

# How to use After School Register



After School Register is a program which allows users to book Students in and out of Lessons before or after School hours

When you open the program, if there is a Club for the room you are in the Program will automatically load this Register, if not it will show you a list of Registers, (If your Register is not showing then contact the IT Department who will add it for you)

## Registers:

Once your Register is showing you can add the students from the list on the left, just find the student the double click there name and they will appear on the right.

To book a student out just double click their name from the list on the right, their name will highlight as yellow, if you want to book all the students out in one go click the “Book All Out” button, then all the students will be booked out at the same time.

### Saved Lists:

To Save a List of students for the next time click the “Save Student List” button, any previous list for the same club will be deleted, and the current students will be saved to your list.

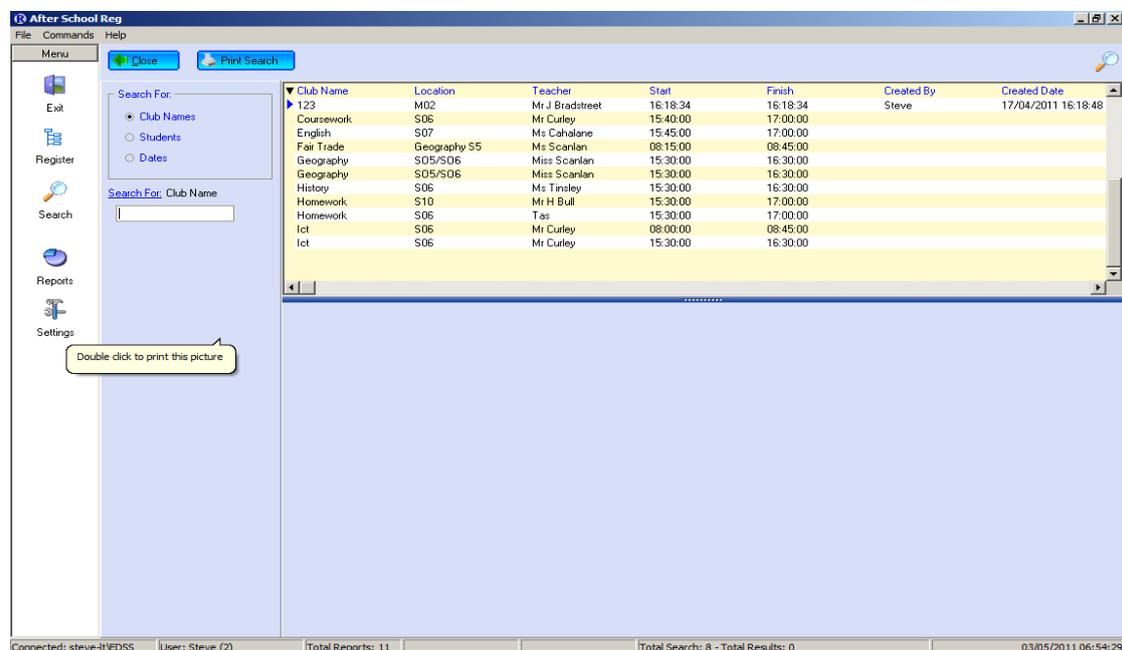
To use your Saved Student List, select your club then click the “Load Student List” button and your previous saved Student list will be loaded, and then from this list you will be able to double click there name to book the students in.

To look at all the students click the “Select Students” button this will close your list and show you all the Students from here you can add any students.

### Search:

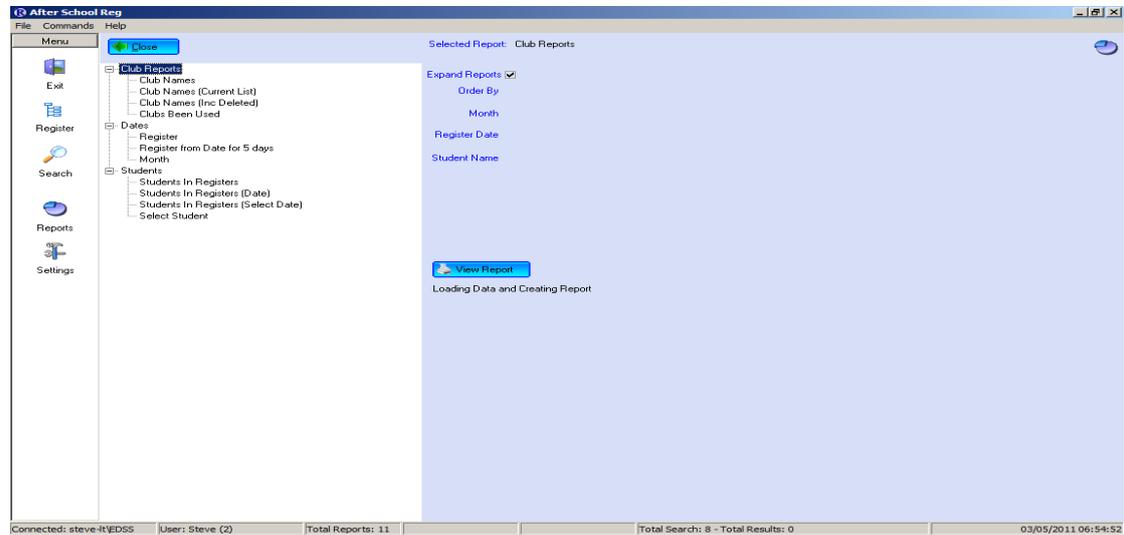
To Search for a Register click the Search button, the select the details you require to search for, you can print the details once found.

You can search for Dates which registers have been taken  
Students and the Registers they appear in.  
And the Registers for any date, or a month



**Reports:**

Click the Report button to view the Reports and select the report you want, and then click the “View Report” button to view the report, more reports can be added later once I know what reports staff require.



Any questions or comments then please let me know.

Thank You

*Steve Riley*