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

* Registering a student to the system can be done by entering kid's first name and last name
* If student is assigned a number (using punch cards or wristband), enter that number in the field called: "Punch card".
* 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 and should not be the same as punch card number.
* 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.

**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 punch card number
  3. 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, and punch card id (if exists), 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.
* 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.