

Class Fields Explained

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Class Name	Name of the class (See Tips & Examples).
Status	When you are getting started, Jackrabbit recommends leaving Status=Active. Active classes are considered currently active and open for enrollment. You can always change this later.
Location	Location is assigned when the class was created. Organizations with more than one location may choose a location. See the Manage Locations in Your Database article for details on how to create other locations.
*Room	Rooms can be created using <i>Tools > Edit Settings > Drop-down Lists</i> and a room choice can be entered here. See the Drop-down Lists article for more details.
*Session	Learn about sessions in the Help article Class Sessions .
Class Start / End / Registration Start Dates	<p>When does the class start and finish? What is the date that registration for this class opens? If a start and end date are not entered, Jackrabbit will not display the class on any of your database's Calendars or Schedules. <i>Tip: Set the End Date of a perpetual class well into the future so that the class will show up on Jackrabbit calendars and schedules.</i></p> <p>The registration start date controls when students can be enrolled in this class and prevents enrollment from starting until you are ready.</p>
Days	<p>Check the box(es) for the days the class meets. This allows you to sort and filter by the day of the week a class meets on.</p> <p>If a day of the week is not selected, Jackrabbit will not display the class of any of your calendars or schedules.</p>
Start/End Times & Duration	What time does the class start and finish? The duration field will be automatically calculated based on those times but you are able to edit it. <i>Tip: If start/end times are not entered the class will not display correctly on any of the calendars or schedules within your database.</i>
Has a Registration Fee?	The checkbox defaults to selected = Yes. Clear the checkbox for classes that you do not charge a registration fee for, e.g., your summer classes. Students enrolling in the class online, or being enrolled using the Quick Registration Form, will not be charged a registration fee.
Tuition Fee	This field is the tuition fee charged to the student in your billing cycle. This is available for Class-Based Billing databases only.
Gender	Is the class specific to one gender or open to both?
Min Age / Max Age	Min and max age requirements for the class, including years and months. The min/max age can be used to set age restrictions for classes when enrolling.
Cutoff Date	If a cutoff date is entered (optional), the student's age on the cutoff date is used to determine if the student meets the class age requirements.
*Category 1, 2, and 3	Category 1 is assigned when creating the class. Keep in mind that each class requires a Category 1 field so Jackrabbit can correctly sort and organize

	revenue and enrollment for this class. Category 2 and 3 are optional. Think of them as adjectives where Category 1 is the noun.
Max Size	The maximum number of students allowed in this class.
Max Wait	The maximum number of students allowed on a waitlist for this class.
Class Description	A short description of the class. Class Description is seen by both staff and customers. Do not use special characters (% , & , * , ! , © , ™ , etc.)
Display on Website	If this is set to Yes, the class displays on your website listings page.
Allow Web Registration	If this is set to Yes, the class displays on your website online registration form.
Allow Portal Enrollment	If set to Yes, the class displays for enrollment in the Parent Portal.
Class ID	This field may be pre-filled if your data was imported 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 to attend, or to add the link to a video you have uploaded to a video sharing site. Share multiple links by adding them to a Google Doc, or to a password protected page on your website. The link entered here will be accessible from the Parent Portal, in the Class card. Note: The complete URL (fully qualified URL) must be entered, e.g., http://www.jackrabbitclass.com vs www.jackrabbitclass.com. Maximum characters allowed is 250.
Virtual Class/Video Link Text	Enter the text you want to appear for the link, e.g. Watch this video tutorial. Maximum characters allowed is 50. If this field is left empty, the URL itself will display in the portal.

*The drop-down lists for the class fields marked with an asterisk are all customizable. Use Tools > Edit Settings > Drop-Down Lists to customize these drop downs.