Transcript for IRIS ParentMail — Manage Registers and Price Bands Video

This video describes how to add register members to registers in the Registers module in IRIS ParentMail.

This video is accessed from the Manage Registers and Price Bands Video topic in the [IRIS ParentMail help centre](#).

Transcript

In this session, I will guide you through the process of adding members to your registers.

When your MIS imports students into ParentMail, your MIS does not automatically add students to your registers. You must do this manually. Click into **Registers** and **Registers** and select the register that you want to add students to.

Click **Actions** and **Edit Register** and the **Edit Register** screen will pop up. To add a student to the register, you must click **Add Members**, and this will take you through to your contact book where you can search for your student using the search bar at the top right hand side. Once you've found your student, click **Confirm**. This student has now been added to the register.

If you do not have multiple price bands, you can simply **Save** your register and you do not need to continue watching this video.

If you do have multiple price bands, for example, in a school dinner register, some students might need to pay for their meals, some students might have free school meal entitlement. Once you've added your student to the register, you will need to ensure that they are placed into the relevant price band.

By default, your students will move into the band which is labelled **Default**. This will have been set when you're register was created. Currently my default price bands is my "Students Who Pay For Meals" price band. If the new student belongs in this paid band, then there's no further action.

However, if that student belongs in the Free School Meals band, you would need to click on the pencil next to the band that you want to move the student to. Click on the pencil and **Edit Members**. Use the contact book to find that student again, and once you've found the child, **Confirm**. What this will do when you click **Save** is it will move the child from the paid band into the Free School Meals band. Once you have distributed your children to the correct price bands you can click **Save** and that will close the register.