



Academics/Admissions Release Bulletin

April 2010

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About Release 91_7

This release adds new features to **Online Summer School Registration**, including the ability to allow parents to upload a student photo and to customize the fields displayed on the registration page. Relating to the **Admissions** application, see the **All Applications Release Bulletin 91_7** for details about the new Applicant/Parent Web User Mailing feature.

As always, please contact Senior Systems Product Support if you have any questions about these new and enhanced features!

New Setup Options For Online Summer School Registration

There are some new options in Online Summer School Registration Setup that allow you to:

- Provide the opportunity for parents to **upload a photo** for each registrant. This photo can then be added to the Media tab in the student record during the approval process for online registrations, and will display with the header information for the child on the Online Summer School Registration Home page.
- **Customize some of the fields** (and their associated labels) that are displayed on the Online Summer School Registration Home page for students and their selected/scheduled courses. These are configured separately for each school/division if you have more than one summer or extended program division.

Photo Upload

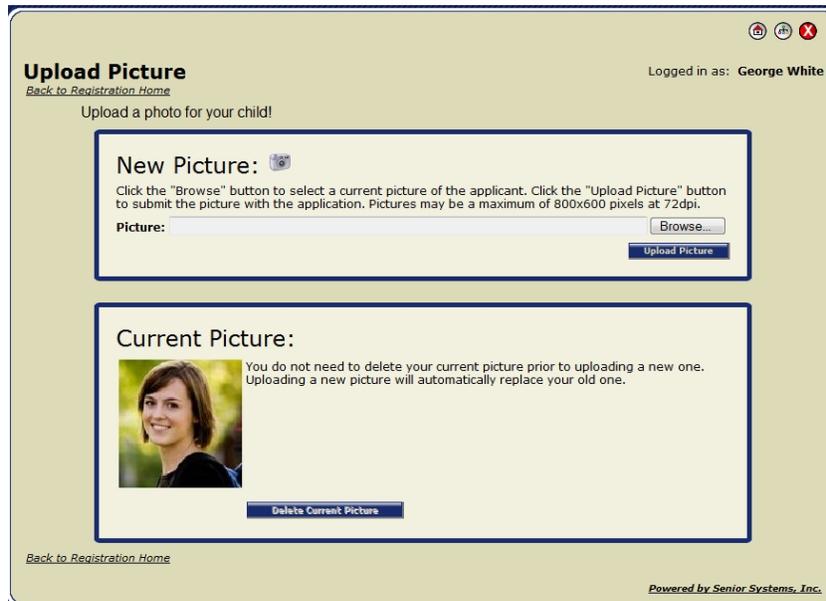
To enable the photo upload capability, you must check the 'Allow Registrants to Upload a Picture' box on the Documents tab of Summer School Registration Setup and click **APPLY**.

You can also customize the text that parents see at the top of the photo upload page in the same manner that you customize other pages for Online Summer School Registration, by clicking the Edit icon next to the page name in the Web Page Instructions section on the Documents tab of the Summer School Registration Setup screen. After editing, click **SUBMIT** to save changes.

The screenshot shows the 'Summer School Registration Setup' interface with the 'Options' tab selected. A red circle highlights the 'Allow Registrants to upload a picture' checkbox, which is checked. Another red circle highlights the 'Upload Registrant picture page' entry in the 'Web Page Instructions' table. The 'Online Documents' table lists various registration forms and pages.

Name	URL	Type	Action
Top Part of Summer School Registration Page	/SeniorApps/admissions/dynamicFile.faces?fileId=515	Web Page	[Edit] [Delete]
Bottom Part of Summer School Registration Page	/SeniorApps/admissions/dynamicFile.faces?fileId=516	Web Page	[Edit] [Delete]
baseTemplate	/SeniorApps/facelets/summer/regist/cf_CD/baseTemplate/allFields.xhtml?new=true	Registration Form	[Edit] [Delete]
baseTemplate	/SeniorApps/facelets/summer/regist/cf_GH/baseTemplate/allFields.xhtml?new=true	Registration Form	[Edit] [Delete]
baseTemplate	/SeniorApps/facelets/summer/regist/cf_MX/baseTemplate/allFields.xhtml?new=true	Registration Form	[Edit] [Delete]
baseTemplate	/SeniorApps/facelets/summer/regist/cf_MP/baseTemplate/allFields.xhtml?new=true	Registration Form	[Edit] [Delete]
baseTemplate	/SeniorApps/facelets/summer/regist/cf_PA/baseTemplate/allFields.xhtml?new=true	Registration Form	[Edit] [Delete]
baseTemplate	/SeniorApps/facelets/summer/regist/cf_SV/baseTemplate/allFields.xhtml?new=true	Registration Form	[Edit] [Delete]
baseTemplate	/SeniorApps/facelets/summer/regist/cf_UN/baseTemplate/allFields.xhtml?new=true	Registration Form	[Edit] [Delete]
allFields	/SeniorApps/facelets/summer/regist/cf_UV/allFields/allFields.xhtml?new=true	Registration Form	[Edit] [Delete]
baseTemplate	/SeniorApps/facelets/summer/regist/cf_XS/baseTemplate/allFields.xhtml?new=true	Registration Form	[Edit] [Delete]
allFields	/SeniorApps/facelets/summer/regist/cf_XS/allFields/allFields.xhtml?new=true	Registration Form	[Edit] [Delete]
demo	/SeniorApps/facelets/summer/regist/cf_XS/demo/allFields.xhtml?new=true	Registration Form	[Edit] [Delete]
Summer Program Info Page	/SeniorApps/admissions/dynamicFile.faces?fileId=226	Web Page	[Edit] [Delete]

