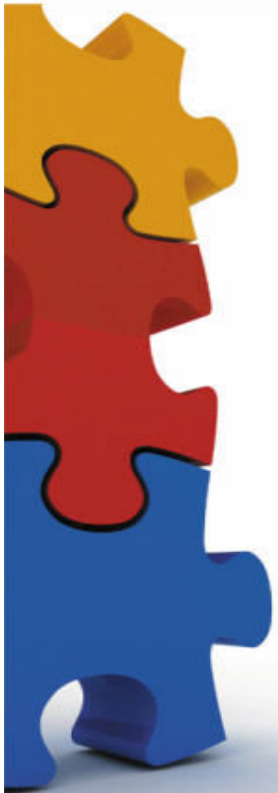


Registration Form

- Use the Registration Form to speed up the registration line – Modules / BarMaster / Management.
- Modify our existing Registration Form or make a new one.
 - Choose half or full page form.
 - Test all bar codes on the Work Screen BEFORE making copies.
 - Then test again.



Registration Form



Registration Forms - Play School High School

Registration Code: FALLREG

Title: Fall Registration - Student Order Form

Half page Full page

Item 01	YRBK	Item 07	
Item 02	SBCARD	Item 08	
Item 03	PARK	Item 09	
Item 04	PESHIRT	Item 10	
Item 05	PESHORT	Item 11	
Item 06	LOCK	Item 12	

Notes: If you need additional information about these items, please see the Green Flyer in your registration packet or pick up a flyer on one of the tables at school.

Student e-mail Parents e-mail

Navigation: [Back] [Previous] [Next] [Forward]

Buttons: [Accept] [Cancel] [Delete] [Print] [Help]

Footer: ZPLAY 03/06/07



Registration Form

Class: 2007

Banu, Bella

Fall Registration - Student Order Form

Student: Banu, Bella

Student ID#: 901253



Item Number	Description	Price	Item Number	Quantity	Amount
YRBK	YEARBOOK	\$60.00		-----	-----
SBCARD	SB CARD	\$15.00		-----	-----
PARK	PARKING PERMIT	\$5.00		-----	-----



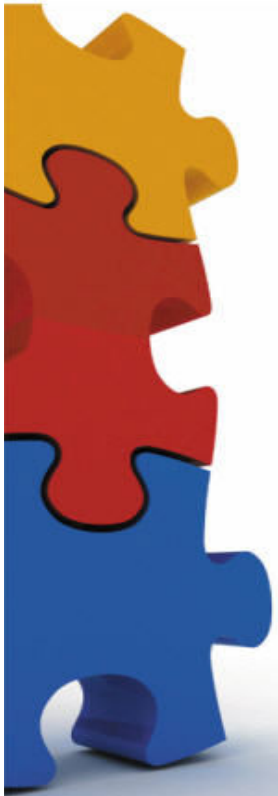


What's **NEW** with **Star Buttons**?

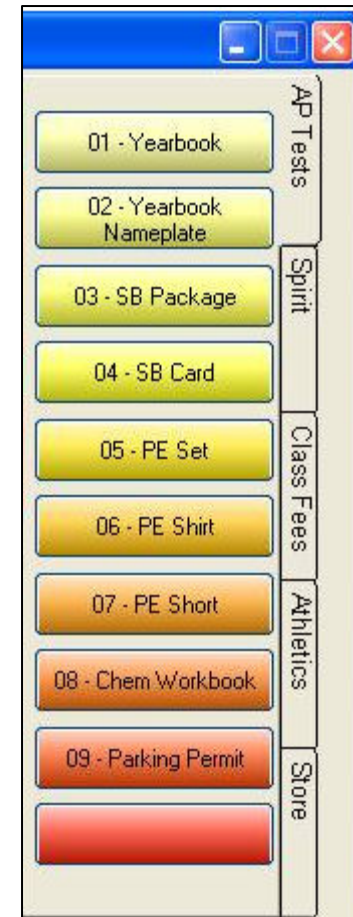
- They are User Specific!
 - Student Store has their items.
 - ASB office has their items.
- There are more of them!
 - Five tabs and you name them.
 - 10 buttons on each tab.



Star Buttons on Work Screen



- Why use them? Speed!
- Especially if you don't have a scanner!
- Star Buttons on the Work Screen.
 - Use Mouse or Keyboard.
 - Type - *XX
- Management / System Maintenance / Star Button Maintenance.



Star Buttons – User Specific

- New button setup options:
 - Unique - Set up buttons for one user from scratch (or load from a template and modify).
 - Template – set up for many users.

Star Button Maintenance - Play School High School:

Select Type: User/Template Code:

Tab 1 Tab 2 Tab 3 Tab 4 Tab 5

Tab Label:

	Item Number	Item Description	Button Text
Button 1	<input type="text" value="APBIO"/>	<input type="text" value="AP Test Biology"/>	<input type="text" value="AP Test Biology"/>
Button 2	<input type="text" value="APENG"/>	<input type="text" value="AP Test English Language"/>	<input type="text" value="AP Test English"/>
Button 3	<input type="text" value="APMATH"/>	<input type="text" value="AP Test Calculus AB"/>	<input type="text" value="AP Test Calc"/>
Button 4	<input type="text" value="APSPAN"/>	<input type="text" value="AP Test Spanish"/>	<input type="text" value="AP Test Spanish"/>
Button 5	<input type="text"/>	<input type="text"/>	<input type="text"/>



Star Buttons – User Specific

- New User Code Options.
 - Choose Star Button Type.
 - If a pre-set Template, choose Template Code.



