# Class Categories - Category 1, 2, and 3

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Watch a (2:26) 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 levels 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.

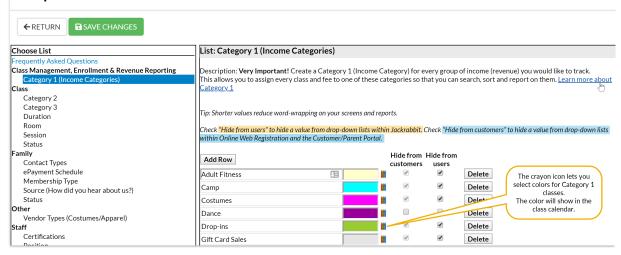
For example, if you assign all your Ballet classes a Category 1 of Ballet, you'll be able to run reports telling you how much Ballet tuition you received during a range of dates. You'll also be able to run reports that tell you how many students you have enrolled in the Ballet category.

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

#### **Drop-down List Editor**



- 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 the 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 yourcalendar in the selected color. You can group classes together by color. For example, all ballet classes can be purple and tap can be set to green.
- 6. Click Save Changes.

#### Category 1 Tips

- 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.

#### **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. Always remember to **Save Changes**.

