**Registration (available to authorized personnel only)**

* Registering a student to the system can be done by entering kid's first name and last name
* System will assign another number for every name entered into the system. This number is sequential and starts from 10,000. The number is unique for each child registered in the system.
* The only required information for registration is first name and last name.

**Display List of All Students (available to authorized personnel only)**

* From the top menu, select List All Names, which will display the list of all kids registered, with the status of their health check, haircut, and if backpack was handed off. Child’s unique ID will be displayed to help with search at stations.

**Stations:**

* Each station has its own page
* Searching for a student can happen in several ways:
  1. Enter kid's last name or first name to lookup
  2. Enter kid's unique system assigned number
* Click the Lookup button
* If there is only one student with the given information, first name, last name, system assigned number, will be populated on the form.
* If there are more than one student in the system with the name entered, the list of all students will be displayed .
* Click on the Select button next to the name on the list and the information will be populated on the form.
* If this is the first visit of the student to any station, the status on the page will read 'Status Unknown' with color of yellow.
* Click on the 'Set Completed' button and it will set the status of that station to "Completed' and turn to green color. The button ‘Set Completed’ will be disappeared for that child for that station.
* Haircut station required the kids to visit Health Check station first. That means, attendee at Haircut station can no change the status until Health Check is completed.