



**DENBIGH**  
INTERNATIONAL

Administration  
Solutions  
for Education

# DENBIGH ADMINISTRATION

## Enrolment Enquiries

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**DENBIGH**  
INTERNATIONAL

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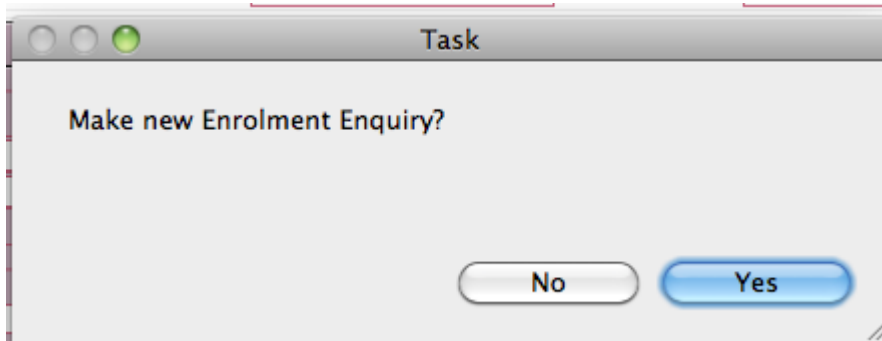
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## Enrolment Enquiries

The screenshot shows the Denbigh Administration web interface. At the top, there is a navigation bar with icons for Main Menu, Back, Database Configuration, Administrative Tasks, and Quit. The Denbigh Administration logo is in the top right. A left-hand menu contains icons for Families, Community, Enrolment Enquiries (highlighted with a red box), and Calendar. The main content area displays a welcome message: "Welcome to Denbigh Administration" and "You are logged in as 'Mr J Denbigh'". Below this is a logo and a privacy reminder. The right-hand panel shows a reminders section with a table containing one entry: "9/15/2010 - Flood" with a note "Follow up re overdue payment" and an "Actioned" checkbox. At the bottom, there are buttons for "Leave Phone Message" and "View all my reminders".

From the Main Menu - Click on Enrolment Enquiries

## Make new Enrolment Enquiry



Click Yes to enter a new Enrolment Enquiry

## Enter the Inquirer's details

**Enrolment Enquiry**

Date: 7/07/2011 Surname: **Denbigh** First Name: John Second Names: Title: Mr Phone (Home): 4647 1375 Phone (Work): 4647 3410 Mobile: 0404 040 Email: jdenbigh@denbigh.com.au

Salutation: Mr Denbigh Mailing Title: Mr J Denbigh

**Enquiry Details**

**Candidate Information**

Surname	First Name	Second Names	Gender	Date of Birth	Status	Entry Yr Group	Entry Yr	Moved to Future Student
								<input type="checkbox"/>
								<input type="checkbox"/>

**Address**

Mailing Title: Dear Parents  
Salutation: and

Property:   
Street:   
Suburb/State/PC:   
Country:   
Telephone:   
Fax:

**Family Information**

Family Name:

Father's Details: Surname First Name Title Phone (Home) Phone (Work) Mobile Email  Enquirer is Father

Mother's Details: Surname First Name Title Phone (Home) Phone (Work) Mobile Email  Enquirer is Mother

**Marketing Information**

How did you hear about Denbigh Demonstration School?  
Why did you contact Denbigh Demonstration School?

**Prospectus**

Sent:

**Application Fee**

Date Received:   
Receipt Number:

Enter the details of the person making the enquiry. Defaults to today's date. 1 - Surname, 2 - First Name, 3 - Second Name (if applicable), 4 - Title, 5 - Home Phone, 6 - Work Phone, 7 - Mobile Number, 8 - Email address. The Salutation and Mailing Title Fields are created automatically.

