

Online Registration Settings

Last Modified on 12/13/2024 9:32 am EST

Jackrabbit has designed the Online Registration form so you can easily control and edit it from within Jackrabbit. Any changes you make and save are immediately seen on the form.

Our one-page form is mobile-friendly and YOU control what is shown and required.

Add your [Organization Logo](#) to personalize your registration form.

Set your [Time Zone and Date Settings](#) and the system will date and time stamp the registrations accurately.

The settings below will help you customize your Online Registration form. The initial setup of the form will take approximately 15 to 60 minutes.

This is the first of two pages you will need to set up, the other page is [Field Options/Labels](#).

Go to *Gear (icon) > Settings > Online Registration > Settings (left menu)* to complete the Online Registration form settings.

[Expand/Collapse All](#)

General Settings

Click the **Preview Registration Form** button to see exactly what your customers will see. You can even fill out the form and complete an actual registration to step through the process!

Header Text	Text entered here will appear at the top of your Online Registration form. The <i>Header Text</i> box supports basic HTML and has a 500-character maximum.
Class Enrollment	Enrollment can be <i>Required, Optional, or Hidden</i> (Hidden means classes will not be shown).
Class Instructions	Text entered here will appear right above the <i>Select Class</i> section in the Online Registration form. Class Instructions can be formatted as rich text including options for formatting and styling, and HTML is supported. In addition, you can copy/paste directly from a Microsoft Word document into this section.

<p>Google Tracking ID</p>	<p>Google Analytics 4 is a web analytics platform for businesses to improve their user experience. If your business uses this feature, you can add your Google Tracking ID so each Registration form "hit" is counted. Tracking IDs for Google Analytics 4 properties start with "G-".</p> <p style="text-align: center;">Learn how to find your Google Tracking ID.</p>
<p>Confirmation Message and/or Confirmation Redirect</p>	<p>Select which option to show your users once registration is complete:</p> <ul style="list-style-type: none"> • <i>I would like to display a confirmation message.</i> The text you enter in the <i>Confirmation Message</i> field will display to the user. The character limit for the Confirmation Text box is 2,000. Note: Use text only in this field! • <i>I will redirect them to another page.</i> Enter the full URL here to redirect the user to the page or website. Your customer will no longer see the Jackrabbit Confirmation Message text since they are being taken to another page. They will still receive a confirmation email from Jackrabbit confirming their registration was successful.

Email Confirmation Settings

Enter text and make selections for information to be included in the email confirmation once registration is complete.

<p>Email Confirmation Text</p>	<p>This text will appear in the email confirmation that the customer receives. This box supports basic HTML and has a character limit of 2,000.</p>
<p>Show Class Dates</p>	<p>Do you want the Class Start and End dates on the customer's email confirmation? Set to NO if you use perpetual classes.</p>
<p>Show Instructor</p>	<p>Do you want the class instructor's name to be included in the class details on the customer's email confirmation?</p>

Notification Emails	Where do you want your organization's copy of the confirmation to be sent?
Location Emails	If you have multiple locations you can default the confirmation to go to each Loc's specific email (as set up under your Locations).

Show/Hide Class Information

Would you like to hide certain class information in the *Class Search* on your Online Registration form?

Select the checkboxes for the information you would like to show:

- Instructor nickname
- Openings
- Start and end dates

These settings only impact the Online Registration form. To hide this class information in your class listings tables, see [Hide Columns in Your Class Listings Tables](#) for more information. To hide this class information in the parent portal, see [Set Up the Parent Portal](#) for details.

Class Search Settings: Waitlists and Filters

Select how you want to handle classes, including:

- Waitlists
- Makeups
- Future drops and enrolls
- Gender, age, and categories

Allow Waitlist When Class Full	If the class is full, do you want to allow students to be able to put themselves on the waitlist? This will also provide a Waitlist link in Portal and Online Registration Class Search results.
---------------------------------------	--

<p>What impacts the number of Class Openings?</p>	<p>Do you want Waitlisters or MakeUp students to affect the number of openings available for online enrollment? Set each as you wish. Online Registration pertains to the class Registration Form, Parent Portal, and Class Listings tables. Quick Registration pertains to your staff use inside the system.</p>
<p>Apply Gender Filter</p>	<p>The gender filter can be used if gender is assigned on the <i>Class</i> record > <i>Summary</i> tab. When <i>Apply Gender Filter</i> is set to <i>Yes</i>, the class search results on the Online Registration Form will only show classes whose gender the student matches. Note: If the Organization Default Hide Gender is set to <i>Yes</i>, this filter will not display in the settings.</p>
<p>Apply Age Filter</p>	<p>When the <i>Apply Age Filter</i> is set to <i>Yes</i>, the class search results on the Online Registration Form will only show classes whose age requirement the student meets. The <i>Min Age</i> and <i>Max Age</i> for a class are defined on the <i>Summary</i> tab of the <i>Class</i> record.</p> <p>A student's eligibility for a class with a <i>Min Age</i> and/or <i>Max Age</i> is based on their age on the <i>Class Start Date</i> (<i>Class</i> record > <i>Summary</i> tab). If the <i>Class Start Date</i> is the current date (today) or a date in the past, the student's current age is used to determine eligibility. If the <i>Class Start Date</i> is in the future, the student must meet the age requirement by that date.</p> <p>A class can also have a <i>Cutoff Date</i>. If a <i>Cutoff Date</i> is listed, the student's eligibility for the class is determined by their age on that date.</p>
<p>Category Labels</p>	<p>Use this section to rename your <u>Category Codes</u> to a descriptive, meaningful label applicable to your Category designations.</p>

If you want to hide specific information on the class search page, see our Help article [Modify the Class Search Page in the Online Registration Form](#) for details on hiding columns.

Class Listings Tables on your Website

Choose if you would like to show Class Listings Tables on your website.

Show Register Links	If YES, the leftmost column will contain direct links to the Registration form. If NO, the class data is still shown but there are no links for enrollment.
Show Full Classes	Set to YES if you want classes that have no openings available to show in the Class Listings Table.

Quick Registration Settings

These settings affect the Quick Registration that is used internally. This controls whether you want emails sent after each Quick Registration and whether you want to require contact #1's email address (recommended).
