

Prevent Class Enrollment During Online Registration

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It is important to understand the difference between registering and enrolling:

Register	To create an account having family and student information such as names, emails, addresses, phone numbers, etc.
Enroll	To enroll a specific student into a specific class.

Some organizations prefer to prohibit online enrollment but still want the convenience of online account registration. They want the family and student data, payment information, and agreement to their legal policies to be submitted by the parent online but not allow specific classes to be chosen for actual enrollment.

A good example would be a swim school that requires a swim test to determine swimmer level for placement before class enrollment is granted.

If you would still like to display your class information in Class Listings Tables but do not allow a class to be selected, you will need to turn off the live Register links that normally appear in the left column of the tables.

1. Go to the **Gear** icon > **Settings** > **Online Registration** > **Settings** (left menu). Locate the **Class Listings Tables on your Website** setting and change the *Show Register Links on Listing* to No.
2. Go to the General Settings section and change the *Class Enrollment* setting to Hidden. This will prevent the Registration form from showing any Class Search buttons. Therefore, no classes can be selected.
 - o If you would like a Registration Fee (annual fee, session fee, etc) to be posted to the family's account during this registration, make sure you have selected the appropriate choices on your settings page under the section on Auto Posting of Registration Fees.

At this point, you are probably wondering how your customer will get to your Registration Form - great question! You can place a link directly onto your webpage that says something like "Click here to Register" or "Submit a Registration Form" or whatever you like. The Registration Form is a simple hyperlink, and the codes below will launch the Registration Form. To add the link that launches your Registration Form, insert the following HTML into your website editor. Remember to substitute your Organization ID instead of the XXXXXX (Go to the **Gear** icon > **Settings** > **Online Registration** to find your Org ID).

If you are using a website editor that simply asks you for the hyperlink, website URL, or website address to link to, then highlight your desired text or image and use the code in this blue box as the link. Also, set the target to *link to other webpage* and *open in new window*:

```
https://app3.jackrabbitclass.com/regv2.asp?id=XXXXXX
```

If you are using a traditional hard-coded web editor, use this HTML code in the gold box. This example uses the text "Click here to Register" for the display link, but you can change it to any text phrase or image that you prefer by replacing that section in the code below:

```
<a href="https://app3.jackrabbitclass.com/regv2.asp?id=XXXXXX" target="_blank">Click here to Register</a>
```

Once the link is added to your webpage, customers can simply click on it to open the Registration Form in a new window. They will then complete the necessary contact, student, and payment information, agree to your Legal Policies, and submit the form. Since class selection is not available during this process, no classes will be chosen, and the student will not be automatically enrolled. Instead, the student's family will be created in your system, but your staff will need to evaluate the student's needs, determine the appropriate class level, and manually enroll them.
