

# Modify the Class Search Page in the Online Registration Form

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The Class Search inside the Web Registration Form has less customization capability than the Class Listings Tables. We always recommend using [Class Listings Tables](#) to display your class information directly on your web pages.

If you allow enrollment during registration and choose not to use the class listings tables, families will use the 'ENROLL IN CLASSES' section within the Web Registration Form to add classes. The **Select Class** button allows them to view and select a class. If they wish to register for multiple classes, they can use the **Select Another Class** button.

If you allow enrollment during registration and your customer selects their first class from the class listings table, the Web Registration Form will open up and pre-fill the information for the selected class. If they wish to register for more classes, they can use the **Select Another Class** button.

**ENROLL IN CLASSES**

**SELECT CLASS**

If you offer online enrollment during Registration, this **Select Class** button will be shown under Enroll in Classes area of your Registration form. Clicking it will display all classes that meet age and gender eligibility.



*If you have Age or Gender filters turned on, then only those classes that meet the student's age and gender will be shown as choices.*

Let's take a closer look at the Class Search page that is inside the Web Reg Form:

**Select A Class Below**

Click the Search icon for Search and Filter features.

ClassName	Instructor	Session	Gender	Age	Open	Level	Dates	Days	Times	Fee
<b>Type: Cheer</b>										
<u>Cheer Ready - Fri 6pm</u>	Coach Stephanie	Spring 2020	All	8 -	4	Beginner	03/01/2020 - 05/31/2020	F	6:00pm-6:45pm	67.50
<b>Type: Dance</b>										
<u>Ballet L1 - Mon 5pm</u> Introductory Ballet		Spring 2020	All	5 -	1	Beginner	03/01/2020 - 05/31/2020	M	5:00pm-5:30pm	45.00
<u>Ballet L1 - Tues 6pm</u> Introductory Ballet	Ms. Dianne	Spring 2020	All	5 -	8	Beginner	03/01/2020 - 05/31/2020	Tu	6:00pm-6:30pm	45.00
<b>Type: Gymnastics</b>										
<u>Adult Ninja Parkour</u> Parkour for adults ages 18+	Coach John	Spring 2020	All	18 -	6	Intermediate	03/01/2020 - 05/31/2020	M	7:00pm-9:00pm	100.00

Classes are grouped by Cat1 name in ABC order.

There is not a way to remove the Category 1 headers or re-arrange their order.

**Note:** The Gender column will not display when the Hide Gender setting in Organization Defaults is set to Yes.

## Filters and Searches

By clicking the **Magnifying Glass** icon in the upper left corner, the customer can search on the Class Name or narrow down the list of classes shown using any of the filters given. The filters are:

- Class Name
- Location (only if you are a multi-location database)
- Session
- Instructor
- Day
- Cat1, Cat2, and Cat3

For filter drop-downs to function correctly, all classes must have a Cat1 assigned.

**APPLY FILTERS** [X]

**Class Name**  
Search by class name

**Session**  
All

**Instructor**  
All

**Day**  
All

**Category1**  
All

**Cat2**  
All

**Cat3**  
All

[APPLY] [CANCEL] [RESET]

Instructor	Session	Gender	Age
Ms. Dianne	Spring 2020	All	-
ach Stephanie	Spring 2020	All	-
-	-	-	-

Customer can search by a specific Class Name.

Filters can help narrow down the list, for faster searching.

These are your Category1, Cat2, and Cat3 filters.  
You can label your Categories under **Tools > Online Web Registration > Settings**



We recommend you re-label your Categories to a meaningful name based on what you are using them for. In this example, Cat1 is labeled Program, Cat2 is Level, and Cat3 is Type. The Categories (Cats) can be re-labeled using the **Online Web Registration Settings** section.

## Hide Categories

Perhaps you have some Cats that are not applicable to online class registration, such as "Costume Fee". To prevent a specific Category name from appearing in the drop-down list, go to *Tools > Edit Settings>Drop-down Lists > Category 1* (or 2 or 3), and select **Hide from customers** next to the value(s). Those marked as *Hide from customers* will no longer appear in the filter drop-down lists.



*Hiding a class category only hides the value from your drop-down lists. The classes with the hidden class category assigned will still show up in the class search.*

## Sort Order

Classes are shown grouped (sorted going down the page) first by Category 1 in ABC order, then within each Category 1 by Class name in ABC order. The description text will appear underneath the Class name. This is hard coded and can not be changed or altered.

## Waitlists

To allow students to get on the Waitlist for classes that are full, enable *Allow Waitlist when Class Full* on the **Settings** page. This will allow full classes to display in the list of available classes with "Waitlist" in the Openings column. If a student uses the online Wait List link, it will simply place him or her on the Waitlist in your database.



Waitlisters are not automatically enrolled. Your **dashboard has alerts** to let your staff know when an opening becomes available in a class that has at least one student on the Waitlist. Your staff will then enroll the top waitlister into the opening.

## Hiding Columns

You have the option to hide Instructor, Openings, and Start/End date columns from the **Online Web Registration Settings** section.

**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

Select the check boxes for the information you would like to show in the Class Search of your Online Web Registration Form.

If there are other columns you would like to hide, this is possible but requires custom coding. Our **integration team** is happy to help you with this.

## Classes available for enrollment in the Web Registration Class Search page

If you do not want to allow your new customers to enroll themselves into specific classes, make sure you have *Class Enrollment* set to **Hidden** on your Web Reg Settings page.

If you do want to allow new customers to choose and enroll into classes, set *Class Enrollment* to either **Optional** or **Required**. Ensure classes meet the criteria for being available for online enrollment. Each class should have the following completed, at a minimum, on the [Class record](#) > *Summary* tab in your database, in order to be shown on the above search page.

- Status = can be any except Completed, Archived, or Inactive.
- Allow Web Registration = Yes (so class will show in the Web Registration form Class Search)
- Display on Website = Yes (if you are using a Class Listings Table)
- Registration Start Date is the day you want to open online enrollment. ***If left blank, it is opened immediately.*** If future dated, the class will not show up in the Web Registration class search or the Parent Portal for selection until that date. Also, the live *Register* link will not display in the listing table until that date arrives.



Use **Edit All Classes** to quickly update a large group of classes. This is extremely helpful when you need to turn classes on or off for Online Web Registration.

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