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 | Thank you for registering! The details of your registration are summarized below. |
| | 1894 characters left |
| Show Class Dates | Yes • ? |
| Show Instructor | No 🗸 |
| Notification Emails | helpcenterjackrabbit@gmail.com Use this format for more than 1 email: email1@yourdomain.com; email2@yourdomain.com |
| Use location email address if available | No V ? Locations |

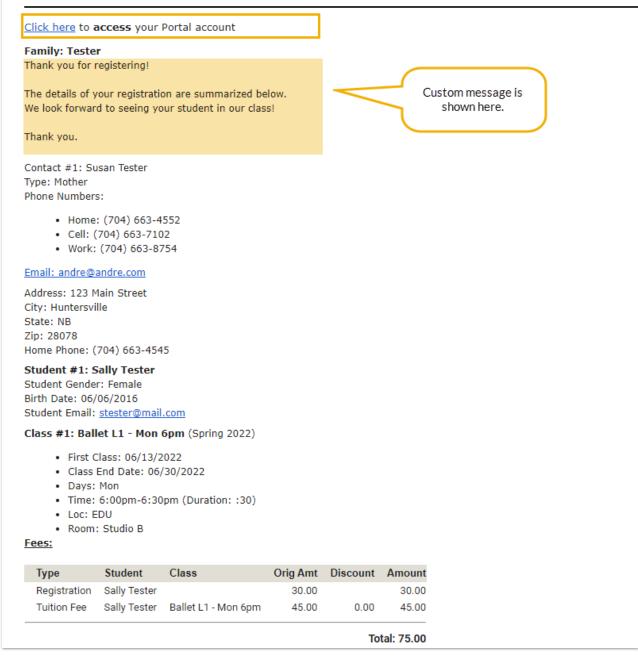


Add custom text (HTML supported) for the email confirmation a new family receives when they use the Online Registration form.

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.