

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 ENROLLMENT EMAIL TO INSTRUCTORS

☐ YES ☒ NO

ALLOW FUTURE ENROLLMENTS ?

☒ YES ☐ NO

CALCULATE CLASS DURATION

☒ YES ☐ NO

WARN IF ENROLLING STUDENTS OUTSIDE OF AGE RANGE

☒ YES ☐ NO

PROMPT TO UPDATE FIXED FEE WITH ENROLLMENT CHANGES

☒ 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 Instructors* setting = 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. Set *Allow Future Enrollments* to **Yes** to allow for registrations with enroll dates in the future. When *Allow Future Enrollments* is set to **Yes**, a date field choice is available when enrolling. Refer to [Future Enrollment](#) for more details.

Enrollment Details

Cindy Zackmann // 12 yrs 7 mths // Female

Cheer Ready - Fri 6pm

SESSION: Spring 2020 LOCATION: SUP

START DATE	END DATE	DAYS	START TIME	END TIME
3/1/2020	5/31/2020	F	6:00pm	6:45pm

Current Openings	Waitlist	Future Drops	Future Enrolls	Makeups	Adjusted Openings
4	0	0	0	0	4

Enroll Date
3/6/2020

Enroll Type
Enrolled

Future Drop Date
mm/dd/yyyy

Future Drop Reason

Users have the option to enter an Enroll Date, Future Drop Date, and Future Drop Reason.

ENROLL NOW

OR

SELECT MORE CLASSES

CANCEL

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.

Class: Cheer Ready - Fri 6pm

← RETURN

SAVE CHANGES

DELETE

Class Roll

Enroll Student

Email/Text Class

Enter Absences

Absence/Attendance

Post Class Transactions

Copy Class

Mass Drop

Size

Summary

Enroll List

Drop List

Absences

Makeups

Wait List

Instructors

Lesson Plan

Skills/Levels

Class Name

Location

Session

Class Start Date

Days

Start Time

Tuition Fee

Cheer Ready - Fri 6pm

Status

Active

Location

SUP

Room

Floor B

Session

Spring 2020

Class Start Date

3/1/2020

End Date

5/31/2020

Registration Start Date

1/1/2020

Days

Mon

Tue

Wed

Thu

Fri

Sat

Sun

Start Time

06:00pm

End Time

06:45pm

Duration

:45

Tuition Fee

67.50

Per-Day

No

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.

Enrollment Details



As of today's date, this student does not meet the age requirements for this class.

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.

Update Fixed Fee

This student has a fixed fee in place. You have the option to update the fixed fee amount at this time.



IMPORTANT!

The student fixed fee will post when using Post Tuition Fees.

Cindy's Fixed Fee

FEE

100.00

EXPIRES

9/1/2020



Click into one or both of the fields if you want to edit the Fixed Fee.

CONFIRM

