

Class Category

Last Modified on 09/14/2020 9:39 am EDT

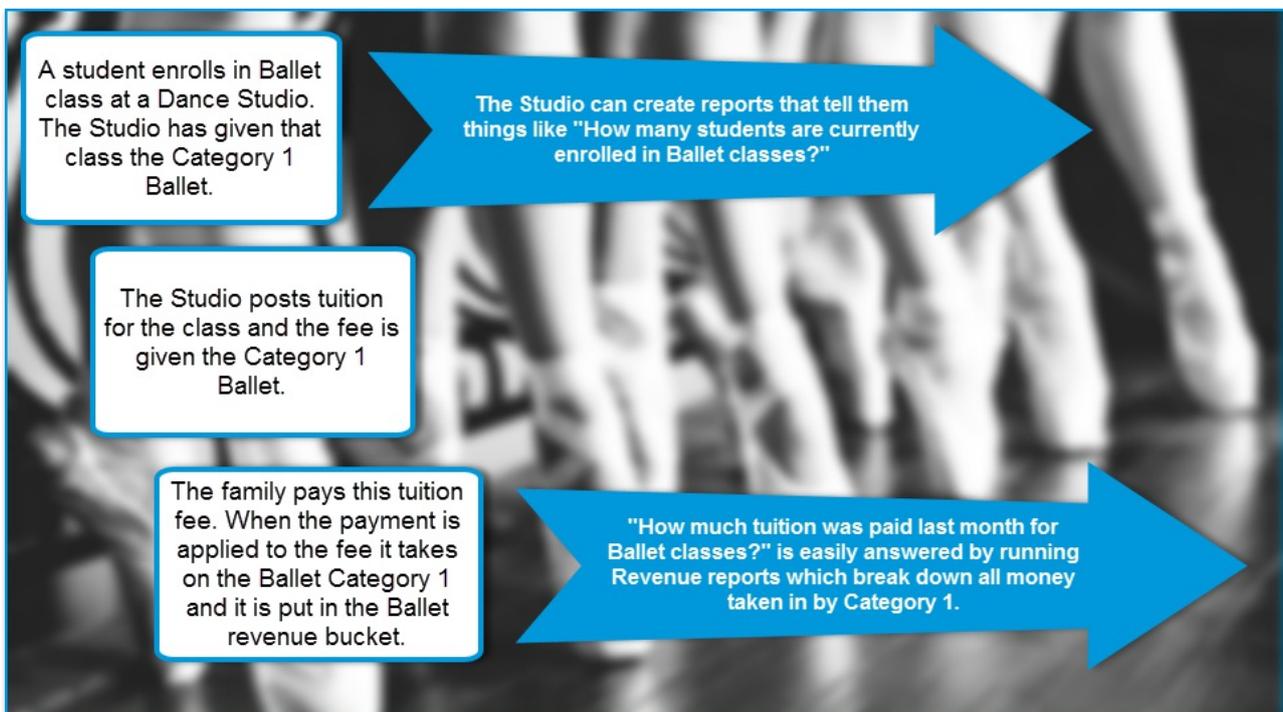
Category 1

Category 1 is important because it organizes your revenue and your enrollment. 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 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 enrollments you have in the Ballet 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. Point to **Tools** in the menu bar and click **Edit Settings**. From the choices on the left, click **Drop-down Lists**.
2. From the left menu, click **Category 1**.
3. Review the *Category 1* values that were pre-created for you and decide if you'd like to delete any.
4. If you'd like to add more *Category 1* values, click the **Add Row** button. Enter a name for the new category.
5. Optionally, check the **Hide from customers** box to prevent the *Category 1* value from appearing to the parent when registering via your website or Parent Portal. This is useful for any value created for internal use only or for categories that are no longer in use and you don't want them visible to your parents. This setting can be changed in the future and does not have to be used when you are getting started.
Note: Hiding the CAT1 value from customers does NOT hide classes with that CAT1 value assigned to them, it only prevents your customers from being able to filter using that CAT1 value. For instructions on hiding classes online see our FAQ article [How do I hide certain classes on my website, web registration form, and the parent portal?](#)
6. The **Hide from users** box, when checked, will prevent the value from appearing in drop-down lists in your database and online. This can reduce clutter for your staff in the future in cases where the *Category 1* value may no longer be being used. When *Hide from users* is selected, the *Hide from*

customers checkbox is automatically selected.

7. Click **Save Changes**.

Jackrabbit Drop-down List Editor

Return Save Changes Help Send Idea

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)

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.

Add Row	Hide from customers	Hide from users	Delete
Ballet	<input type="checkbox"/>	<input type="checkbox"/>	Delete
Camp	<input type="checkbox"/>	<input type="checkbox"/>	Delete
Cheer	<input type="checkbox"/>	<input type="checkbox"/>	Delete
Dance	<input type="checkbox"/>	<input type="checkbox"/>	Delete
Events	<input type="checkbox"/>	<input type="checkbox"/>	Delete

The crayon icon lets you select colors for Cat1 classes. This will show on the class calendars.

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. To add a color to a Category 1 field, click the **crayon icon**. Remember to **Save Changes**.

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' where Category 1 is the 'noun'.

For example, a dance studio may have a Category 1 value of "Ballet" and want to provide 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 Web Registration and the Parent Portal.

Jackrabbit **Drop-down List Editor**

[Return](#) [Save Changes](#) [Help](#) [Send Idea](#)

Choose List
Frequently Asked Questions
Class Management, Enrollment & Revenue Reporting
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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
Beginner	<input type="checkbox"/>	<input type="checkbox"/>	Delete
Intermediate	<input type="checkbox"/>	<input type="checkbox"/>	Delete
Junior	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Delete
Advanced	<input type="checkbox"/>	<input type="checkbox"/>	Delete
Special Placement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Delete

Helpful when a value is no longer used but you don't want to delete (maintain historical reporting)

Helpful for internal use only values