

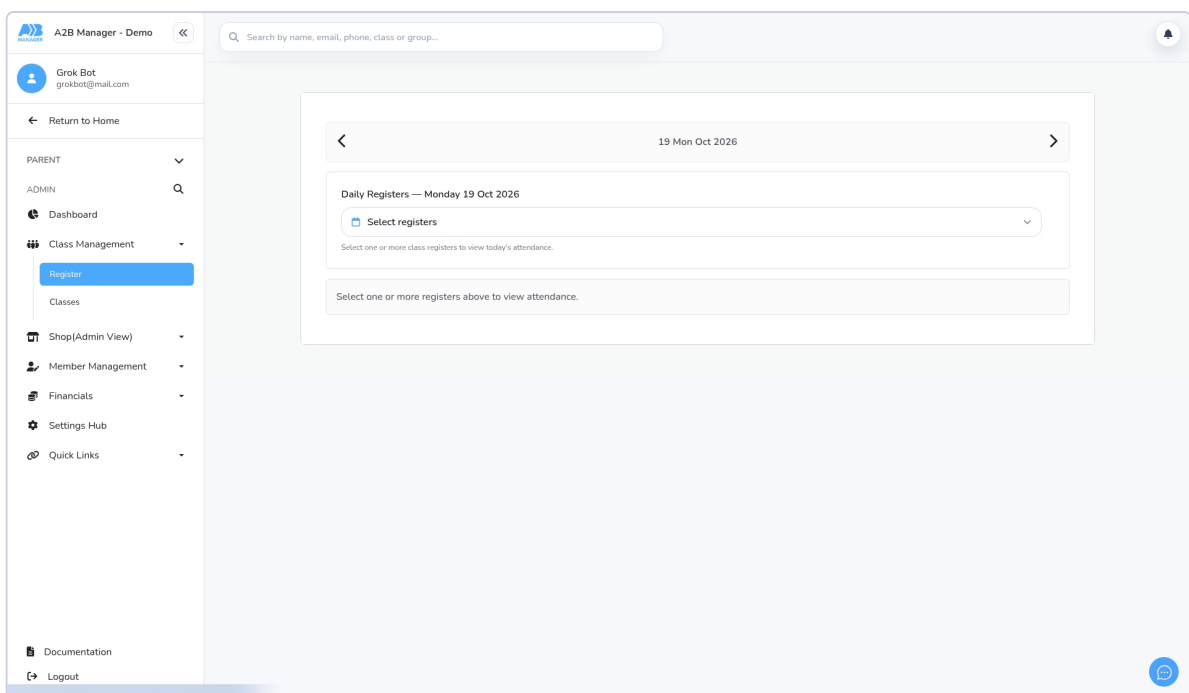
How to Merge Multiple Registers into One Table

When several classes run at the same time, you can view their registers together. Select two or more registers and they're merged into one table, so every child appears in a single list.

Merging registers

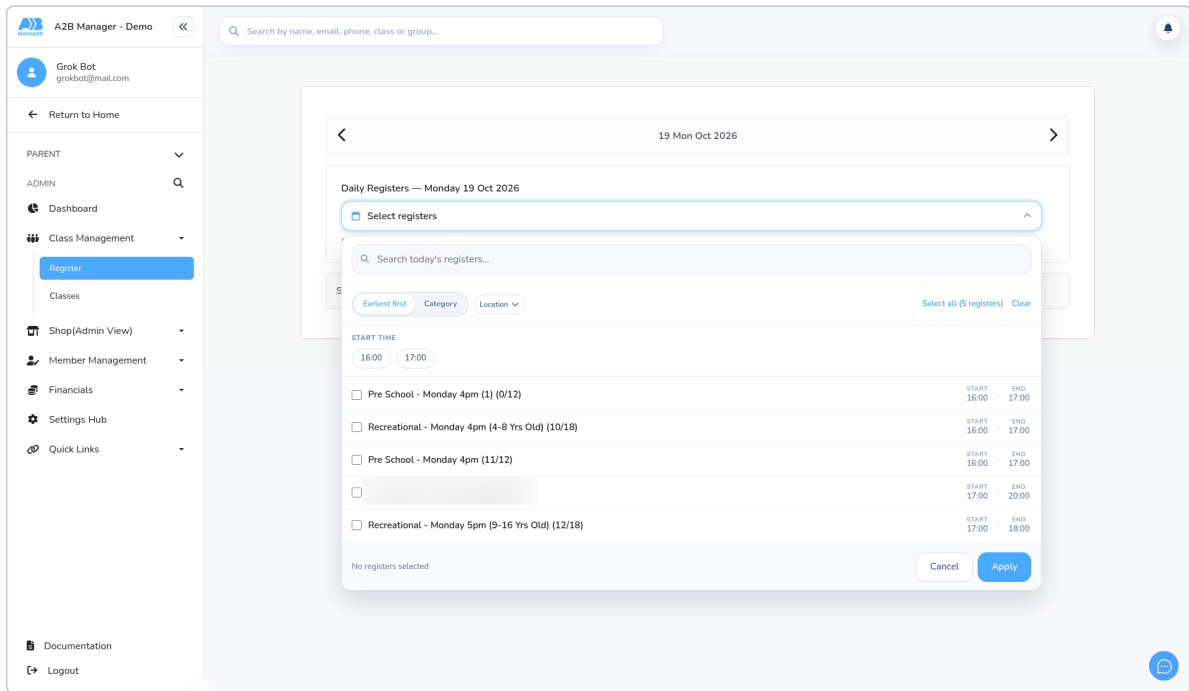
1. Open the Register (0:00)

