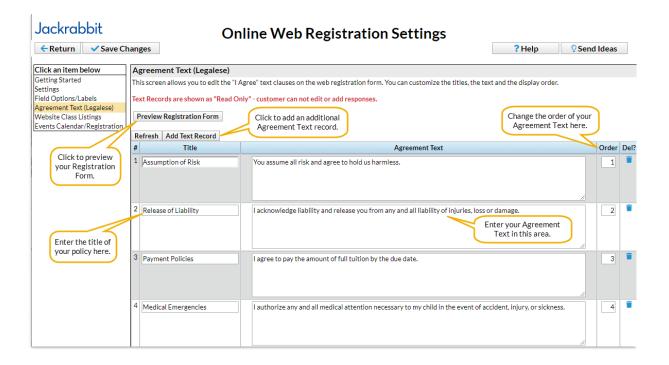# Online Registration Form - Agreement Text (Legalese)

Every organization has legal policies, or waivers, that your customers must agree to. The sample texts that come with Jackrabbit are simply examples and are not legally binding.

⭐ Consult with your attorney and insurance agent to draft the legal policies that pertain to your organization.

⭐ Update your policies as often as needed.

⭐ You can only have one set of Agreements (Legal Policies) for Classes. If you have different Legal policies for example, for Summer Camp, you will need to change the Agreement Texts before Summer Registration begins, then change the Agreement Texts back to your school year policies before Fall Registration begins.

⭐ Add up to 15 Agreements to the form.

Add Legalese to Your Web Registration Form

Once you have reviewed your company policies and/or waivers add the *Agreement Text (Legalese)* to the Web Registration form:

1. Go to **Tools** > **Online Web Registration** > **Agreement Text (Legalese).**

2. Add **Title** and **Agreement Text** and change the **Order** (if applicable).
   Note: The Electronic Signatures Act of 2000 and e-signatures: Jackrabbit's Online Registration Form requires a Full Name to be entered by the person agreeing to your Legal Policies (legalese). Our software abides by the Electronic Signatures Act signed in 2000 which considers online submissions binding. Read more about the **ESIGN Act in Wikipedia**. The email notification with time and date stamp falls under the criteria of this Electronic Signatures Act and allows you to consider Online Registrations binding.

3. Click **Save Changes.**

4. Click **Preview Registration Form** when completed to review the **Required Policies and Agreements** section in the Web Registration Form.

View and Print Agreement Signatures

You also have the ability to view and print the date stamp with full signature for each registration. On the *Family Misc* tab, click the *View Registrations* button and select the most recent *Agreement* and click *View*.

The pop-up page will contain the full signature entered as well as the Agreement texts that were in effect on the date they agreed. If needed, print a hard copy for your files directly from this page.

Policy Agreement Reports

To determine if all of your families have completed and agreed to your policies, use the *Families* menu:

	• Click the top check box in the 1st column to select all families.
	• Click any *Column Menu* ⋮ > *Columns* > and check *Last policy agreement date.*
	This will give you the last policy agreement date for all selected families. Sort

Families Menu > All Families	Ascending from the column heading and all the families that have no signed policy agreements will be sorted to the top.
	Additionally, you can filter for specific policy agreement dates using *Open filters > Contracts, Policies, Agreements & Messages > Policies* and select *mm/dd/yyyy*.

To learn about updating your Policies and forcing your existing customers to "re-agree", and to see how to determine the most recent Agreement date, etc., refer to the **Legal Policies and the Parent Portal** article.

Your legal policies will be displayed as **READ ONLY** *and adherence/agreement is mandatory to submit the registration form. The customer can* **not** *edit the text or fill in blanks. They must agree to every textbox. Therefore, do* **not** *attempt to ask questions or give "fill-inr-the-blanks" options in your policies text.*