

Printable Checklist

Class Listings Tables (OPTIONAL) – steps for Successful Rollout

The Class Listings tables summarize your classes and information about them in organized user-friendly groups (called tables). New and Existing customers can use the tables, which can be displayed directly on your webpages. The tables are highly customizable and you can control what is shown and in what groups and order. *To use the tables for online registration, you must set up the Web Registration Form first.*

Ensure you have already set up your Web Registration Form to completion prior to using the tables.

Preparation: in the Help Center, go to the Website Examples > Client Websites and look over several examples – notice how you (or your web developer) can customize the grouping of classes, the columns shown, the sort order of the classes, etc.

I have found my ORG ID # and it is _____. (Found in your database under Tools> Online Web Registration). I understand my specific ORG ID # must be used in each link or html code to point to my specific database.

Task: Review the pages under the Class Listings Tables section in the Help Center

Decision: Decide HOW you want your classes grouped/filtered (if at all), which columns you want shown, and any sorting or other custom needs. Use the information and examples given on the various subpages to create each table. Ensure your classes can be grouped the way you want based on your Category code names, Session names, and Location names. Create new Category codes if needed and assign classes that are applicable to it so they can be grouped together.

Task: If you are using a web developer, give him/her access to your database or provide him/her with all your Category names, Session names, etc. (found in Tools>Edit Settings >Drop Down Lists). You may also give your web developer access to the Help Center.

Decision: Decide WHERE you want each table on your webpages. Remember you can place any table anywhere; they do not have to be on the same page.

Task: In your website editor, insert the html javascript code for each table desired. If your editor doesn't support javascript, follow the instructions for LINKING to tables.

Complete! Relax as your customers can now enjoy an easy online registration experience and save your staff endless hours of phone calls and paper forms. Remember you can always add, remove, change, edit, re-organize your tables at any time!