- Go to **Class Management > Register** and pick the day.



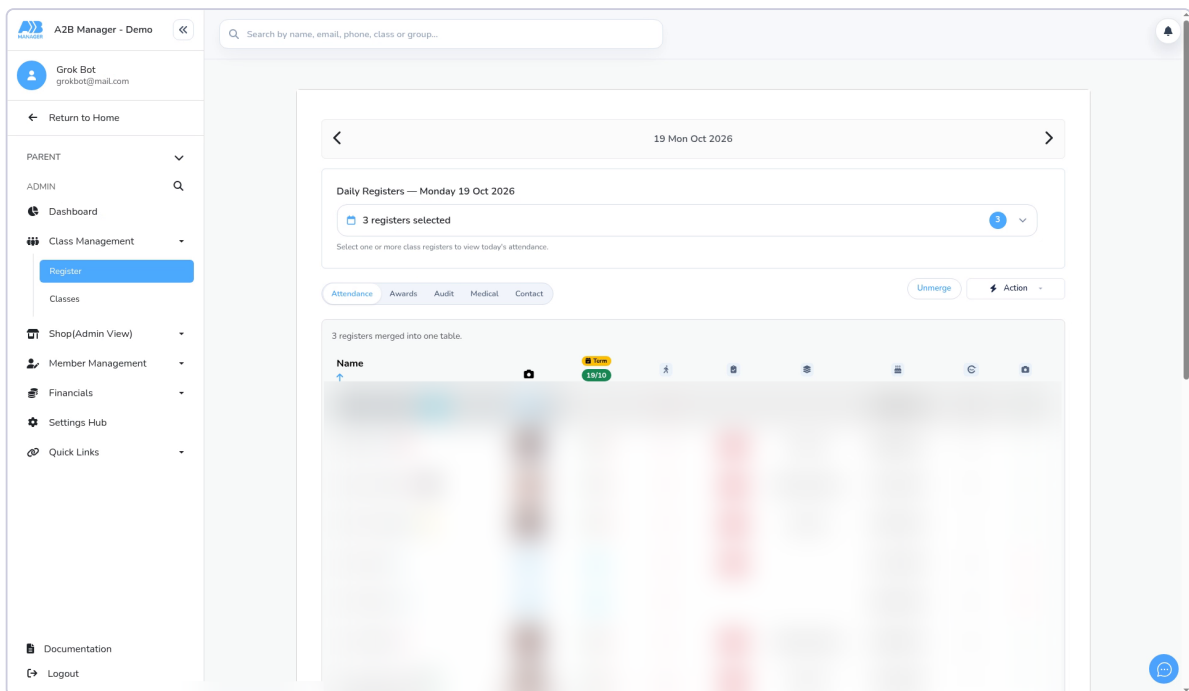
2. Choose the registers (0:06)

- Click **Select registers**. You can search, and switch the list between **Earliest first** and **Category**.
- Filter by **Location**, or use **Select all** and **Clear**.
- Tap a start time, for example 16:00, to tick every register at that time.
- Click **Apply**.



