

# Registration and Enrollment Using CircleTime

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Once you [Create an Online Registration Form](#) and [Invite Parents and Contacts to Download the CircleTime Mobile App](#), having parents and contacts register children for programs using CircleTime™ is easy! Why have families register using CircleTime?

- ✦ Save time by allowing parents to self-upload documents needed to enroll.
- ✦ Ensure families agree to and sign policies before a child's first day of class.
- ✦ Reduce managing paper checklists and emails from families during registration time.

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## Registration vs. Enrollment

- **Registration** is the process of pre-enrolling in a program. During this process, a center can request information from a parent or contact to review before accepting, rejecting, or waitlisting their registration.
- **Enrollment** is the process of placing a child in a class once their registration is approved. In the enrollment phase of CircleTime, you can request additional information from a family before a child's first day of class.

Each step of the process has different types of information that can be collected from families. When an information type is selected while creating an Online Registration form, it becomes a step for your families to complete when registering or enrolling using CircleTime.

Information for Registration	Information for Enrollment
<ul style="list-style-type: none"><li>• Additional Contacts</li><li>• Files &amp; Documents</li><li>• Policies</li><li>• Accessibility</li><li>• Custom Questions</li></ul>	<ul style="list-style-type: none"><li>• Files &amp; Documents</li><li>• Policies</li><li>• Immunizations</li><li>• Payment Method Information</li><li>• Custom Questions</li><li>• Allergies</li><li>• One-Time Fee</li></ul>



One-Time Fees during enrollment are only enabled for centers using [Jackrabbit Pay](#).

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Expand/Collapse All

□ Registration Through CircleTime

□ Enrollment Through CircleTime

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Whether a family completes a registration or both a registration and an enrollment, a child will not be enrolled until an Owner or Administrator approves their registration and enrolls them in a class.

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