Online Registration Confirmation Email

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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*).
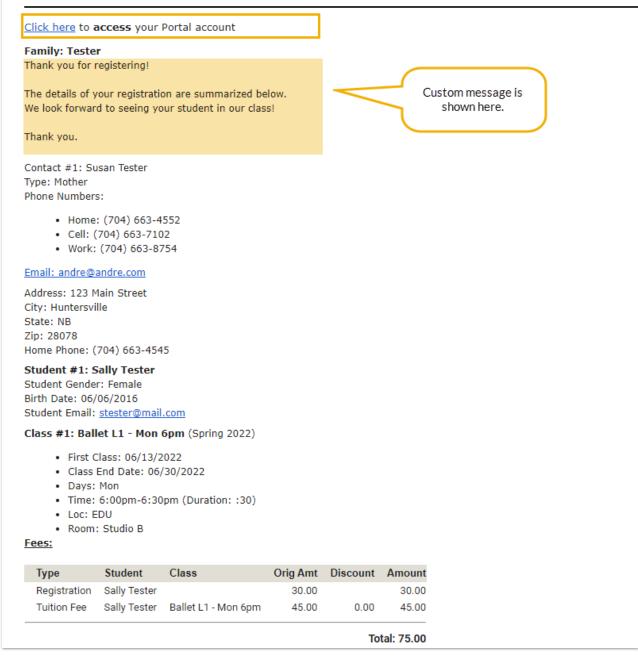

Add custom text (HTML supported) for the email confirmation a new family receives when they use the Online Registration form.

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

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.