

Online Web Registration Settings

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Jackrabbit has designed the Web Registration form so you can easily control and edit it from within Jackrabbit. Any changes you make and save are immediately seen on the form.

- ★ Our one-page form is mobile-friendly and YOU control what is shown and required.
- ★ Add your company logo to personalize your registration form. See [Organization Logo](#) for more information.
- ★ Set your [Time Zone and Date Settings](#) to ensure the system will date and time stamp the registrations accurately.

The settings below will help you customize your Web Registration form. Initial set up of the form will take approximately 15 to 60 minutes.

This is the first of three pages you will need to set up. The other pages are [Field Options/Labels](#) and [Agreement Text \(Legalese\)](#).

Go to **Tools > Online Web Registration > Settings** to complete the Web Registration form settings.

General Settings

Click the **Preview Registration Form** button to see exactly what your customers will see. You can even fill out the form and complete an actual registration to step through the process!

Online Web Registration Settings

← RETURN **SAVE CHANGES**

GETTING STARTED

SETTINGS

FIELD OPTIONS/LABELS

AGREEMENT TEXT (LEGALESE)

WEBSITE CLASS LISTINGS

EVENTS

CALENDAR/REGISTRATION

Online Web Registration Settings

Below are settings that allow you to control Online Web Registration features, functions and behaviors.

[Preview Registration Form](#)

General Settings

Header Text

122 characters left

Ability to enroll in a Class

Scheduling Options

Class Instructions

Google Tracking ID

After registration is complete...

I would like to display a confirmation message.

I will redirect them to another page.

Confirmation Message

Header Text	<p>Text entered here will appear at the top of your Web Registration form. The <i>Header Text</i> box supports basic html and has a 500 character maximum.</p> <div style="border: 1px solid #ccc; padding: 10px; text-align: center;">  <p>Welcome to Preschool</p> <h2>Registration</h2> <p>Already a customer? Click here to login.</p> <hr/> <p>Welcome to the Cay's Tender Loving Day CARE's online registration portal. Step One - Complete and submit this registration form. Step Two - Please CLICK HERE to log into your portal. First time users, use your email address and "Forgot Password" utility to get your temporary password.</p> </div>
Ability to enroll in Class	Select Yes, to allow families to enroll their students into classes or No, to hide this option.

<p>Scheduling Options</p>	<p>If you select the ability to enroll in a class, select one of the following scheduling options:</p> <ul style="list-style-type: none"> • Do Not Auto-Enroll - By Request Only • Require class and template • Require Class, Template Optional, Pick Times
<p>Class Instructions</p>	<p>Text entered here will appear right above the <i>Select Class</i> section in the Web Registration form. Class Instructions can be formatted as rich text including options for formatting and styling, and HTML is supported. In addition, you can copy/paste directly from a Microsoft Word document into this section.</p> <div data-bbox="443 689 1348 862" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>Please select a template or enter the student's schedule below. All times must be formatted as 1:00AM or 1:00PM and must fall within our operating hours. Hours selected will not impact tuition, but are helpful for scheduling staff hours.</p> <p>ENROLL IN CLASSES</p> <p>SELECT CLASS*</p> </div>
<p>Google Tracking ID</p>	<p>If you use Google Analytics this is where you will add your Google Tracking ID so that each Reg form "hit" is counted.</p>
<p>Confirmation Message or Confirmation Redirect</p>	<p>Select which option to show your users once registration is complete:</p> <ul style="list-style-type: none"> • <i>I would like to display a confirmation message.</i> The text you enter in the <i>Confirmation Message</i> field will display to the user. The character limit for the Confirmation Text box is 2,000. <i>Note: Use text only in this field!</i> <div data-bbox="475 1288 1332 1556" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>After registration is complete...</p> <p><input checked="" type="radio"/> I would like to display a confirmation message.</p> <p><input type="radio"/> I will redirect them to another page.</p> <p>Confirmation Message <input style="width: 300px; height: 40px;" type="text" value="Thank you for registering! You will receive and email confirmation with your registration details shortly."/></p> </div> <ul style="list-style-type: none"> • I will redirect them to another page. Enter the full URL here to redirect the user to the page or website. Your customer will no longer see the Jackrabbit Confirmation Message text since they are being taken to another page. They will still receive a confirmation email from Jackrabbit confirming their registration was successful. <div data-bbox="475 1870 1189 2016" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>After registration is complete...</p> <p><input type="radio"/> I would like to display a confirmation message.</p> <p><input checked="" type="radio"/> I will redirect them to another page.</p> <p>Confirmation Redirect <input style="width: 200px; height: 20px;" type="text" value="Enter full url. eg: https://www.google.com"/></p> </div>

Email Confirmation Settings

Enter text and make selections for information to be included in the email confirmation once registration is complete.

Email Confirmation Settings

Email Confirmation Text

1894 characters left

Show Instructor

Notification Emails

Use this format for more than 1 email: email1@yourdomain.com; email2@yourdomain.com

Use location email address if available [Locations](#)

Email Confirmation Text	This text will appear in the email confirmation that the customer receives. This box supports basic html and has a character limit of 2,000.
Show Instructor	Do you want the class instructor's name to be included in the class details on the customer's email confirmation?
Notification Emails	Where do you want your organization's copy of the confirmation to be sent?
Location Emails	If you have multiple locations you can default the confirmation to go to each Loc's specific email (as set up under your Locations).

Tuition Fee Settings

If your database is set for **Class Based Billing**, you have the option to automatically post the tuition fees when a NEW family submits an Online Web Registration Form.

- If *Post Tuition Fees* is set to *Yes*, the full tuition amount will post when a student enrolls in a class.