## Enter the Candidates (Student) Details

Main Menu	Back	View As List	Find Enquiry	Find All	Delete Enquiry	Delete All Found	Move to Main DB	Current Students	Former Students	Family Details	Community Details	Staff Details

### Enrolment Enquiry

Date	Surname	First Name	Second Names	Title	Phone (Home)	Phone (Work)	Mobile	Email
7/07/2011	Denbigh	John		Mr	4647 1375	4647 3410	0404 040	jdenbigh@denbigh.com.au
				Salutation	Mr Denbigh			Mailing Title
				Mr J Denbigh				

Enquiry Details	Correspondence	Notes / Followup
<b>Candidate Information</b>		
Surname <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">1</span>	First Name <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">2</span>	Second Names
Denbigh	Jane	
Gender <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">3</span>	Date of Birth <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">4</span>	Status
Female	7/06/2005	
Address		Moved to
Mailing Title: Dear Parents		Property :
Salutation: and		Street :
		Suburb/State/PC :
		Country :
		Telephone :      Fax :
<b>Family Information</b>		
Family Name		Enquirer is Father
Father's Details		Enquirer is Mother
Mother's Details		
<b>Marketing Information</b>		<b>Prospectus</b>
How did you hear about Denbigh Demonstration School?		Send Prospectus      Sent: <input type="checkbox"/>
Why did you contact Denbigh Demonstration School?		<b>Application Fee</b>
		Date Received      Receipt Number

1- Surname, 2 - First Name, 3 - Gender (drop down list), 4 - Date of Birth, 5 - Choose from First contact, Prospectus Sent or Application Form Sent, 6 - Enter the year group the student will commence, 7 - Enter the Calendar year of commencement

## Enter the Family Address

Main Menu	Back	View As List	Find Enquiry	Find All	Delete Enquiry	Delete All Found	Move to Main DB	Current Students	Former Students	Family Details	Community Details	Staff Details

### Enrolment Enquiry

Date	Surname	First Name	Second Names	Title	Phone (Home)	Phone (Work)	Mobile	Email	
7/07/2011	Denbigh	John		Mr	4647 1375	4647 3410	0404 040	jdenbigh@denbigh.com.au	
				Salutation	Mr Denbigh			Mailing Title	Mr J Denbigh

Enquiry Details	Correspondence	Notes / Followup													
<b>Candidate Information</b>															
Surname	First Name	Second Names	Gender	Date of Birth	Status	Entry Yr Group	Entry Yr	Future Student	Moved to						
Denbigh	Jane		Female	7/06/2005	Prospectus Sent	1	2012	<input type="checkbox"/>	<input type="checkbox"/>						
<b>Address</b>															
Mailing Title: <input type="text" value="Dear Parents"/>				Property: <input type="text" value="25 Bligh Street"/>											
Salutation: <input type="text" value="and"/>				Street: <input type="text" value="25 Bligh Street"/>											
				Suburb/State/PC: <input type="text" value="Sydney"/> <input type="text" value="NSW"/> <input type="text" value="2000"/>											
				Country: <input type="text" value=""/>											
				Telephone: <input type="text" value="4647 1375"/> Fax: <input type="text" value="4647 3410"/>											
<b>Family Information</b>															
Family Name: <input type="text" value="Denbigh"/>															
Surname		First Name		Phone (Home)		Phone (Work)		Mobile		Email		Enquirer is Father			
Father's Details															
Surname		First Name		Title		Phone (Home)		Phone (Work)		Mobile		Email		Enquirer is Mother	
Mother's Details															
<b>Marketing Information</b>										<b>Prospectus</b>					
How did you hear about Denbigh Demonstration School?										<input type="button" value="Send Prospectus"/>				Sent: <input type="checkbox"/>	
Why did you contact Denbigh Demonstration School?										<b>Application Fee</b>					
										Date Received		Receipt Number			

Enter the Family address and Family name.

