

Class Categories - Category 1, 2, and 3

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Jackrabbit uses Class Categories to help you organize your system. Category 1 is the most important, as it structures your revenue and enrollment. Categories 2 and 3 serve as subcategories, providing levels or sections for more detailed organization.

Category 1

Just like organizing important documents into folders, you can organize your revenue and enrollment in Jackrabbit using Category 1s.

This works by assigning a Category 1 to each class. These assignments are key in structuring tuition and enrollment, ensuring everything stays well-organized and easy to manage.

For example, if you assign all your Ballet classes a Category 1 of Ballet, you'll be able to run reports telling you how much Ballet tuition you received during a range of dates. You'll also be able to run reports that tell you how many students you have enrolled in the Ballet category.

You can also create Category 1s that aren't related to a specific class (for example, a registration fee or a late fee), allowing you to create reports on those fees as well.

To customize your Category 1 drop-down values:

1. Go to the **Gear** icon > **Settings** > **General**.
2. Select **Drop-down Lists** in the left menu.
3. In the *Class Management, Enrollment, & Revenue Reporting* section of the lists, choose **Category 1 (Income Categories)**.
4. Review the existing Category 1 drop-down list values.
 - To add a new Category 1 value, select **Add Row**. Enter a name for the new category.
 - Use the **Delete** button to remove Category 1 values that don't relate to your business.
 - To edit an existing drop-down list value, select the field in the row and make your changes.

Use caution when editing or deleting a drop-down value. Once deleted, it's impossible to search and report on any transaction that used the edited/deleted drop-down value.

5. Click **Save Changes**.

- Select **Hide from customers** if you do not want the Category 1 value visible to a parent when registering online or in their Parent Portal. This is useful for values that are for internal use only (for example, Registration Fees) or for categories that are no longer in use and you don't want them to be visible. You can update this at any time.
- Select **Hide from users** when you don't want the value to show in your drop-down lists within your Jackrabbit system or online. When *Hide from users* is selected, the *Hide from customers* checkbox is automatically selected.
- Use the **Crayon Icon** to select a color for the Category 1. The class will appear in your **Activity Calendar** highlighted in the selected color, giving you a great visual way of defining classes.

[Click here to see examples of Category 1 drop-down list values by industry](#)

Category 2 & 3

Category 2 and Category 3 drop-down values help group classes together and are especially useful for creating enrollment reports. Think of the categories as a hierarchy: Category 1 is the "noun," serving as the foundation, while Categories 2 and 3 act as the "adjectives," adding more detail and definition.

For example, a dance studio may have a Category 1 value of Ballet and want to provide a further breakdown between levels of dance, such as Beginner and Advanced; they could use Category 2 for this purpose.

Frequently Asked Questions

Q. *My customers don't understand what Cat1 or Cat2 means - how can I hide that?*

A. Cat1 and Cat2 cannot be hidden from your customers. However, they may be relabeled with more meaningful titles, such as Program, Genre, Sub-Program, Level, etc.

Go to the **Gear icon > Settings > Online Registration > Settings** (left menu) > **Class Search Settings** (section) > **Class Search/Filter Settings**. Enter your new labels in the Category1, Category2, and Category3 text fields.

Q. *A few categories are marked as reserved. Can I delete them if I don't want to use them?*

A. You can't delete any categories marked as reserved. However, you can use the *Hide from users* checkbox to remove the value from all drop-down menus in your Jackrabbit system, the Online Registration Form, and the Parent Portal.
