Follow these steps to move from referral to enrollment.

1) Log into your account at [www.earlylearningSF.org](http://www.earlylearningSF.org)

2) From your home screen, click on the site name to show vacancies reported for that site.

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

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.

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:

<table>
<thead>
<tr>
<th>Note</th>
<th>Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Active</td>
<td>🔄</td>
</tr>
<tr>
<td></td>
<td>Not Interested</td>
<td>🔄</td>
</tr>
<tr>
<td></td>
<td>Unavailable</td>
<td>🔄</td>
</tr>
</tbody>
</table>

- **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).