# **Class Settings - Organization Defaults**

Last Modified on 12/29/2020 2:52 am EST

Default *Class Settings* for your organization are edited from **Tools** > **Edit Settings** > **Organization Defaults** > **Class Settings**.

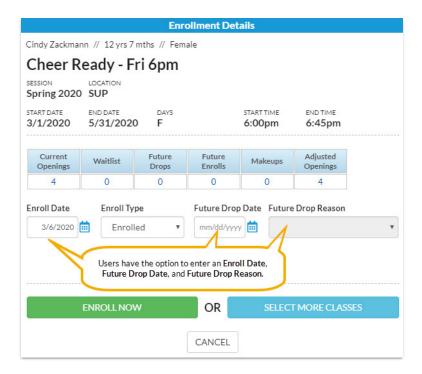
| Class Settings |  |
|----------------|--|
| SEND ENRO      | LLMENT EMAIL TO INSTRUCTORS              |
| YES            | O NO                                     |
| ALLOW FUT      | URE ENROLLMENTS (?)                      |
| O YES          | ○ NO                                     |
| CALCULATE      | CLASS DURATION                           |
| O YES          | ○ NO                                     |
| WARN IF EN     | IROLLING STUDENTS OUTSIDE OF AGE RANGE   |
| O YES          | ○ NO                                     |
| PROMPT TO      | UPDATE FIXED FEE WITH ENROLLMENT CHANGES |
| O YES          | ○ NO                                     |

### Send Enrollment Email to Instructors

Setting this to Yes will have an email confirmation automatically sent to the primary instructor whenever a student is enrolled into a class through Online Registration or through the Parent Portal. When enrolling a student from within Jackrabbit you will be prompted with an option to email the instructor. If the Send Enrollment Email to Instructorssetting = No you will not see the prompt to email when enrolling from within the database and no emails will be generated for online and portal enrollments.

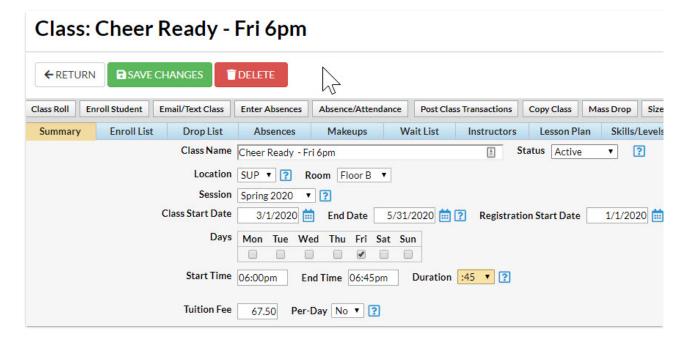
### **Allow Future Enrollments**

This setting determines if enrollments with a future date are allowed. SetAllow Future Enrollments to Yes to allow for registrations with enroll dates in the future. WhenAllow Future Enrollments is set to Yes, a date field choice is available when enrolling. Refer to Future Enrollment for more details.



## **Calculate Class Duration**

This setting controls whether or not the *Duration* field on the *Class Summary* tab is automatically calculated when the times are entered. Set this to *No* if you want to manually complete that field, for example, to set this to 1 and count the class as one unit regardless of the length of the class.



# Warn If Enrolling Students Outside of Age Range

Set *Warn if enrolling students outside of age range* to **Yes** to provide a pop-up warning for a Jackrabbit User when a student is being enrolled into a class that is outside the min / max age range.



## Prompt to Update Fixed Fee with Enrollment Changes

When a family or student has a Fixed Fee in place Jackrabbit can alert you when a change is made to enrollment so that you can update the Fixed Fee. Set *Prompt to updated Fixed Fee with enrollment changes* to Yes to be alerted that the student being enrolled has a student &/or a family Fixed Fee and to have the option to adjust the fees.

Refer to Fixed Fees (Tuition) for more details.

