

Class Fields Explained

Last Modified on 12/03/2020 2:00 pm EST

Class Name	Name of the class (See Tips & Examples).
Status	The status of a class can affect whether it is displayed in Class Listings Tables or in the Parent Portal. Learn more about Class Status .
Location	Locations are a setting in your database(<i>Tools > Edit Settings > Locations - left menu</i>) that can be used to separate business activities as well as set access permissions for different Jackrabbit Users. Learn more about Locations in Jackrabbit .
*Room	Rooms (or studios, pools, etc.) can be used to filter your classes (e.g., find all classes in Studio A). View your class calendar by room (helpful when creating your class schedule). Create room values from the <i>Tools > Edit Settings > Drop-down Lists (left menu)</i> . See Drop-down Lists for more details.
*Session	Sessions group classes held within a specified time frame. This is important for comparative analysis reporting. A session can cover an entire year or specific parts of a year (i.e., Winter season). Learn more about Class Sessions .
Class Start / End / Registration Start Dates	When does the class start and finish? What is the date that registration for this class opens? If a start is not entered, Jackrabbit will not display the class on any of your calendars or schedules. <i>Tip: Set the End Date of a perpetual class well into the future so that the class will continue to show up on Jackrabbit calendars and schedules.</i> The registration start date controls when students can be enrolled in the class and prevents enrollment from starting until you are ready.
Days	Check the box(es) for the days the class meets. This allows you to sort and filter by the day of the week a class meets on. With the days the class meets selected, the classes will also show on calendars or schedules.
Start/End Times & Duration	What time does the class start and finish? The duration field will be automatically calculated based on those times but you are able to edit it. If you post your tuition by total hours the duration field is required for the calculation of tuition fees.
Tuition Fee	The Tuition Fee is the amount charged to enrolled students each billing cycle when you post your tuition by class fee . Example: An organization that bills monthly would enter what one student would pay to attend the class each month.
Per Day	See Add Per Day / Multiple Meeting Classes if your class fees are based on how many times a student attends the class during the week.

Tuition Billing Method	The Tuition Billing Method tells Jackrabbit whether you bill (post tuition) based on a class tuition fee or if you bill by total hours of class instruction. See Billing Methods for more information.
Gender	Is the class specific to one gender or open to all? A gender filter can be turned on for Online Registrations from the <i>Tools</i> (menu) > <i>Online Registration</i> > <i>Settings</i> (left menu) > <i>Class Search Settings</i> (section) and scroll down to <i>Class Search/Filter Settings</i> . Edit your drop-down lists for gender to include more inclusive options in addition to male and female from the <i>Tools</i> (menu) > <i>Edit Settings</i> > <i>Drop-down Lists</i> (left menu) > <i>Students</i> > <i>Gender</i> .
Min Age / Max Age	Min and max age requirements for the class, including years and months. The min/max age can be used to set age restrictions for classes when enrolling.
Cutoff Date	If a cutoff date is entered (optional), the student's age on the cutoff date is used to determine if the student meets the class age requirements.
*Category 1, 2, and 3	Jackrabbit uses Categories to organize your database. Category 1 is the most important one because it organizes your revenue and enrollment. Categories 2 & 3 are subcategories and provide levels or sections. Learn more about Class Categories .
Max Size	The maximum number of students allowed in this class.
Max Wait	The maximum number of students allowed on a waitlist for this class.
Class Description	A short description of the class. Class Description is seen by both staff and customers. Do not use special characters (% , & , * , ! , © , ™ , etc.)
Display on Website	If this is set to Yes, the class will display in your Class Listings Tables .
Allow Online Registration	If this is set to Yes, the class displays on your website online registration form .
Allow Portal Enrollment	If set to Yes, the class displays for enrollment in the Parent Portal.
Allow Trial Enrollment	If set to Yes, a Trial checkbox is added to your online registration form, so a student can register as a trial. Learn more about Trial Enrollment .
Class ID	This field may be pre-filled if your data was imported from another program or system. If not, this should be left blank.
Virtual Class / Video Link URL	Use this field to add the URL for a virtual class you have created for your students to attend, or to add the link to a video you have uploaded to a video sharing site. Share multiple links by adding them to a Google Doc, or to a password protected page on your website. The link entered here will be accessible from the Parent Portal, in the Class card. Note: The complete URL (fully qualified URL) must be entered, e.g.,

	http://www.jackrabbitclass.com vs www.jackrabbitclass.com. Maximum characters allowed is 250. Learn more about offering access to online training through the Parent Portal.
Virtual Class / Video Link Text	Enter the text you want to appear for the link, e.g. <i>Watch this video tutorial</i> . Maximum characters allowed is 50. If this field is left empty, the URL itself will display in the portal.

* The drop-down lists for the class fields marked with an asterisk are all customizable. Use the [Gear \(icon\) > Settings > General > Drop-down Lists \(left menu\)](#) to customize these drop-downs.