T User/Group Maintenance - Play School High School

User/Group Code: BE

Type: User

Name: Bonnie Edwards

Password: \$\$\$\$

Re-enter Password: \$\$\$\$

Group:

Star Button Type: Template

Template Code: BKPR MASTER

Navigation: [Back] [Forward] [Home] [Refresh]

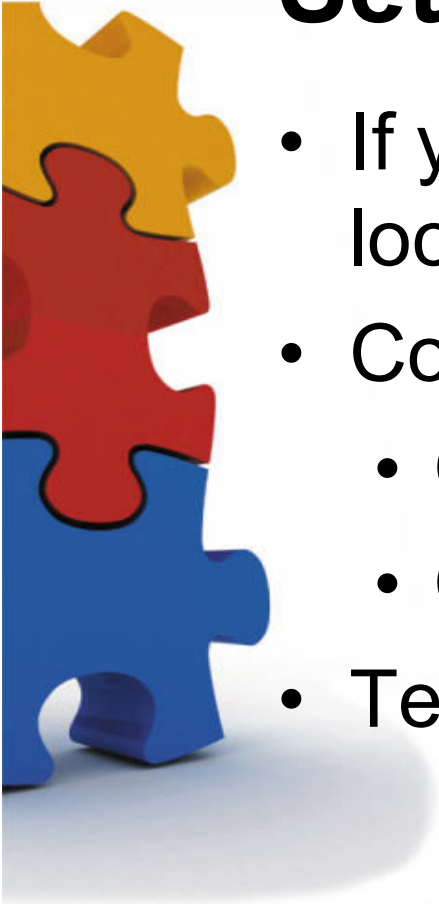
Buttons: [OK] [Cancel] [Delete] [Print] [Help]

Status Bar: BE ZPLAY 03/02/08



Set Up your Hardware

- If you are moving your computer to a new location, mark the cables.
- Color code your computers.
 - Computer #1 is green labels.
 - Computer #2 is red labels, etc.
- Test it EARLY!



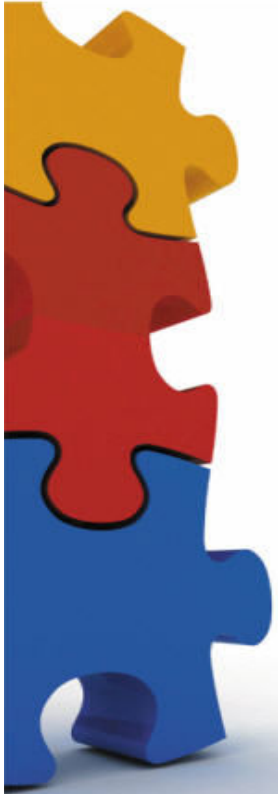
Place Equipment Properly

- Accessible to all users.
- Tape down cables.
- Make sure your equipment is safe.
- Test all equipment after moving – BEFORE you start.
 - POS Equipment Test – AGAIN!



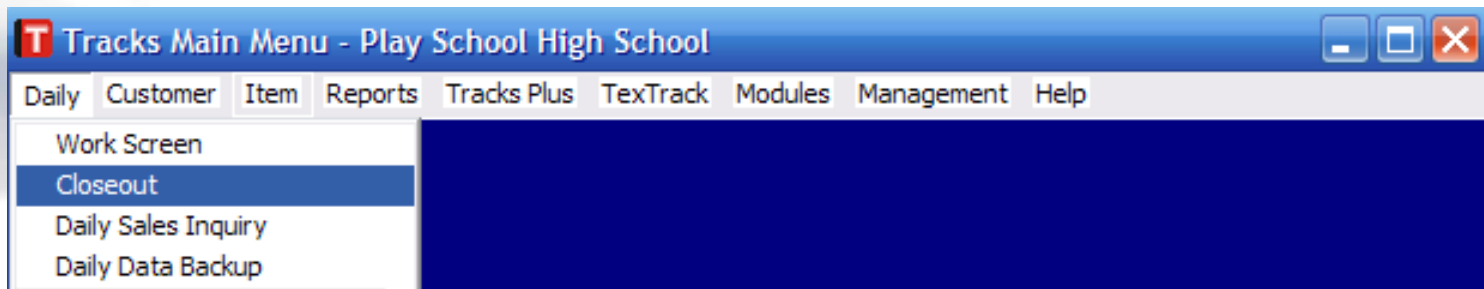
If You Need Help!

- A phone is a must!
- If no cell phone, make sure you have walkie talkies or intercom system.
- Keep a phone list available for additional help.
 - Blue Bear Support – (888) 490-1555
 - support.bluebear@activenetwork.com
 - Hardware tech phone #
 - District network tech phone #



Closeout Often

- Use manila envelopes – Include the following:
 - Office copy of receipts.
 - Closeout report.
 - All cash, checks and credit cards.



Closeout Often

- Count the drawer later!
- Use TellerMate Cash Counting solution to count fast NOW!
- Extra cash drawer lids and inserts.
- Create a separate bank deposit for each closeout. Put the right date, time and workstation on it.
- Make timely deposits.



Online Registration

- Benefits:
 - Eliminate long lines at registration.
 - Increase parent satisfaction.
 - Save staff time processing transactions.
 - Reduce errors.
- You may want to attend T18 “eCommerce Manager for Tracks” to learn more.



Issuing Textbooks?

- It's easy to check out textbooks during registration using TexTrack.
- Textbooks can also be checked out by teachers in the classroom using Web Viewer.
- Contact your Account Manager for more information about TexTrack.



Other Helpful Tracks Options

- Card Present Sales.
- Parking permits.
 - DON'T enter all the vehicle information now.
 - Just enter a parking permit number.
 - Print forms.
- Equipment Tracking.





Let's Walk Through It! Or Questions & Answers

