

## ADD A STUDENT TO A CLASS

- 1: Click on School from the Management menu at the top of the Main Screen
- 2: Select the All Children or All Adults option from the Student List tab.
- 3: Select a School Year on the upper left corner. You can set the selected year as the Default year so next time you reopen the School, you would be automatically working in that year.
- 4: Select a Class Type from the drop-down list next to the Update Enrollment button located on the left of the screen.
- 5: Check the Enrolled In column of the Child to add (you can check as many children as you desire).
- 6: In the Select Action Menu, Select Add Students to Current Class, then Click the Update Enrollment button.
- 7: This will automatically enroll the students in the class type associated with the appropriate class and year.

Select All Children or All Adults

Select a Class Type

Displays user defined fields for the selected student

Select the Students to enroll

Update Enrollment

Displays notes for the selected student

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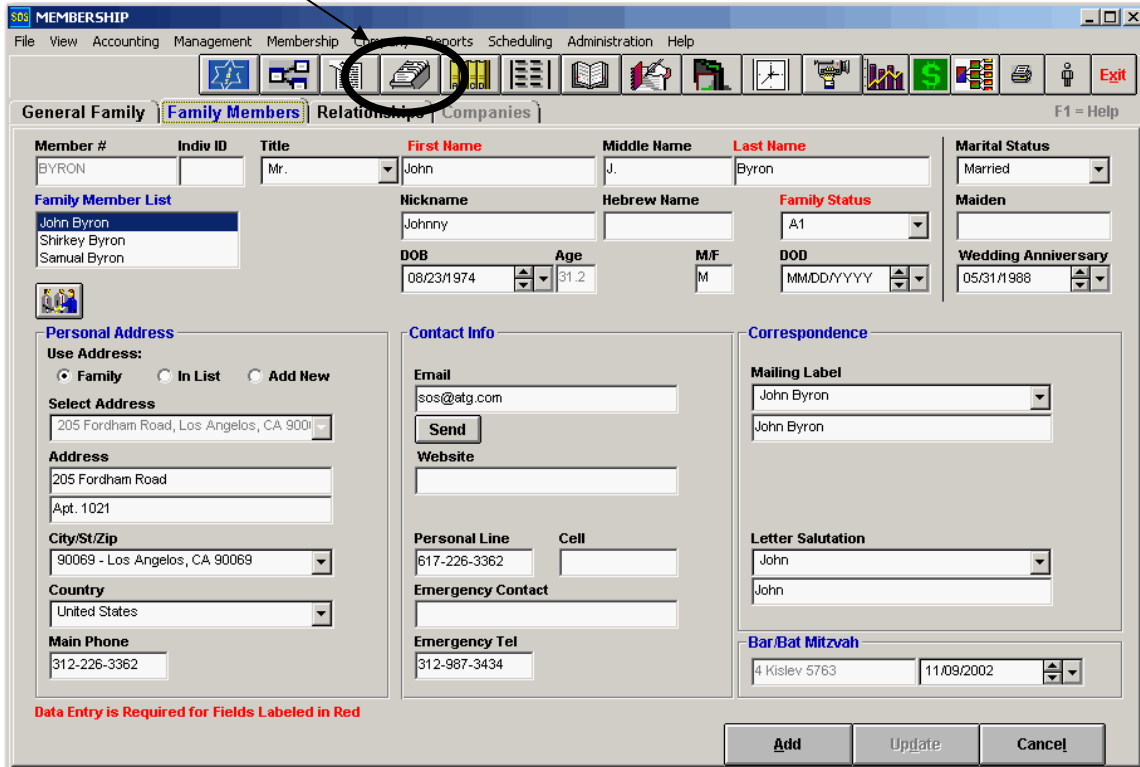
Printing Options:

- 1: Lists of any class or all classes
- 2: Labels addressed to the children or labels addressed to the Parents of
- 3: Labels addresses to parents Names (no duplicates)
- 4: Letters addressed to Children
- 5: Letters Addressed to Parents (To Each Child)
- 6: Letters addressed to parents
- 7: Export all Lists and labels to text file(s).
- 8: Print any student details

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Additional method to add a student to a class.

- 1: Select the member, using the member list.
- 2: Click on the Family Member tab and select the student.
- 3: Click on this button



The screenshot shows the SOS MEMBERSHIP software interface. The window title is "MEMBERSHIP" and the menu bar includes File, View, Accounting, Management, Membership, Reports, Scheduling, Administration, and Help. The toolbar contains various icons for navigation and actions. The main window is divided into several sections:

- General Family** (selected):
  - Family Members** (selected): A list of family members is shown, with "John Byron" selected. The list includes John Byron, Shirkey Byron, and Samuel Byron.
  - Relationships**
  - Companies**
- Member #**: BYRON
- Indiv ID**: [Empty]
- Title**: Mr.
- First Name**: John
- Middle Name**: J.
- Last Name**: Byron
- Marital Status**: Married
- Nickname**: Johnny
- Hebrew Name**: [Empty]
- Family Status**: A1
- Maiden**: [Empty]
- DOB**: 08/23/1974
- Age**: 31.2
- M/F**: M
- DOD**: MM/DD/YYYY
- Wedding Anniversary**: 05/31/1988

- Personal Address**:
- Use Address:** Family (selected), In List, Add New
- Select Address:** 205 Fordham Road, Los Angeles, CA 90069
- Address:** 205 Fordham Road, Apt. 1021
- City/St/Zip:** 90069 - Los Angeles, CA 90069
- Country:** United States
- Main Phone:** 312-226-3362
- Contact Info**:
- Email:** sos@atg.com
- Send** button
- Website:** [Empty]
- Personal Line:** 617-226-3362
- Cell:** [Empty]
- Emergency Contact:** [Empty]
- Emergency Tel:** 312-987-3434
- Correspondence**:
- Mailing Label:** John Byron
- Letter Salutation:** John
- Bar/Bat Mitzvah:** 4 Kislev 5763, 11/09/2002

Data Entry is Required for Fields Labeled in Red

Buttons: Add, Update, Cancel

Continues on the next page

## ADD A STUDENT TO A CLASS

The window appears as follows:

Displays list of available classes and teachers

**Public School Information**

P/P School: Boston College, Boston | School Tel.: | P/P Grade: College Freshman | Update

**Available School Classes and Year**

Class: English Literature | 2006-2007

Section: 1A

Teacher: Cassidy Sullivan

Sort by Class  Sort by Section

**Current Class History** Double Click Column to sort Right Click Row to delete

School Year	Class	Section	Teacher	Day
2006-2007	Sunday Exercise	02a	Cassidy Sullivan	Tue and Thu
2005-2006	Language Grade	320	Cassidy Sullivan	Tuesday an

Cancel Close

You would select the class and school year, then click Add Student to Class.