

# The Customize Online Enrollment Window

To customize your school's online enrollment form: In HeadMaster, on the File menu, click **HM Online > Customize Online Enrollment**.

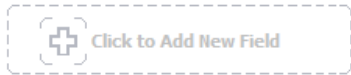
The Customize Online Enrollment window contains five tabs, each containing different information. You can create new fields as well as edit current fields on each tab.



To add an extra row of four more fields in the Customize Online Enrollment window, click

To undo all your changes in the Customize Online Enrollment window, click **Restore Defaults**.

## Add New Fields



To add a new field, click

The Select a Field dialog box displays so you can enter information for your new field:

Notice that the Last Name and First Name field names have red asterisks. That's because they're required fields by default, and their status cannot be changed.


When you're done, click **OK** > **Save and Close**.

## Edit Current Fields

To edit a current field, click on the field:



The selected field displays with a red box around it.

To edit the field, click the Edit Field icon . The Select a Field dialog box will display exactly the same as when you're creating a new field.


In the Select a Field dialog box, edit the field information. When you're done, click **OK > Save and Close**.

## Delete Current Fields

To delete a current field, click on the field:

A screenshot of a form field with the title "Title". The field is highlighted with a red border. To the right of the field, there is a menu icon (three horizontal lines) and a red "X" icon, which is the delete field icon.

The selected field displays with a red box around it.

To delete the field, click the Delete Field icon .

### Note

To move a field in the Customize Online Enrollment window, you must delete it and then add it as a new field wherever you want it. This is because the window has no drag and drop functionality.

### Add a Field Dialog Box Information

#### Select a Type

**Add a Field** – Adds a field in the form of a box that parent's can enter information into.

**Add Plain Text** – Adds a field in the form of text, so the field receives no input.

**Add Separator Line** – Adds a line across the entire width of the form.

#### Add Field

**Header** – The name of the field as it'll display on your online enrollment form only.

**Column Size** – The design of the form divides it into four equal columns. So, you have four different column sizes to choose from.

**Required** – Select if you want the field to be required. Check boxes cannot be required fields.

#### Field

**(Tab name) Information** – This list will have the same name as the tab your working on. For example, it'll be titled *Student Information* if you're on the Student Information tab.

It contains a list of the information fields on each tab. Select a field that you want to add to your enrollment form. You can use each field only once.

**Custom Fields** – Contains a list of your current [custom fields](#) that you have defined for students and prospective students. Select a field that you want to add. You can use each field only once.

### Note

Be sure to run an upload to HM Online so that your online enrollment form gets updated with your saved changes.

# Allow Other Staff to Customize Your Online Enrollment Form

Administrators have permission to customize the online registration form by default. But, an administrator can [assign the permission](#) to other staff (either as individuals or a group) using the **Customize Online Registration** security bit.

## Manage New Student Requests

As parents fill out your school's online enrollment form for their kids, you can pull that information down to HeadMaster:

On the File menu, click **File > HM Online > New Student Requests**. The New Student Requests window displays.

Click **Post**, and a record will be created for each student in the Prospective Students section.