

Class Categories - Category 1, 2, and 3

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[Watch a \(2:20\) video tutorial on Categories](#)

Jackrabbit uses *Class Categories* to organize your database. *Category 1* is the most important one because it organizes your revenue and enrollment. *Category 2 & 3* are subcategories and provide level 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 a *Category 1* 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 After School classes a *Category 1* of *After School*, you'll be able to run reports telling you how much After School tuition you received during a range of dates. You'll also be able to run reports that tell you how many enrollments you have in the After School category.

You can also create *Category 1s* that aren't related to a specific class too (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 **Tools** in the menu bar and click **Edit Settings**.
 2. Click **Drop-down Lists** in the left-hand column.
 3. Click **Category 1 (Income Categories)**.
-

Drop-down List Editor

← RETURN SAVE CHANGES

Choose List

[Frequently Asked Questions](#)

Class Management, Enrollment & Revenue Reporting

Category 1 (Income Categories)

Class

- Category 2
- Category 3
- Duration
- Room
- Session
- Status

Family

- Contact Types
- ePayment Schedule
- Membership Type
- Source (How did you hear about us?)
- Status

Other

- Vendor Types (Costumes/Apparel)

Staff













- Certifications
- Reservations

List: Category 1 (Income Categories)

Description: **Very Important!** Create a Category 1 (Income Category) for every group of income (revenue) you would like to track. This allows you to assign every class and fee to one of these categories so that you can search, sort and report on them. [Learn more about Category 1](#)

Tip: Shorter values reduce word-wrapping on your screens and reports.

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 Web Registration and the Customer/Parent Portal.

			Hide from customers	Hide from users	
Add Row					
Adult Fitness			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Delete
Camp			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Delete
Costumes			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Delete
Dance			<input type="checkbox"/>	<input type="checkbox"/>	Delete
Drop-ins			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Delete
Gift Card Sales			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Delete

The crayon icon lets you select colors for Category 1 classes. The color will show in the class calendar.


4. Review the *Category 1* values on the right.

- 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.

- 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 after school classes can be purple and all before school classes can be set to green.

6. Click **Save Changes**.

Category 1 Tips

- ★ Create a *Category 1* for every revenue group (Income received) you would like to track.
- ★ Color coding your *Category 1* fields is a useful when viewing Jackrabbit's schedules and calendars. It's a great visual way of defining classes. Light colors display with black text and darker colors will display with white text. You can add colors now or return to add them later.

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' where Category 1 is the 'noun'.

For example, a school may have a Category 1 value of "After School" and want to provide further breakdown between ages of After School such as "Math Time" and "Reading Help"; 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 Web Registration and the Parent Portal. Always remember to **Save Changes**.

Drop-down List Editor

Choose List

[Frequently Asked Questions](#)

Class Management, Enrollment & Revenue Reporting

Category 1 (Program & Income Categories)

Class

Category 2

Category 3

Duration

Room

Session

Status

Family

Contact Types

ePayment Schedule

Membership Type

Source (How did you hear about us?)

Status

Other

Exception Reasons

List: Class Category2

Tip: Shorter values reduce word-wrapping on your screens and reports.

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 Web Registration and the Customer/Parent Portal.

Add Row	Hide from customers	Hide from users	Delete
Crawlers	<input type="checkbox"/>	<input type="checkbox"/>	Delete
Dance Class	<input type="checkbox"/>	<input type="checkbox"/>	Delete
Infants	<input type="checkbox"/>	<input type="checkbox"/>	Delete
Lunch Bunch	<input type="checkbox"/>	<input type="checkbox"/>	Delete
Math Time	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Delete
Reading Help	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Delete
Speech Therapy	<input type="checkbox"/>	<input type="checkbox"/>	Delete
Tiny Tots	<input type="checkbox"/>	<input type="checkbox"/>	Delete

Helpful for Internal use only.

Use when you no longer need the drop-down, but you don't want to lose your historical data.