

Class Category

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Jackrabbit uses **Class Categories** to organize your database. **Category 1** is the most important one because it organizes your revenue and enrollment. Categories 2 & 3 are subcategories and provide levels or sections.

Category 1

In the same way you organize your important documents into folders, Jackrabbit organizes your revenue and enrollment into **Category 1s**.

One of the main ways Jackrabbit does this is by assigning Category 1s to each class. The Category 1s you assign to each class will help you in organizing tuition and enrollment.

For example, if you assign all your Ballet classes a Category 1 of Ballet, you'll be able to run reports telling you how much Ballet tuition you received during a range of dates. You'll also be able to run reports that tell you how many students you have enrolled in the Ballet category.

You can also create Category 1s that aren't related to a specific class (an example might be a registration fee or a late fee), so you can create reports on those fees as well.

To create Category 1 drop-down values:

1. Go to the **Gear** icon > **Settings** > **General**.
2. Click **Drop-down Lists** in the left-hand column.
3. Click **Category 1 (Income Categories)**.
4. Review the *Category 1* values on the right.
 - o To remove *Category 1* items that don't relate to your business click the **Delete** button.
Note: Use caution when deleting a drop-down category. Once deleted it's impossible to search and report on any transaction that used the deleted drop-down name.
 - o To add more *Category 1* items, proceed to step 5.
5. Click the **Add Row** button. Enter a name for the new category.

- Check **Hide from customers** if you do not want the *Category 1* value visible to a parent when registering on your website or in their Parent Portal. This is useful for internal use only or for categories that are no longer in use and you don't want them to be visible. This can be updated at any time.
- Check **Hide from users** when you don't want the value to show in your drop-down lists in your database and online. When *Hide from users* is selected, the *Hide from customers* checkbox is automatically selected.
- Click on the **Crayon Icon** to select a color. The class will appear in your **calendar** in the selected color. You can group classes together by color. For example, all ballet classes can be purple, and tap classes can be set to green.

6. Click **Save Changes**.

Create a *Category 1* for every revenue group (income received) you would like to track and consider color-coding your *Category 1* fields. It's a great visual way of defining classes. Light colors display with black text and darker colors with white text. You can add colors now or return to add them later.

Examples of Category 1 Lists By Industry

Dance	Dance genres: Ballet, Tap, Jazz, Hip Hop, Combo, Pre-Dance, etc. Also consider Team, Private, Competition Fee, Registration Fee, etc.
Gymnastics	Ages, Divisions, Skills: Beginner, Little Jumpers, Tumbling, etc. Also consider Team, Recreation, Special Events, Insurance Fee, etc.
Swim	Ages & Divisions: Starfish, Beginners, Dolphins, Diving, etc. Also consider Team, Private, Competitive, Birthday Parties, etc.
Cheer	Ages & Divisions: All-Star, Recreational, Tumbling, Camp, etc. Also consider Competition Fee, Dance, Pro-Shop, etc.
Music	Instrument & Levels: Guitar, Piano, Beginner, Advanced, etc. Also consider Private, Group, Recitals, Music, etc.

Category 2 & 3

Category 2 and Category 3 fields are used to group classes together and can be useful when creating enrollment reports. Category drop-down values can be thought of as levels, with Category 1 being the top. Category 2 and 3 are the 'adjectives' whereas Category 1 is the 'noun'.

For example, a dance studio may have a Category 1 value of "Ballet" and want to provide a further breakdown between levels of dance such as "Beginner" and "Advanced"; they could use Category 2 for this purpose.

Check **Hide from users** to hide a value from drop-down lists within Jackrabbit. Check **Hide from customers** to hide a value from drop-down lists within Online Registration and the Parent Portal. Always remember to **Save Changes**.

**Expand/Collapse
All**

Frequently Asked Questions

Q. *My customers don't understand what Cat1 or Cat2 means - how can I hide that?*

A. Cat1 and Cat2 cannot be hidden from your customers. However, they may be relabeled to a more meaningful title such as Program, Genre, Sub-Program, Level, etc.

Go to the **Gear** (icon) > **Settings** > **Online Registration** > **Settings** (left menu) > **Class Search Settings** (section) > **Class Search/Filter Settings**. Enter your new labels in the **Category1**, **Category2**, and **Category3** text fields.

Q. *There are a few categories marked as "reserved." Can I delete them if I don't want to use them?*

A. You can't delete any categories marked as "reserved." However, you can check off the **Hide from users** and they will not show up on any drop-down lists.
