

Class Record Fields Explained

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The Class Summary tab includes all class details. Expand each section for a brief description of the fields.

The field options on the Class Summary tab will vary based on the Tuition & Discounting Settings (Gear icon > Settings > Tuition & Discounting).

Note: The drop-down lists for the Class fields marked with an asterisk * below are customizable. To customize them, select the **Gear** icon > **Settings** > **General** > **Drop-Down Lists** on the left menu and select the **Class**.

Expand/Collapse
All

Class Name

Designate a Name for the class. See [Tips for Naming Your Classes](#).

*Status

The **Status** of a class can affect whether it is displayed in the Class Listing Tables or the Parent Portal.

Location

The **Business Locations** setting (Gear icon > Settings > General > Business Locations - left menu) lets you identify the difference between business activities and manage access permissions for different Jackrabbit Users.

*Room

Indicates where the class will take place. A Room can filter your classes; for example, you can find all classes in Studio A or Pool 1. In the **Drop-Down Lists** setting (Gear icon > Settings > General > Drop-Down Lists - left menu), you can create a Room value/name. View your class calendar by Room, which is helpful when you create and manage your class schedule.

*Session

Sessions group classes held within a specified time frame and can be helpful with

comparative analysis reporting. A **Session** can cover an entire year or specific parts of a year (e.g., Winter season).

Class Start/End & Registration Start Dates

Select the class start and end dates. The class will only appear on your calendars or schedules if a start date is entered. The registration start date controls when students can be enrolled in the class and prevents enrollment from starting until you are ready.

Tip: Set the End Date of a perpetual class well into the future so the class will continue appearing on Jackrabbit calendars and schedules.

Days

Select the checkbox(es) for the days the class will meet. You can sort/filter classes by meeting days and ensure they appear on your calendar and schedule.

Start/End Times & Duration

Select the time the class will start and end. In the **Organization Default settings** (Gear icon > Settings > General > Organization Defaults - left menu), review the Class Duration setting. This setting controls whether the Duration field on the Class Summary tab is automatically calculated when the class times are entered. However, it can be edited on the Class Summary tab if needed. Set this to No to complete the field manually.

If you post your tuition **By Total Hours**, the Duration field is used to calculate the tuition fees; a **Fee Schedule** outlines the tuition fee for each Duration of time in classes.

Has a Registration Fee?

If your class will have a registration fee, view the **Registration Fee settings** before you open registration.

When *Do you charge registration fees?* is toggled to Yes (Gear icon > Settings > Registration Fees), you are opting to post Registration Fee(s) for New and/or Existing Families in your settings. A registration fee is posted to the family's account when new families register and enroll online or when existing families enroll in the class through the Parent Portal.

When *Do you charge registration fees?* is toggled to No (Gear icon > Settings > Registration Fees), a registration fee will not be posted, even if the checkbox is selected at the Class level.

Clear the checkbox for classes that don't have a Registration Fee, e.g., your summer classes. New students enrolling in classes during Online Registration and existing

students enrolled through the Parent Portal will not be charged a registration fee.

Use the flexible filters in **All Classes** to display classes with or without registration fees. Update multiple classes at once to exclude them from posting registration fees using the **Mass Edit** option (Classes > All Classes > More icon and select **Mass Edit**).

Tuition Fee

The Tuition Fee is the amount charged to enrolled students each billing cycle when you post your tuition **By Class Fee**. For example, an organization that bills monthly would enter the amount a student would pay for the class each month.

Per-Day

If your class fees are based on how often a student attends the class during the week, you will select Yes to use the **Per-Day** setting.

Exclude from requiring payment during Parent Portal enrollment

This option will be available if your organization is set to **require payment in the Parent Portal** when parents enroll students in classes and events.

Select the checkbox to exclude payment processing of fees for this specific class during Parent Portal enrollment. The parent will see a message in the Cart indicating that while the fee is posted, payment will be required later.

Tuition Billing Method

The **Tuition Billing Method** tells Jackrabbit whether you bill (post tuition) By Class Fee or By Total Hours of class instruction.

Exclude from Multi-Class Discount

When a **Multi-Class Discount** is calculated, a class with Exclude from Multi-Class Discount selected will not count toward a student's total number of classes. This setting only applies to classes using the By Class Fee **Tuition Billing Method**.

Exclude from Total Hours Count

When Yes is selected for the Exclude from Total Hours Count setting, the class Duration

is excluded from the total hours used to calculate tuition based on the **Fee Schedule**. This setting only applies to classes using the By Total Hours **Tuition Billing Method**.

Tuition Billing Cycle

Tuition Billing Cycles tell Jackrabbit how often families are billed for tuition for each class and what day/date the Billing Cycle starts.