## Enter the Mother and Father's Details

Main Menu	Back	View As List	Find Enquiry	Find All	Delete Enquiry	Delete All Found	Move to Main DB	Current Students	Former Students	Family Details	Community Details	Staff Details

### Enrolment Enquiry

Date	Surname	First Name	Second Names	Title	Phone (Home)	Phone (Work)	Mobile	Email
7/07/2011	Denbigh	John		Mr	4647 1375	4647 3410	0404 040	jdenbigh@denbigh.com.au
				Salutation	Mailing Title			
				Mr Denbigh	Mr J Denbigh			

Enquiry Details		Correspondence		Notes / Followup				
<b>Candidate Information</b>								
Surname	First Name	Second Names	Gender	Date of Birth	Status	Entry Yr Group	Entry Yr	Moved to Future Student
Denbigh	Jane		Female	7/06/2005	Prospectus Sent	1	2012	<input type="checkbox"/>
<b>Address</b>								
Mailing Title:	Mr Denbigh		Property :					
Salutation:	Mr Denbigh and		Street :	25 Bligh Street				
			Suburb/State/PC:	Sydney	NSW	2000		
			Country :					
			Telephone :	4647 1375	Fax :	4647 3410		
<b>Family Information</b>								
Family Name	Denbigh							
Surname	First Name	Title	Phone (Home)	Phone (Work)	Mobile	Email	<input type="button" value="Enquirer is Father"/>	
Denbigh	John	Mr	4647 1375	4647 3410	0404 040 404	jdenbigh@denbigh.com.		
Father's Details								
Surname	First Name	Title	Phone (Home)	Phone (Work)	Mobile	Email	<input type="button" value="Enquirer is Mother"/>	
Mother's Details								
<b>Marketing Information</b>						<b>Prospectus</b>		
How did you hear about Denbigh Demonstration School?						<input type="button" value="Send Prospectus"/> Sent: <input type="checkbox"/>		
Why did you contact Denbigh Demonstration School?						<b>Application Fee</b>		
						Date Received	Receipt Number	

If the person making the enquiry is the Mother or Father, just click "Enquirer is Father" or "Enquirer is Mother". It will copy the details to the appropriate Fields.



## Send Prospectus

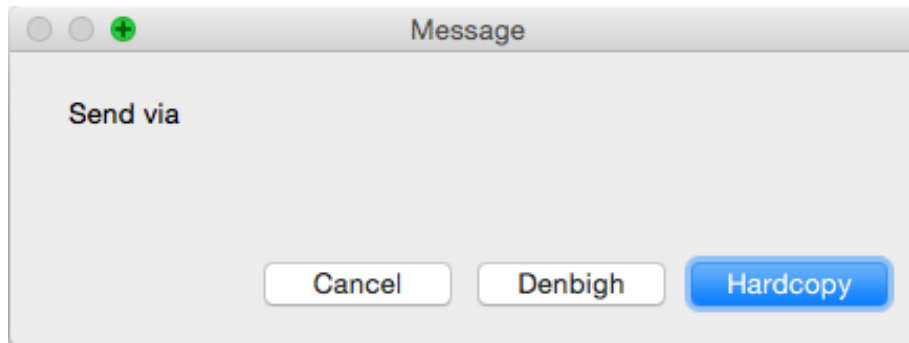
**Enrolment Enquiry**

Date	Surname	First Name	Second Names	Title	Phone (Home)	Phone (Work)	Mobile	Email
7/07/2011	Denbigh	John		Mr	4647 1375	4647 3410	0404 040	jdenbigh@denbigh.com.au
				Salutation	Mailing Title			
				Mr Denbigh	Mr J Denbigh			

Enquiry Details	Correspondence	Notes / Followup								
<b>Candidate Information</b>										
Surname	First Name	Second Names	Gender	Date of Birth	Status	Entry Yr	Group	Entry Yr	Future Student	Moved to
Denbigh	Jane		Female	7/06/2005	Prospectus Sent	1		2012	<input type="checkbox"/>	<input type="checkbox"/>
<b>Address</b>										
Mailing Title: Mr and Mrs Denbigh			Property : _____							
Salutation: Mr and Mrs Denbigh			Street: 25 Bligh Street							
			Suburb/State/PC: Sydney NSW 2000							
			Country : _____							
			Telephone : 4647 1375		Fax : 4647 3410					
<b>Family Information</b>										
Family Name: Denbigh										
Enquirer is Father										
Father's Details	Surname	First Name	Title	Phone (Home)	Phone (Work)	Mobile	Email			
	Denbigh	John	Mr	4647 1375	4647 3410	0404 040 404	jdenbigh@denbigh.com.			
Mother's Details	Surname	First Name	Title	Phone (Home)	Phone (Work)	Mobile	Email			
	Denbigh	Julie	Mrs	4746 1375	4647 3410	0404 404 040	jdenbigh@denbigh.com.			
<b>Marketing Information</b>										
How did you hear about Denbigh Demonstration School? _____										
Why did you contact Denbigh Demonstration School? _____										
<b>Prospectus</b>										
								<b>Send Prospectus</b>		Sent: <input type="checkbox"/>
<b>Application Fee</b>										
					Date Received			Receipt Number		