Tuition Fee Settings

Post Tuition Fees [?](#)

- When *General Settings > Scheduling Options* is set to *Do Not Auto-Enroll - By Request Only*, or put on a **waitlist**, no tuition fees are posted.

Registration Fee Settings

Make selections for how to address registration fees, if any, in this section.

Registration Fee Settings

Post Registration Fee(s) ▼

Post When* ▼

Post Fee Per ▼

Registration Fee

Transaction Type* ▼

Transaction Sub Type ▼

Transaction Note

Category 1* ▼

Use 1st Class Session ▼

Session ▼

Post Registration Fee(s)	<p>Would you like Jackrabbit to automatically post a <i>Registration Fee</i> (such as an annual or session fee) onto the family account?</p> <p>This setting impacts only NEW customers registering (creating an account) for the first time. Managing Annual Fees for your existing customers is handled via Post Annual Fees.</p>
Post When	<p>Select one of the following:</p> <ul style="list-style-type: none"> • <i>Always</i> - The Registration fee will post whether or not they enroll into any class(es). • <i>Enrolling in a Class Only</i> - The Registration fee will only post when at least one class is enrolled into (Trials and Waitlists do NOT count as a class enrollment).
Post Fee Per	Choose whether to charge the fee per Family, per Student, or per Student each Class. Set the price(s) and set a maximum if needed.
Registration Fee	Enter the amount to be posted, for either per family, per student, or per student per class, when a family registers online as a new customer.
Transaction Type Transaction SubType Transaction Note	Choose how you want the fee recorded (your Transactions are set up under <i>Tools > Edit Drop Down Lists</i>).
Category 1	Assign a Category 1 value for proper revenue reporting - generally you would use Cat1 = Registration Fee.

	<p>This is primarily used when you have concurrent sessions available for Registration. This value only works when you Post Fees PER STUDENT. This setting determines that instead of the Session Value (above), the Session Value of the FIRST class that is registered for is used.</p>
Use 1st Class Session	<p>If YES, you must have Post Fee set to STUDENT. This means that when someone registers, the Session value on the Class Page (and registered for) will determine the session value marked on the Registration Fee(s) posted. The First Registration determines the same value for any subsequent registrations. If you use this feature and your Fees are set to post per FAMILY then the default Session value (above) is used.</p>
Session	<p>Most organizations leave this blank so the current session is used. Assign a consistent Session value that will be on all posted transactions if desired.</p>

Show/Hide Class Information

Would you like to hide certain class information in the *Class Search* on your Online Web Registration form? Select the checkboxes for the information you would like to show:

- Instructor nickname
- Openings
- Start and end dates

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



These settings only impact the Online Registration form. To hide this class information in your class listings tables, see [Hide Columns in Your Class Listings Tables](#) for more information. To hide this class information in the parent portal, see [Set Up the Parent Portal](#) for details.

Class Search Settings: Waitlists and Filters

Select how you want to handle classes this includes waitlists, future drops and enrolls, gender, age, and categories.

Class Search Settings

Allow Waitlist When Class Full

What impacts the number of Class Openings? ?

	Waitlist	Online Registration	<input type="button" value="Yes"/>	Quick Registration	<input type="button" value="No"/>
	Future Drops	Online Registration	<input type="button" value="No"/>	Quick Registration	<input type="button" value="No"/>
	Future Enrolls	Online Registration	<input type="button" value="Yes"/>	Quick Registration	<input type="button" value="No"/>

Class Search/Filter Settings

Apply Gender Filter

Apply Age Filter

Category1 Label

Category2 Label

Category3 Label

Allow Waitlist When Class Full	If the class is full, do you want to allow students to be able to put themselves on the waitlist? This will also provide a Waitlist link in Portal and Web Reg Class Search results.
What impacts the number of Class Openings?	Do you want Waitlisted students to affect the number of openings available for online enrollment? Set each as you wish. Online Registration pertains to class Registration Form, Parent Portal, and Class Listings tables. Quick Registration pertains to your staff use inside the database under <i>Families > Quick Registration/Add Family</i> . Use the question mark icon for a pop up example and explanation.
Apply Gender Filter	The gender filter can be used if gender is assigned on the class page. This will remove classes that a registering student does not meet gender requirements for from the list of classes available. If the Organization Default for Hide Gender is set to YES, this filter will not display in the settings.
Apply Age Filter	Use the Age filter to limit the class search results to only show classes that the student is within the age range. Class MUST have both a Minimum and a Maximum Age assigned in years and months. A class may also have a Cutoff Date. If a Cutoff Date is listed, the student's eligibility for the class is determined by their age on the Cutoff Date. If no Cutoff Date is assigned for the class, the Class Start Date is used to calculate the student's age. For example, if the Class Start Date is today or in the past, today's age of the student is used to calculate eligibility. If the Class Start Date is in the future, the student's age on the Class Start Date is used to calculate eligibility.

Category Labels	Use this section to re-name your <u>Category Codes</u> to a descriptive, meaningful label applicable to your Category designations.
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If you want to hide specific information in the class search page, see our Help article [Modify the Class Search Page in the Web Registration Form](#) for details on hiding columns.

Class Listings Tables on your Website

Choose if you would like to show Class Listings Tables on your website.

Class Listings Tables on your Website [?](#)

Show 'Register' Links

Show Full Classes

Show Register Links	If YES, the left-most column will contain direct links to the Registration form. If NO, the class data is still shown but there are no links for enrollment.
Show Full Classes	Set to YES if you want classes that have no openings available to show in the Class Listings Table.

Quick Registration Settings

These settings affect the Quick Registration that is used internally (*Families > Quick Registration/Add Family*). This controls whether you want emails sent after each Quick Registration and whether you want to require contact #1's email address (recommended).

Quick Registration Settings

Require Email for Contact #1

Email Confirmation Checkbox

Send copy to you