

# Online Registration Form - Control the Ability to Enroll in a Class

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If you do NOT want to allow your new customers to enroll themselves into specific classes, make sure you have the "Class Enrollment" set to HIDDEN on your Online Registration Settings page. However, if you do want to allow new customers to choose and enroll into classes, set "Class Enrollment" to either OPTIONAL or REQUIRED, and you also need to ensure those classes meet the criteria for being available for online enrollment. Each class should have the following completed, *at a minimum*, on the CLASS Summary page in your system.

- Status = can be any EXCEPT Completed, Archived, or Inactive.
- Allow Online Registration = YES (so class will show in the Online Registration form Class Search and Portal)
- Display on Website = YES (if you are using a Class Listings Table)
- Registration Start Date. The day you want to open online enrollment;**if left blank, it is opened immediately.** (If future dated, the class will not show up in the Online Registration Class Search or the Portal for selection until that date. Also, the live "Register" link will not display in the listing table until that date arrives).

Consider using the *Global Edit* in *Edit All Classes* (Classes menu) to quickly update a large group of classes.

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