Click the "Send prospectus" button to create the correspondences for send the Prospectus.

The Options for sending the correspondence are "Denbigh" or "Hardcopy". Hardcopy option will just check the Sent check box, not other action is taken from the user. Denbigh will take the user to the Correspondence function to compose a letter that can sent sent or emailed.



## Correspondence to the Enquirer

The screenshot displays the 'Enrolment Enquiry' web application. At the top, there is a navigation bar with icons for 'Main Menu', 'Back', 'View As List', 'Find Enquiry', 'Delete Enquiry', 'Delete All Found', and 'Move to Main DB'. On the right, there are icons for 'Current Students', 'Former Students', 'Family Details', 'Community Details', and 'Staff Details'. Below this is a red header bar with the text 'Enrolment Enquiry'. The main form area contains fields for 'Date' (24/06/2011), 'Surname' (Wijmans), 'First Name' (Roel), 'Second Names', 'Title' (Mr), 'Phone (Home)', 'Phone (Work)', 'Mobile', and 'Email'. Below these are fields for 'Salutation' (Mr Wijmans) and 'Mailing Title' (Mr R Wijmans). A tabbed interface below the form has four tabs: 'Enquiry Details', 'Correspondence', 'Email', and 'Notes / Followup', with 'Correspondence' and 'Email' highlighted by red boxes. The 'Correspondence' tab is active, showing a table with columns 'Date', 'Title', 'Signatory', and 'Body'. The first row contains the date '18/08/2011', an empty title, 'John Denbigh' as the signatory, and 'test enquiries letter' as the body. In the top right corner of the 'Correspondence' tab, there is a 'To Correspondence Menu' button and a 'New letter to enquirer' button, both highlighted by red boxes.

Correspondence can be sent to the family either as a letter or via eMail. Click "New Letter to enquirer" button.

## Correspondence - Template type

**Letter**

**Date and Addressing Information**  
Date : 20/01/2014  
Mailing Title : Mr P Gort  
Property :  
Street : PO Box 3166  
Suburb/State/PCode : Narellan NSW 2567  
Country :  
Email Addresses :  
Salutation : Dear Mr Gort Informal Salutation

**Select Type & Template**  
Enquiry Response Letter  
Absence Letters  
Academic warning  
Enquiry Response Letter  
Excursions  
High School  
Middle School  
Permission Letter - Tear Off  
Reference  
Registrar - Applications  
SMS to Community Member  
SMS to Staff  
SMS To Student  
Suspension Letters  
Warning Letters

**Body**

**Signatory Detail**  
Sign Off : Yours sincerely  
Signatory : Jane Denbigh  
Position : Head of Middle School  
Choose Signature

**Tear Off section (optional)**

**Print Detail**  
Print Media : Printer  
Print Layout : Correspondence Print No letterhead

Cancel OK Print

The Enquirer's details will be added to the letter. Choose the type of letter to be created.

