

# Online Registration Confirmation Email

Last Modified on 07/06/2022 1:38 pm EDT

Email notification for each class enrollment containing all details is sent to the customer and also sent to you/your staff. This email will be sent "from" the email address that you set up as the notification email on your Online Registration Settings page (*Gear icon > Settings > Online Registration Settings > Settings tab > Email Confirmation Settings > Notification Emails*).

If you have multiple Business Locations, you can also choose (on the *Settings* page) to have the system use the applicable email based on your Locations (the emails that you have assigned to each Loc under the *Gear (icon) > Settings > General > Business Locations*).

### Email Confirmation Settings

Email Confirmation Text

1894 characters left

Show Class Dates  [?](#)

Show Instructor

Notification Emails  Use this format for more than 1 email: email1@yourdomain.com; email2@yourdomain.com

Use location email address if available  [?](#) [Locations](#)



Add custom text (HTML supported) for the email confirmation a new family receives when they use the Online Registration form.

In the example below, one student registered for one class, and the required fields are shown (**Due to length, the Payment Information, E-signature, and Policy Agreements are not shown**).

The confirmation email includes a link for the parent to access the Parent Portal. This is just an example - yours will vary based on your settings.

## Jackrabbit Help Center - Class Registration

[Click here](#) to access your Portal account

### Family: Tester

Thank you for registering!

The details of your registration are summarized below.  
We look forward to seeing your student in our class!

Thank you.

Custom message is shown here.

Contact #1: Susan Tester

Type: Mother

Phone Numbers:

- Home: (704) 663-4552
- Cell: (704) 663-7102
- Work: (704) 663-8754

Email: [andre@andre.com](mailto:andre@andre.com)

Address: 123 Main Street

City: Huntersville

State: NB

Zip: 28078

Home Phone: (704) 663-4545

### Student #1: Sally Tester

Student Gender: Female

Birth Date: 06/06/2016

Student Email: [stester@mail.com](mailto:stester@mail.com)

### Class #1: Ballet L1 - Mon 6pm (Spring 2022)

- First Class: 06/13/2022
- Class End Date: 06/30/2022
- Days: Mon
- Time: 6:00pm-6:30pm (Duration: :30)
- Loc: EDU
- Room: Studio B

### Fees:

Type	Student	Class	Orig Amt	Discount	Amount
Registration	Sally Tester		30.00		30.00
Tuition Fee	Sally Tester	Ballet L1 - Mon 6pm	45.00	0.00	45.00

**Total: 75.00**

Refer to [Test Your Online Registration Form](#) to run through a test to see exactly what you (as the organization) and you (as a mock new customer) will receive as email notifications.



Unlike the Registration Form, each class enrollment in the Parent Portal is an individual submission. There isn't a way to consolidate multi-class enrollments into a single email confirmation.