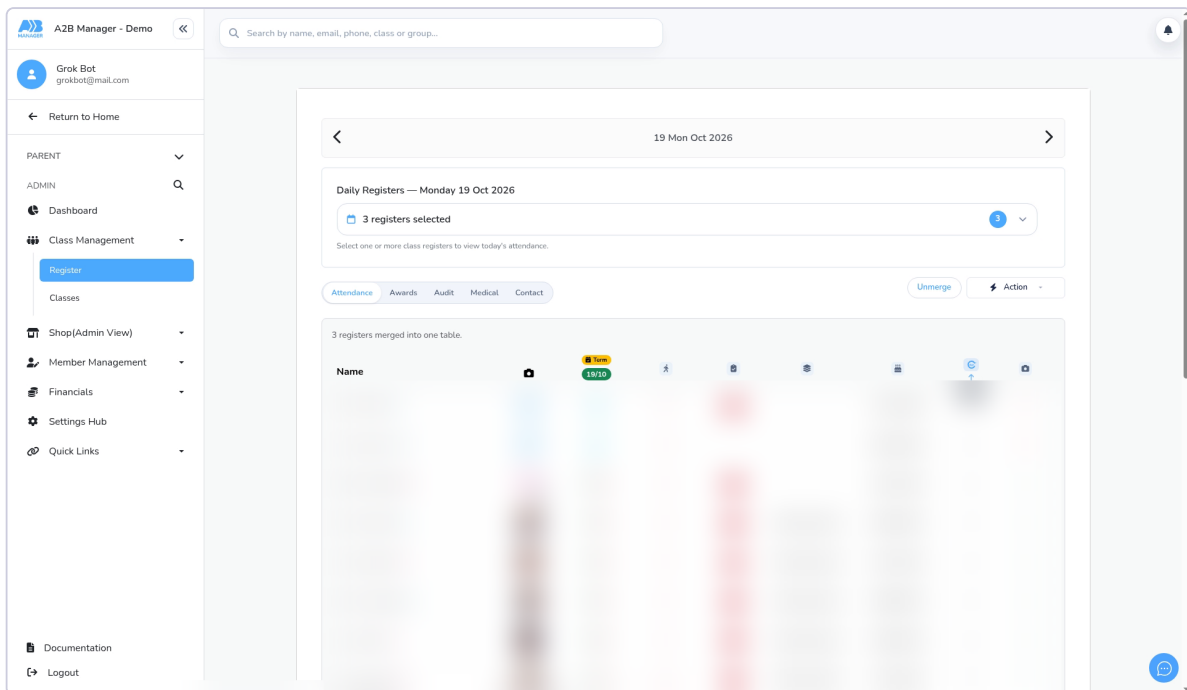
3. See them merged into one table (0:37)

- When you apply two or more registers, they're merged automatically. A message confirms how many registers were merged into one table.



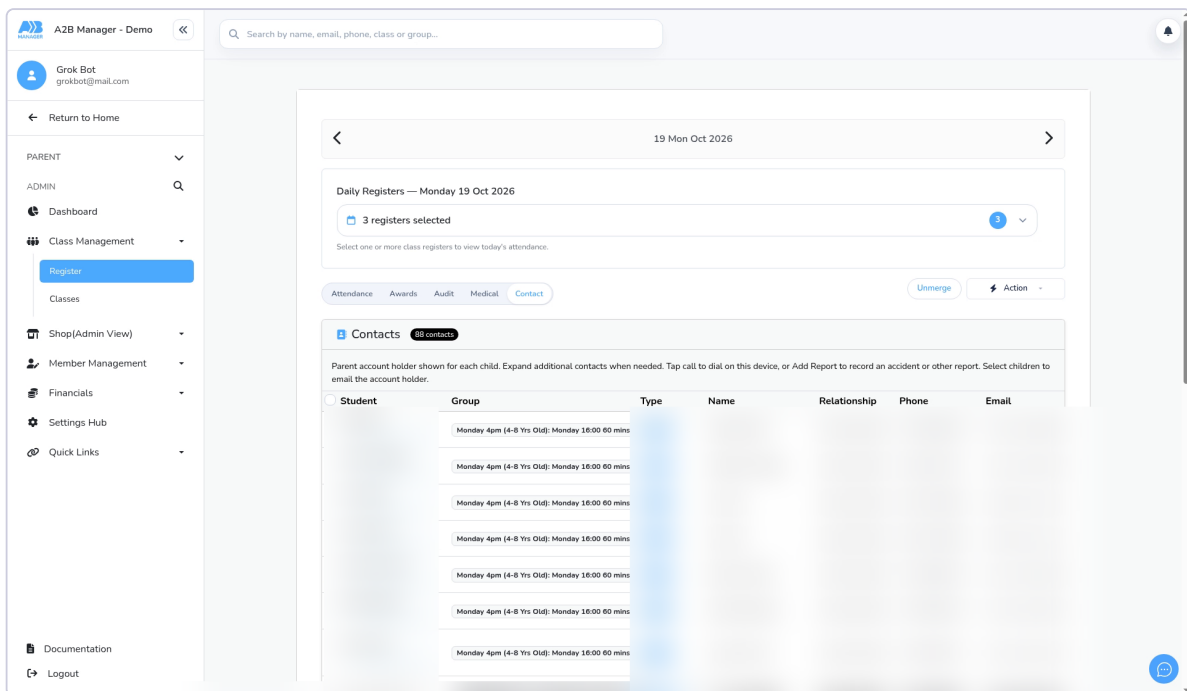
4. Sort the combined register (0:52)