## Correspondence - Letter Template

**Letter**

**Date and Addressing Information**

Date: 20/01/2014  
Mailing Title: Mr P Gort  
Property:  
Street: PO Box 3166  
Suburb/State/PCode: Narellan NSW 2567  
Country:  
Email Addresses:  
Salutation: Dear Mr Gort Informal Salutation

**Select Type & Template**

Enquiry Response Letter  
Type  
10 Thank You for Your Enquiry-Information

**Body**

**Signatory Detail**

Sign Off: Yours sincerely  
Signatory: Jane Denbigh  
Position: Head of Middle School  
Choose Signature

**Tear Off section (optional)**

**Print Detail**

Print Media: Printer  
Print Layout: Correspondence Print No letterhead

Cancel OK Print

Choose the letter template to be used.

## Correspondence - Sign off and Signatory

**Signatory Detail**

Sign Off: Yours sincerely  
Signatory: Yours sincerely  
Position: Kind regards  
Yours faithfully  
Print  
Edit...

Choose Signature

Print Layout: Correspondence Print No letterhead

Cancel OK Print

Click the drop down list to choose the Sign off, Signatory and the Position.

## Correspondence - Choose Signature

**Signatory Detail**

Sign Off: Kind regards  
Signatory: John Denbigh  
Position: Head of Middle School  
Qualification:

Choose Signature: DENJ

**Print Detail**

Print Media: Printer  
Print Layout: Correspondence Print No letterhead

Cancel OK Print

Signatures can be stored in the Staff file and used in Correspondence.

## Correspondence Print

**Print Detail**

Print Media: Printer  
Print Layout: Correspondence Print No letterhead

Cancel OK Print

Click the Print Button to Print the letter, save as a PDF or Email.

## Prospectus Sent

**Prospectus**

Send Prospectus Sent:

The Prospectus Check box will fill after the letter has been created.

## Correspondence Stored

**Enrolment Enquiry**

Date: 23/04/2012 Surname: Waters First Name: Peter Second Names: Title: Mr Phone (Home): 2020 2020 Phone (Work): Mobile: 0402 204 Email:

Salutation: Mr Waters Mailing Title: Mr P Waters

Enquiry Details Correspondence Email Notes / Followup Charts

Date	Title	Signatory	Body
20/01/2014	Thank You for Your	Jane Denbigh	Thank you for your recent Enquiry about our school. Please find attached an application form to fill out if you desire to send your child Greg Waters to our school.

The letter is stored under the Correspondence tab or Email tab if the correspondence was emailed.

## Notes/Reminders/Followup

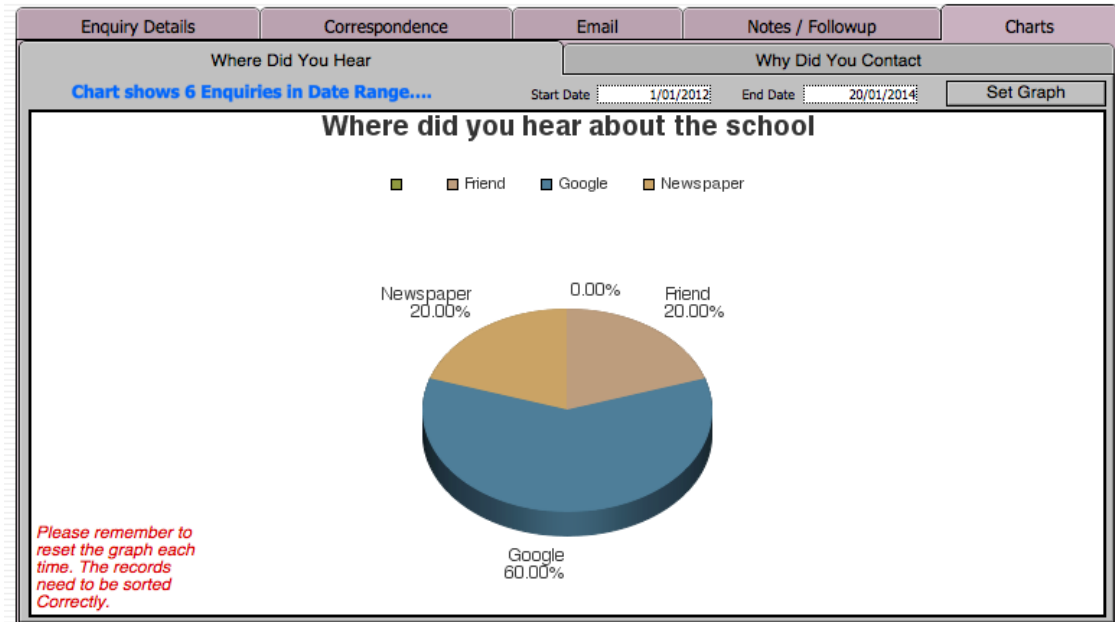
Enrolment Enquiry									
Date	Surname	First Name	Second Names	Title	Phone (Home)	Phone (Work)	Mobile	Email	
23/04/2012	Waters	Peter		Mr	2020 2020		0402 204		
				Salutation	Mr Waters		Mailing Title		
			Mr P Waters						

