Per-Day / Multiple Meeting Classes

Per-Day classes in Jackrabbit are classes that meet at the**same time** on multiple days during the week and students are allowed to schedule which days they will attend. This is common practice in martial arts, summer camps, and for some team and workout situations.
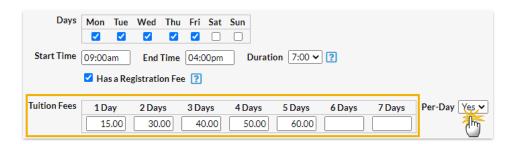
Jackrabbit does not yet have the ability to schedule classes for different times (vs. days). Classes that are offered at different times of the day must be created as individual classes. An easy way to do this is using the **Copy Class** feature.

Use the**Tuition Billing Method** of By Class Fee for Per-Day Classes. When using the Tuition Billing Method of By Total Hours, the class hours are not included when determining the number of hours for a Student or a Family and the Tuition Fee that posts is determined by the amount in the 1 Day field, i.e., the Fee Schedule does not apply.

Add a Per-Day Class

1. Point to **Classes** (menu) > **Add Class**.
2. Enter a class name in the**Enter Class Name**field. Multi-location organizations should also select a **Location** from the Location drop-down. Continue to enter the required fields.
3. Click **Save.** A new page opens with the class you just created.
4. Go to the**Summary** (tab) and Set**Per-Day** to **Yes**.

    - Once saved with *Per-Day* set to *Yes*, a new table for the per-day tuition fees will display on the Class *Summary* tab.

   The *1 Day* field contains the tuition fee that a student pays if attending the class once per week. The *2 Days*field contains the total tuition required for the student to attend class twice per week, etc. Example above: Class meets 5 times per week, the first 2 days are $15 per day, and each subsequent class is $10 (discounted by $5). 1 Day=$15, 2 Days=$30 [2 x $15], 3 Days=$40 [(2 x $15) + $10], etc.

5. Continue adding class details as per the guidelines in the**Class Fields Explained** table.
6. Click **Save Changes.**

Note that the Class *Enroll List* tab now contains checkboxes for each day of the week. This indicates

which days were chosen during enrollment. There is also an openings number for each day of the week indicating the number of openings available for each class day. This is also displayed on the class listings and openings reports. Class rolls are also printed out for each day the class meets.

Class: Camp Princess

[SAVE CHANGES] [DELETE]

| Class Roll | Enroll Student | Email/Text Class | Enter Absences | Absence/Attendance | Post Class Transactions | Copy Class | Mass Drop | Sizes/Measurements | Archive Class |

| Summary | Enroll List | Drop List | Absences | Makeups | Wait List | Instructors | Lesson Plan | Skills/Levels | Misc | Costumes | Notes (0) | Resources (0) | Policy Groups (0) |

Per-Day Class Openings:	Mon	Tue	Wed	Thu	Fri	Sat	Sun
	5	5	5	5	5	0	0

Current Enrollment

View 1 - 4 of 4   [Print] [Export] [Refresh]

	Student	Gender	Age	BirthDt	M	M	Tu	W	Th	F	Days	Absent	Enroll Date	Type	Future Drop	User ID	Balance		
1	Barbie Ager	Female	9 yrs, 6 mths	11/17/2011	☑	☐	☑	☐	☑		3		5/28/2021	Enrolled ▾		cb	50.00	Drop	Transfer
2	Kadie Bowden	Female	11 yrs, 9 mths	7/30/2009	☑	☑	☑	☑	☑		5		5/28/2021	Enrolled ▾		cb	107.05	Drop	Transfer
3	Santos Meza	Male	15 yrs, 9 mths	7/31/2005	☑	☑	☑	☑	☑		5		5/28/2021	Enrolled ▾		cb	101.00	Drop	Transfer
4	Cindy Zackmann	Female	13 yrs, 10 mths	7/7/2007	☐	☑	☐	☑	☐		2		5/28/2021	Enrolled ▾		cb	107.05	Drop	Transfer

If a student is signed up for a per-day class, only a Jackrabbit User can add additional days. Additional days can not be added in the Parent Portal.