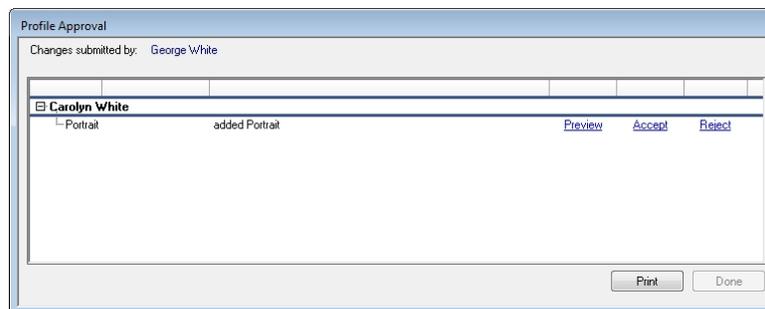
On the Online Summer School Registration Home page, registrants will see the  Upload Photo icon after they have submitted a registration. Clicking on the icon takes them to the Upload Picture page, where they can browse to select and upload a picture or delete the current picture:



After upload, the picture appears next to the student information on the parent's Online Summer School Registration Home page:



There will also be a new step in the online registration approval process that allows you to pre-view and accept or reject the photo for the Media tab of the student record:



Customizing Fields on the Summer School Registration Home Page

There is a new Options Tab for Online Summer School Registration Setup so that you can customize the Student Name format and other headings for the Online Summer School Registration Home screen. These settings are specific to each school/division if you have multiple summer or extended programs.

Summer School Registration Setup

Alumni | Admin | Faculty | Parents

Documents | Options | Online Payment

Options

School: Summer on the Hill

Student Name Format: Last First Include Preferred Name

Student Profile Columns:

Field	Label
<input checked="" type="checkbox"/> Gender	Gender
<input checked="" type="checkbox"/> Age (as of Summer Date)	Age
<input checked="" type="checkbox"/> Date of Birth	Date of Birth
<input checked="" type="checkbox"/> School	Camp
<input checked="" type="checkbox"/> Grade	Grade

Course Columns:

Field	Label	Format
<input checked="" type="checkbox"/> Course Web Name	Course Name	
<input checked="" type="checkbox"/> Session	Session	
<input checked="" type="checkbox"/> Meeting From/To Dates	Meeting From/To Date	
<input checked="" type="checkbox"/> Meeting From/To Times	Meeting From/To Time	
<input checked="" type="checkbox"/> Fee Amount	Fee	
<input checked="" type="checkbox"/> Room/Location	Room	Room Name
<input checked="" type="checkbox"/> Faculty Name	Faculty	Title First Middle(Init) Last, Suffix

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To customize Online Summer School Registration screen headings:

1. Select **Summer School Registration Setup** from the Administration menu in the Admin Community of My BackPack. Then select the **Options** tab, and if applicable, use the School dropdown to select the school/division that you want to work with.
2. Select a Student Name Format from the dropdown, and make sure that there is a check mark next to each field that you want to display on the screen. If necessary, edit the Label for the fields that you have selected to display to reflect the field title that you want to display to parents, and/or select a Format from the dropdown where applicable.

3. If you want to re-sequence the fields/columns within a section, click on the Field Name for the field you want to move, and then click **FIRST**, **UP**, **DOWN**, and/or **LAST** as needed to re-position it. Repeat this process until all the fields are sequenced the way you want.
4. Click **APPLY** to save changes.