Enquiry Details	Correspondence	Email	Notes / Followup	Charts
<b>General Notes</b>		<b>Followup Reminders</b>		
Note: <input type="text" value="Still need to receive birth Certificate"/> <input type="button" value="Add Note"/>		Action Date: <input type="text" value="20/01/2014"/> To Staff Member: <input type="text" value="DENJ"/> To Faculty: <input type="text" value=""/> <input type="button" value="Add Reminder"/>		
Time: <input type="text" value="20/01/2014"/> User: <input type="text" value="Jane Denbigh"/>		Actioned: <input type="checkbox"/>		
		<input type="text" value="Ring to confirm tour."/>		

Add notes or reminders.

## Charts



Start and End dates must be entered to set the Graph. Enter the date range to check for marketing details and then click "Set Graph".

## Move the Student to Future Students

The screenshot shows the 'Enrolment Enquiry' interface. At the top, there is a navigation bar with several icons and buttons. The 'Move to Main DB' button, which features a left-pointing arrow, is highlighted with a red circle. Below the navigation bar, the title 'Enrolment Enquiry' is displayed. A table of enquiry details is shown, with the following information:

Date	Surname	First Name	Second Names	Title	Phone (Home)	Phone (Work)	Mobile	Email
7/07/2011	Denbigh	John		Mr	4647 1375	4647 3410	0404 040	jdenbigh@denbigh.com.au

Below the table, there are additional fields for 'Salutation' (Mr Denbigh) and 'Mailing Title' (Mr J Denbigh). The interface also includes tabs for 'Enquiry Details', 'Correspondence', and 'Notes / Followup', and a 'Candidate Information' section with a 'Moved to' field.

Find the student to move, click "Move to Main DB". **Note:** Ensure that all details for the parents including Family name has been entered before moving to the main database. Details about the Student or family can not be changed once this process has begun.

## Add Enquiry to Main Database

The screenshot shows the 'Add Enquiry to Main Database' interface. At the top, the title 'Add Enquiry to Main Database' is displayed. Below the title, there are input fields for 'Date' (11/01/2011), 'Surname' (Denbigh), 'Given Names' (Jane), 'Gender' (Female), 'Date of Birth' (16/08/2005), and 'Status'. Below these fields, there are tabs for '1 - Family', '2 - Father', '3 - Mother', '4 - Student', and '5 - Enquirer'. The '1 - Family' tab is selected, and the following information is entered:

Family Name: Denbigh  
Mailing Title: Mr and Mrs Denbigh

**Address**

Property Name: [Empty]  
Street: 25 Bligh Street  
Suburb: Cairns  
State: Qld  
PostCode: 4870  
Country: [Empty]  
Phone Home: 4647 1375  
Fax: 4647 3410

Below the address fields, there is a 'Refresh Results' button and a list of existing families. A 'New' button is highlighted with a red circle. Below the 'New' button, there is a message: 'Select an existing family from the list above, or use the "New" button to create a new record.' At the bottom of the form, there is a 'Status: Not added to Family table.' message and a 'Cancel' button.

It will now go through steps to add the family, parents and student to the main database. The system will check for anyone that would

already be in the database during this process. Click the "New" button, or if the family exist, click the arrow beside the family.