Tuition Discount Rule

Tuition Discount Rules define **multi-class** and **multi-student** discounts (or a combination of both!) for classes billed **By Class Fee**. Once a rule is assigned to a class, the class will use that rule's discounts when posting tuition fees based on your **Tuition Fee Settings** (Gear icon > Settings > Tuition & Discounting).

Prorate Tuition

Select this checkbox to **Prorate Tuition fees** for students who enroll after a Billing Cycle has started, students who have a scheduled drop before the Billing Cycle ends, classes that fall on a day your facility is closed, and classes that meet more than the standard number of times per month (By Class Fee Billing Method only).

*Gender

Is the class specific to one gender or open to all? A gender filter can be turned on for Online Registrations from the Gear icon > Settings > Online Registration > Settings - left menu > Class Search Settings - section and scroll down to the Class Search/Filter Settings.

You can edit your drop-down list to contain more inclusive options in addition to male and female from the Gear icon > Settings > General > Drop-Down Lists - left menu > Student > Gender.

Min Age/Max Age

Add optional minimum and maximum age requirements for the class, including years and months. The Min/Max Age can be used to set age restrictions for classes when enrolling.

- A warning will display when a Jackrabbit User enrolls a student who does not meet the age requirements. The warning is only informational, and the User can still complete the enrollment. Enable the warning from the Gear icon > Settings > General > Organization Defaults > Class Settings - section.
- For online registration, the class search results can be filtered on the Online Registration form to show only the classes that match a student's age requirements. A student's eligibility for a class with a Min Age and/or Max Age is based on their age on the Class Start Date. The student's current age is used if the

Class Start Date is today or in the past. If the Class Start Date is in the future, the students must meet the age requirement by that date.

Cutoff Date

Enter a Cutoff Date to determine a student's eligibility for a class with a Min Age and/or Max Age requirement based on a date other than the Class Start Date. If a Cutoff Date is entered (optional), the student's age on that date is used to determine if the student meets the age requirements for the class.

*Category 1, 2, and 3

Jackrabbit organizes your system with **Class Categories**. Category 1 is the most important because it organizes your revenue and enrollment. Categories 2 and 3 are subcategories used to define levels or sections.

Enrollment Max Size/Max Wait

The Enrollment Max Size/Max Wait is the maximum number of students enrolled in the class or on the waitlist.

Description

A brief class description is visible to both staff and customers. Avoid special characters (% , & , * , ! , © , ™ , etc.) in the description.

Display on Website

This optional setting controls whether the class will be included in any **Class Listing Tables** displayed on your website.

Note: If Display on Website is set to Yes and Allow Web Registration is set to No, the class will be included in your Class Listing Tables without a link to register.

Allow Online Registration

The setting controls whether the class is available for families to select when they fill out an **Online Registration form** or register from your Class Listing Tables. Based on your **Online Registration settings** (Gear icon > Settings > Online Registration > Settings - left menu), the class is subject to other rules such as available openings, waitlist, age, and gender restrictions.

When set to Yes, the class will appear on the Online Registration form (Select Class - button). If openings are available, the Class Listing Tables will contain a Register link.

When set to No, the class is hidden from the Online Registration form (Select Class -

button) and will not have a registration link in the Class Listing Tables on your website.

Allow Portal Enrollment

When set to Yes, the class will be available for families to select when they enroll students in the **Parent Portal**.

Allow Trial Enrollment

If set to Yes, a Trial checkbox will be added to your Online Registration form, and students can register as a trial. Learn more about **Trial Enrollment**.

Allow Makeups in Class

When set to Yes (the default), students can be scheduled for a makeup in the class. Set this to No to **prevent a makeup** from being scheduled.

Class ID

This field will prefill if you import your data from another program or system. If not, this should be left blank.

Virtual Class/Video Link URL

Use this field to add the URL for a Virtual class you have created for your students or the link to a video uploaded to a video-sharing site. This resource will be accessible from the Parent Portal on the Class Card.

The complete URL (fully qualified URL) must be entered, e.g.,
<https://www.jackrabbitclass.com> versus www.jackrabbitclass.com.

If you have multiple resources you want to share for one class, you can:

- Create a Google doc to compile all the information and share the link for a one-stop shop!
- Set up a Google Drive or Dropbox folder with all your resources in one place and share the link.
- Add a password-protected page to your website, add your files and links, and enter the URL in the Class record.

[Learn more about how to add access to online training in the Parent Portal.](#)

Virtual Class/Video Link Text

Enter the text you want to display for the link, e.g., Watch this Video Tutorial. The maximum character length is 50. If left blank, the URL will appear in the portal instead.
