

Course Registration: Set-up – Preferences

<i>Speech</i>	<i>Cursor Actions</i>
Sumac allows you to customize the Course Registration Preferences specifically for your organization. These Preferences only need to be set up once.	Show console.
Log in as a Sumac Administrator. Click Utilities, Customize Database, and Preferences.	Expand Utilities. Expand Customize Database. Click Preferences
Choose the Course Registrations tab.	Click Course Registrations
The Course Registration add-on can enforce grade requirements when a student registers for a session. In order to do this, you must tell Sumac which field holds the student's grade. The grade must be in an Extra Field in the student's contact record.	Select field "Grade"
You can allow one contact to see the course registration for other related contacts. This is particularly useful for allowing parents to see the course registration information for their children. Define the relationship that will let one person see the course information of another person here.	Choose Relation Type: parent of
A session can specify a maximum number of students that can be registered. If you want internal users to be able to override this maximum – for example, to allow them to register students even after a session is full – click this check mark.	Put a check mark next to "Override session registration criteria"
If you want Sumac to automatically create payment records for course registrations, put a check mark here.	Put a check mark next to "Payments for Course Reg"
If you'd like to make Account Codes mandatory in Course Registrations, put a check mark here.	Put a check mark next to "Account codes are mandatory"
Usually, only a Sumac Administrator is able to edit the definitions for Courses and Sessions in the Sumac database. However, if you want to extend this capability to non-Administrator users, put a check mark here.	Point to "Let users editing courses reg..."
If you have created a Custom add-on which entails billable amounts entered in conjunction with course registration information – for example, a Custom add-on to book meals while a course is in progress – then Sumac can integrate this Custom information with billing for courses. Specify the type of Custom records, and the fields within these Custom records for the amount to be billed, the contact (typically the student) to be billed, and the Custom field that identifies the date of the transaction.	Point to GYO area

<p>If you are integrating Sumac's Course Registrations with your website, Sumac sends an email to students who register online. The Online Transaction Server area allows you to define how email confirmations should be sent to these students after they register through your website.</p>	<p>Point to OTS area.</p>
<p>You can tell Sumac to show the course description as part of the course name on your website by turning on this check box.</p>	<p>Point to <i>Show course description</i> check box</p>
<p>If you do not want to show course durations in the course catalog on your website, turn on this check box.</p>	<p>Point to Omit durations check box</p>
<p><i>You should now move on to more training videos to learn more about setting up Course Registrations in Sumac!</i></p>	<p>Slide: “Move on to How to Define Course Types”</p>