**SUNGARD**®
**PENTAMATION INC.**

# Registration Assignment Exercise

## Menu Path – Utilities > Registration Assignment

This exercise includes:
    A. Mass assigning students to fields in registration

**A) Mass assigning students to fields in registration**
        1) Assign all active students two counselors
                • Select Utilities > Registration Assignment
                • Enter counselor as the field
                • Select Fill as the Fill Method and enter 10 for Max Students
                • Click the drop down for Values and control-click on counselors:
                        Herda and Kombe

                • Enter the following search criteria in the Student Search area:

| Area | Field Name | Condition | Value |
|------|-----------|-----------|-------|
| Demographics | Current Status | =(equal to) | A |

                • Click Search
                • Click Model
                • Click Save

        2) Mass assign all active students to house teams.
                • The teams to assign are: Red, White, and Purple.
                • The max students for each is 8.

        Before you model / save do the following:
                • Remove Jonathan Cho from the list to be assigned
                • Click Model
                • Change Melody Brookheimer's team to Gold regardless of what it was
                assigned
                • Click Save

**SUNGARD**®
PENTAMATION INC.

# Activity Exercise 1

## Menu Path - Registration Center >Activities

This exercise includes:
> A. Add a New Activity and Participants
> B. Maintain the Activity Information
> C. Delete an Activity

**A) Adding a New Activity**
> 1) Add the following activities to your database:
> > • Select Registration Center > Activities
> > • Click NEW
> > • Enter the following activity detail information and participant information

| Activity Code: | GF |
|---|---|
| Activity Description: | Golf Team |
| Advisor: | Staff |
| Max Enrollment: | 30 |
| Participants: | Melody Brookheimer<br>Jonathan Cho<br>Nathan Hertz<br>Caleb Nelson |

| Activity Code: | FT10 |
|---|---|
| Activity Description: | Tenth grade field trip |
| Advisor: | Staff |
| Max Enrollment: | 100 |
| Prerequisite: | Area: Demographics<br>Field Name: Grade<br>Condition: =(equal to)<br>Value: 10 |

> • Click Save

**SUNGARD**®
PENTAMATION INC.

# Activity Exercise 1

**B) Maintain the Activity Information**

1) Add Tyrone Hall to the GF and FT10 activities
- Select Registration Center > Activities
- Click on the GF activity
- Add Tyrone to the bottom of the list of participants by clicking the drop down arrow
- Click Save

- Click List
- Click the FT10 activity
- Add Tyrone to the bottom of the list of participants by clicking the drop down arrow.
- Click Save
- Read the warning message and follow instructions.
- Click Save

2) Change the maximum participants on the Golf Team activity to 40

3) Remove Melody Brookheimer from the Golf Team activity

**C) Deleting Activity Information**

1) Delete the FT10 activity
- Select Registration Center > Activities
- Check the box in the Delete field for the FT10 activity
- Select Delete
- Select Yes in the Question Web Page Dialog window Do you want to delete the marked records

**SUNGARD**®
PENTAMATION INC.

# Activity Exercise 2

## Menu Path - Registration Center >Activities

This exercise includes:
        A. Add a New Activity and Participants
        B. Maintain the Activity Information
        C. Delete an Activity

**A) Adding a New Activity**
        1) Add the following activities to your database:
                • Select Registration Center > Activities
                • Click NEW
                • Enter the following activity detail information and participant information

| | |
|---|---|
| **Activity Code:** | **4H** |
| **Activity Description:** | **4H Club** |
| **Advisor:** | **Staff** |
| **Max Enrollment:** | **30** |
| **Participants:** | **Ashleigh Bradley**<br>**Ty Hayes**<br>**Julio Martinez** |

| | |
|---|---|
| **Activity Code:** | **FT11** |
| **Activity Description:** | **Eleventh grade field trip** |
| **Advisor:** | **Staff** |
| **Max Enrollment:** | **100** |
| **Prerequisite:** | **Area: Demographics**<br>**Field Name: Grade**<br>**Condition: =(equal to)**<br>**Value: 11** |

• Click Save

**SUNGARD**®

PENTAMATION INC.

# Activity Exercise 2

**B) Maintain the Activity Information**
    1) Add Joshua Nelson the 4H and FT11 activities
        • Select Registration Center > Activities
        • Click on the 4H activity
        • Add Josh to the bottom of the list of participants by clicking the drop
             down arrow
        • Click Save

        • Click List
        • Click the FT11 activity
        • Add Josh to the bottom of the list of participants by clicking the drop
             down arrow.
        • Click Save
        • Read the warning message and follow instructions.
        • Click Save

    2) Change the maximum participants on the 4H activity to 40

    3) Remove Ty Hayes from the Golf Team activity

**C) Deleting Activity Information**
    1) Delete the FT11 activity
        • Select Registration Center > Activities
        • Check the box in the Delete field for the FT11 activity
        • Select Delete
        • Select Yes in the Question Web Page Dialog window Do you want to delete
             the marked records