

Notes for Schools Using School Web E-Registration

AM Registration and Dinner Input

1. First thing, in dinners click '**Clear Registers**'
2. At the time you have asked Teachers/Teaching Assistants to complete the registers by click '**Monitor Register Updates**' as shown below all classes under **AM** are set to **Yes** – if they are not you need to contact the class teacher and get them to click Confirm Changes in SWS (They need to Login to the icon on the desk top – click on Today's Registers check that the children are marked in Present or Absent then click Confirm Changes)

TODAY'S REGISTER UPDATES					
Class	Register Updated				
R - Rainbow	AM	Yes	PM	No	
Y1 - Yellow	AM	Yes	PM	No	
Y2 - Red	AM	Yes	PM	No	
Y3 - Blue	AM	Yes	PM	No	
Y4 - Orange	AM	Yes	PM	No	
Y5 - Purple	AM	Yes	PM	No	
Y6 - Green	AM	Yes	PM	No	

3. Once all classes are set to **Yes** exit then click on '**Print Today's Dinner Registers**' and give this to the kitchen.
4. Any children that are late and any changes that need to be made should be done in the same way as they always were, generally in the office by using the function '**Dinner Register Changes**'
5. Click '**Confirm Dinner Numbers**'
6. As normal check the '**Dinner Register Reports**' to ensure that each class's information is showing for the current day.
7. On the main menu click and print the '**Fire Drill**' report.
8. The dinner money entry is done in the usual way.

PM Registration

The Teachers/Teaching Assistants will take the afternoon register using the e-registration screen. This will most likely be done in each class around the same time in the afternoon.

1. In dinners click '**Monitor Register Updates**' check that all classes under **PM** are set to **Yes** -
2. Click on '**Confirm Dinner Numbers**' this will update the afternoon register marks.