- Click a column heading, such as **Name** or **Age**, to sort the whole list.



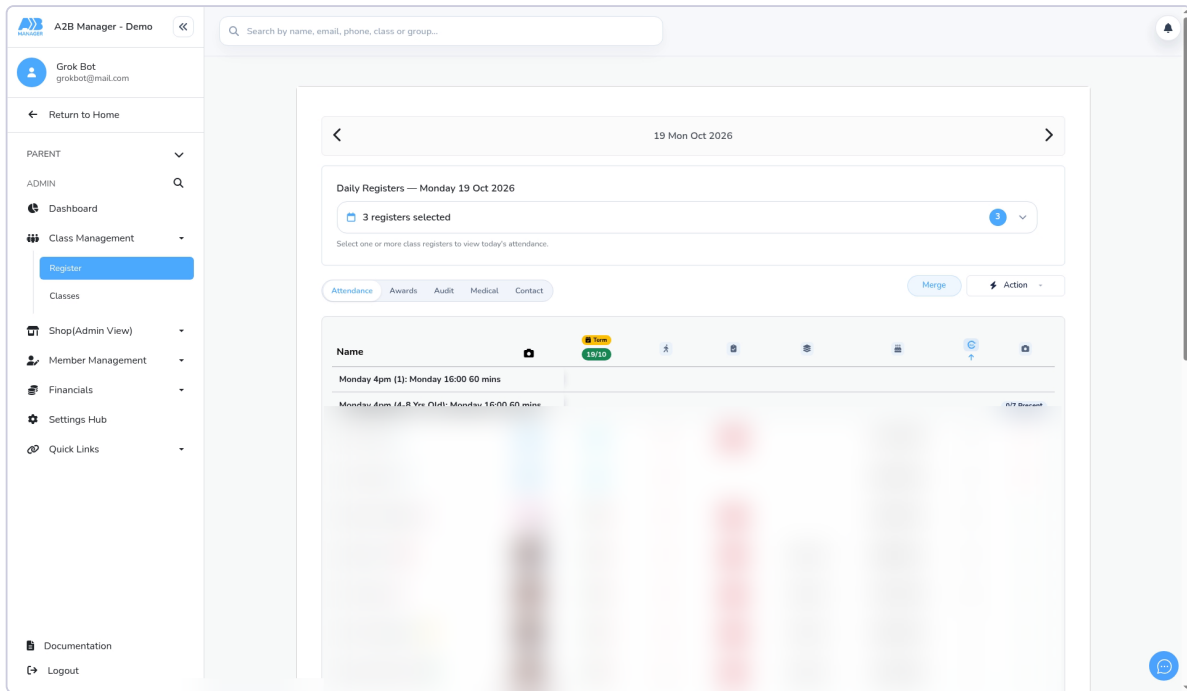
5. Use the other tabs (1:08)

- The merged list also works on the **Awards**, **Audit**, **Medical** and **Contact** tabs.
- The Contact tab adds a **Group** column so you can see which class each child is in.



6. Unmerge or merge again (1:16)

- Click **Unmerge** to show a separate section for each register.
- Click **Merge** to join them again.



FAQs

- **Do I need to click Merge?** No. Selecting two or more registers merges them automatically. Merge is only needed after you've clicked Unmerge.