

Follow these steps to move from referral to enrollment.

- 1) Log into your account at www.earlylearningSF.org
- 2) From your home screen, click on the site name to show vacancies reported for that site.

Q Search	All Status	Q
Site Name	Address	
My Site Name	123 Main Street San Francisco, CA94124	

- 3) Click on the name of the vacancy you want to view to open the enrollment queue.

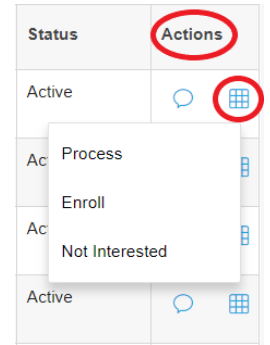
Vacancy Name	Subsidy	Date Vacancy is Available
ELS-Reserved-09/20/2018	ELS-Reserved	09/20/2018
ELS-Reserved-09/24/2018	ELS-Reserved	09/24/2018

- 4) A list of families who have been matched with your site will be displayed. Click on the parent name under Family to view the family's information.

<input type="checkbox"/>	child	Date of Birth	Gender	Family
<input type="checkbox"/>	ChildFirstName0421 LastName0421	02/01/2015	Male	ParentFirstName042 LastName042
<input type="checkbox"/>	ChildFirstName2201 LastName2201	02/01/2015	Male	ParentFirstName220 LastName220
<input type="checkbox"/>	ChildFirstName4091 LastName4091	02/01/2015	Female	ParentFirstName409 LastName409

- 5) Connect with the family to schedule a tour and decide whether it is a good match.

6) Use the  button located under **Actions** to manage the next steps for each referred child:











a. *For families who agree to enroll* - Mark the child as **Enroll**.
Important Marking a child as Enroll replaces the Intent to Enroll form.

b. *For families who do not respond or will not enroll* – Mark the referral as **Not Interested**. You will be prompted to choose a reason on the next screen. Then, click to save the information and decline the referral.



c. *Title 5 enrollment only* – Mark the child as **Process** while performing the need and eligibility certification. Once complete, mark the child as **Enroll**.
Important A child in **Process** status cannot be referred to other sites. Be sure to complete the referral by updating the child’s status to either **Enroll** or **Not Interested**.

7) Understanding referral status:

Note	Status	Actions
	Active	 
	Not Interested	 
	Unavailable	

Active – Family confirmed initial interest in your program and is available to enroll

Not Interested – You have marked the referral as Not Interested. This status can be changed to Active while vacancy is open

Unavailable – Child is no longer available to enroll

8) Close the vacancy once a child is enrolled and/or the space is no longer available (see tip sheet **Reporting a Vacancy** for more information).