

## Enrolling Teens in Your Program in Cityspan

Click Activities from the main menu, running vertically along the left side of the screen

1 Click on the program link

Name	Act. ID	Begin	End
<a href="#">Advanced Culinary Arts</a> Adv App@Bethlehem Lutheran Church	2333224	2/3/15	4/23/15

★ If you don't see your program listed on the Activities page, make sure your term is correct

2

Click on the Enrollment tab

3 Click the App Enroll button to access a list of applicants for this activity

Term / Status	Spring 2015 Active
Activity Code	
Cityspan Activity ID	2333224
Model Information	
Contract Term	Full Year 14-15
Contract ID	05153057
Campus or Community	Community
Program Model	Advanced Apprenticeship
Full or Half	Full
Initiative	
Service Learning	
Teen Stipend/Wage Information	
Period Transition Date	
Daily Stipend Rate	
Intern Hourly Rate	
Minimum Days	

3

Click the App Enroll button to access a list of applicants for this activity

Manual Enroll allows Liaisons to enroll teens from last term. All teens that were on the previous term's roster will be listed whether or not they have completed an application this term. Manual Enroll can be used during the school year only

Prior to enrolling Teens, the Enrollment tab presents a blank Enrollment List

★ Manual Enroll allows Liaisons to enroll teens from last term. All teens that were on the previous term's roster will be listed whether or not they have completed an application this term. Manual Enroll can be used during the school year only

After clicking the App Enroll button, you will see a list of teens that applied to this program

4

Check the boxes next to the teens you would like to enroll and click Next Step

A teen who has already been enrolled in another ASM program for that term will display in gray text. The name of the program in which the Teen is enrolled is also displayed, along with the contact information of the assigned Liaison for that program

ENROLL PARTICIPANT  
Advanced Culinary Arts  
STEP 1: FIND APPLICANTS

Filter By Interview Status  
View by Last Name Initial  
Find by Name  
First Name  
Last Name  
Find Person

STEP 2: SELECT APPLICANTS  
Choose participants to enroll then click "Next Step". Select All / None

Enroll	Participant Name	Date of Birth	Rank	Received	Int.
<input type="checkbox"/>	Adam, Khadija	11/13/1991	1	5/22/2009	NI
<input type="checkbox"/>	Amankwa, Angelina	1/8/1994	1	5/22/2009	RE
<input type="checkbox"/>	Amanda's Awesome Internship [Margaret Meade / 312-555-3142]				
<input type="checkbox"/>	Baker, Allen	10/21/1990	1	5/22/2009	RA
<input type="checkbox"/>	Bao, Quoc	1/1/1994	1	5/22/2009	DNE
<input type="checkbox"/>	Benson, Andrea	1/1/1995	1	5/22/2009	NI
<input type="checkbox"/>	Bradshaw, Terry	1/1/1994	1	5/19/2009	NI
<input type="checkbox"/>	Cheit, Irene	4/26/1993	1	5/22/2009	n/a
<input type="checkbox"/>	Gilmore, Bob	1/1/1994	1	5/22/2009	DNE
<input checked="" type="checkbox"/>	Haung, Amos (W)	1/1/1994	3	4/5/2009	n/a
<input type="checkbox"/>	Roberts, Jane	11/28/1993	1	5/22/2009	DNE
<input type="checkbox"/>	Rodriguez, Ernie	9/22/1992	1	5/22/2009	RE

Next Step

If there are more than 100 Teens, you must search to find the additional applicants that do not display (You can obtain names from the Applicant Report)

Rank= Ranking of the program (how the Teen preferred the program in the application)  
Received=Date application was submitted  
Int=Interview Status, as recorded in the Interviews

Teens on the program's waitlist will appear in blue with a (W) next to their name

After School Matters

ENROLL PARTICIPANT  
Advanced Culinary Arts  
STEP 3: SELECT ENROLL DATE(S)  
Participant(s) will be enrolled according to the dates indicated. You may enter alternate dates, set all dates to today's date or set all dates to the beginning of the service.

Participant Name	Enroll Date
Amankwa, Angelina	2/3/2015
Clark, Sarah	2/3/2015
Niemic, David	2/3/2015
Rodriguez, Ernie	2/3/2015

Next Step

5

The official start date of the activity will be displayed as the Enroll Date. To change a date, type in the correct date. Click Next Step

After School Matters

ENROLL PARTICIPANT  
Advanced Culinary Arts  
ENROLLMENT CONFIRMED

Amankwa, Angelina  
Clark, Sarah  
Niemic, David  
Rodriguez, Ernie

Done

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The teens are now enrolled in your program