

There is not a way to remove the Category 1 headers or re-arrange their order. **Note:** The Gender column will not display when the Hide Gender setting in Organization Defaults is set to Yes.

Filters and Searches

By clicking the **Magnifying Glass** icon in the upper left corner, the customer can search on the Class Name or narrow down the list of classes shown using any of the filters given. The filters are:

- Class Name
- Location (only if you are a multi-location database)
- Session
- Instructor
- Day
- Cat1, Cat2, and Cat3

For filter drop-downs to function correctly, all classes must have a Cat1 assigned.

The screenshot shows a dark-themed 'APPLY FILTERS' dialog box with a close button (X) in the top right. The dialog contains several filter sections, each with a search input field and a dropdown menu:

- Class Name:** Search by class name
- Session:** All
- Instructor:** All
- Day:** All
- Category1:** All
- Cat2:** All
- Cat3:** All

At the bottom of the dialog are three buttons: 'APPLY' (blue), 'CANCEL', and 'RESET'. The dialog is overlaid on a table with the following columns: Instructor, Session, Gender, and Age. The table contains two rows of data:

Instructor	Session	Gender	Age
Ms. Dianne	Spring 2020	All	-
Ms. Stephanie	Spring 2020	All	-

Three callout boxes with yellow borders and arrows pointing to the dialog and table:

- Callout 1 (top right): Customer can search by a specific Class Name. (Points to the Class Name search field)
- Callout 2 (middle right): Filters can help narrow down the list, for faster searching. (Points to the Session, Instructor, and Day dropdowns)
- Callout 3 (bottom right): These are your Category1, Cat2, and Cat3 filters. You can label your Categories under the Gear (icon) Settings > Online Registration. (Points to the Category1, Cat2, and Cat3 dropdowns)



We recommend you re-label your Categories to a meaningful name based on what you are using them for. In this example, Cat1 is labeled Program, Cat2 is Level, and Cat3 is Type. The Categories (Cats) can be re-labeled using the [Online Registration Settings](#) section.

Hide Categories

Perhaps you have some Categories that are not applicable to online class registration, such as "Costume Fee". To prevent a specific Category name from appearing in the drop-down list, go to the *Gear (icon) > Settings > General > Drop-down Lists (left menu) > Category 1 (or 2 or 3)*, and select **Hide from customers** next to the value(s). Those marked as *Hide from customers* will no longer appear in the filter drop-down lists.



Hiding a class category only hides the value from your drop-down lists. The classes with the hidden class category assigned will still show up in the class search.

Sort Order

Classes are shown grouped (sorted going down the page) first by Category 1 in ABC order, then within each Category 1 by Class name in ABC order. The description text will appear underneath the Class name. This is hardcoded and can not be changed or altered.

Waitlists

To allow students to get on the Waitlist for classes that are full, enable *Allow Waitlist when Class Full* on the **Settings** page. This will allow full classes to display in the list of available classes with "Waitlist" in the Openings column. If a student uses the online Waitlist link, it will simply place him or her on the Waitlist in your database.



Students on waitlists are not automatically enrolled. Your **dashboard has alerts** to let your staff know when an opening becomes available in a class that has at least one student on the waitlist. Your staff will then enroll the top waitlisted student into the opening.

Hiding Columns

You have the option to hide Instructor, Openings, and Start/End date columns from the **Online Registration Settings** section.

Show / Hide Class Information on the Registration form

What class information do you want displayed when students are enrolling in classes?

Note: These settings do not impact the classes that are displayed when enrolling in classes via the **Parent Portal** or **your website**. To customize your website, see [Website Class Listings](#).

Show the following Class information

- Instructor Nickname
- Openings
- Start and End Dates

Select the check boxes for the information you would like to show in the Class Search of your Online Registration Form.

If there are other columns you would like to hide, this is possible but requires custom coding. Our [integration team](#) is happy to help you with this.

Classes available for enrollment in the Online Registration Class Search page

If you do not want to allow your new customers to enroll themselves into specific classes, make sure you have *Class Enrollment* set to **Hidden** on your Online Registration Settings page.

If you do want to allow new customers to choose and enroll into classes, set *Class Enrollment* to either **Optional** or **Required**. Ensure classes meet the criteria for being available for online enrollment. Each class should have the following completed, at a minimum, on the [Class record > Summary](#) tab in your database, in order to be shown on the above search page.

- Status = can be any except Completed, Archived, or Inactive.
- Allow Online Registration = Yes (so class will show in the Online Registration form Class Search)
- Display on Website = Yes (if you are using a Class Listings Table)
- Registration Start Date is 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 Parent Portal for selection until that date. Also, the live *Register* link will not display in the listing table until that date arrives.



Use [Edit All Classes](#) to quickly update a large group of classes. This is extremely helpful when you need to turn classes on or off for Online Registration.