## Enrolment Enquiry Family Creation

Enrolment Enquiry Family Creation

Family Name:

Residential Address		Postal Address ( if different )	
Property Name	<input type="text"/>	Property Name	<input type="text"/>
Street	<input type="text" value="25 Bligh Street"/>	Street	<input type="text"/>
Suburb	<input type="text" value="Cairns"/>	Suburb	<input type="text"/>
State	<input type="text" value="Qld"/>	State	<input type="text"/>
PostCode	<input type="text" value="4870"/>	PostCode	<input type="text"/>
Country	<input type="text" value="Australia"/>	Country	<input type="text"/>

The family details will be added automatically for the family.

## Family Creation

Add Enquiry to Main Database

Date Surname Given Names Gender Date of Birth Status

1 - Family
2 - Father
3 - Mother
4 - Student
5 - Enquirer

Family Name:   
 Mailing Title:

**Address**

Property Name:   
 Street:   
 Suburb:  Country:   
 State:  Phone Home:   
 PostCode:  Fax:

Select an existing family from the list above, or use the "New" button to create a new record.

**Status:** Family added to Family table successfully.

When the Family, Parents and Student records above have been successfully added to the Main Database, a "Complete Transfer" button will be enabled below, to finalise the transfer of the candidate to Future Students



The status will show when the Family has been added. Press the next button to add the Father and Mother.

## Add Parents to Main Database

**Add Enquiry to Main Database**

<input type="text" value="11/01/2011"/>	<input type="text" value="Denbigh"/>	<input type="text" value="Jane"/>	<input type="text" value="Female"/>	<input type="text" value="16/08/2005"/>	<input type="text"/>
<small>Date</small>	<small>Surname</small>	<small>Given Names</small>	<small>Gender</small>	<small>Date of Birth</small>	<small>Status</small>

1 - Family2 - Father3 - Mother4 - Student5 - Enquirer

**Father's Details**

Title	<input type="text" value="Mr"/>
Given Names	<input type="text" value="John"/>
Surname	<input type="text" value="Denbigh"/>
Email	<input type="text" value="jdenbigh@denbigh.com.au"/>
Mobile	<input type="text" value="0404 040 404"/>
Phone Work	<input type="text" value="4647 3410"/>
Home	<input type="text" value="4647 1375"/>

Possible matches in main system, click on arrow to match the person, or the "New" button to make a new Community record

**Status:** Not added to Community.

When the Family, Parents and Student records above have been successfully added to the Main Database, a "Complete Transfer" button will be enabled below, to finalise the transfer of the candidate to Future Students

Click New to create or if there person already exists, they will show in the list.

## Adding Student

**Add Enquiry to Main Database**

11/01/2011	Denbigh	Jane	Female	16/08/2005	Status
Date	Surname	Given Names	Gender	Date of Birth	Status

1 - Family2 - Father3 - Mother4 - Student5 - Enquirer

**Student Details**

Given Names: <input type="text" value="Jane"/>	
Surname: <input type="text" value="Denbigh"/>	
Gender: <input type="text" value="Female"/>	<b>Status:</b>
Birthdate: <input type="text" value="16/08/2005"/>	Not added to Community.
Entry Year Group: <input type="text" value="1"/>	
Entry Year: <input type="text" value="2011"/>	

---

Given Names: <input type="text"/>	
Surname: <input type="text"/>	
Gender: <input type="text"/>	<b>Status:</b>
Birthdate: <input type="text"/>	Not added to Community.
Entry Year Group: <input type="text"/>	
Entry Year: <input type="text"/>	

Given Names: <input type="text" value="Jane"/>	Refresh Results
Surname: <input type="text" value="Denbigh"/>	

↩ Denbigh	Jane
-----------	------

Possible matches in main system, click on arrow to match the person, or the "New" button to make a new Community record

Enter the students name to check if the student already exists in the Database. Click New to add the student, or the arrow next the students name if they already exist.

# New Future Student

The student will then be moved to Future Students and the Family created in the Family file. See Adding a Relationship in the Family File (See Creating a Family, adding Students and Parents).