Class Listings Tables – Checklist for a Successful Rollout

The Class Listings Tables summarize your classes and information about them in organized user-friendly groups. These are called tables and are displayed on your website.

- ✓ Class Listings Tables are highly customizable, you control what is shown and in what order.
- ✓ Both new and existing customers can make use of these tables.
- ✓ Your customers can use these tables for online registration.

VERY IMPORTANT: You MUST set up your Online Registration Form before you start to create the tables.

Use this checklist and complete the tasks to set up your Class Listings Tables:

☐ Go to Jackrabbit Help Center and type in the Search Bar: **Client Website Examples.** Select and click on any of the articles from the list. Follow the instructions in the article to access and view the client class lists. This will give you a good idea how other businesses have created their class tables.

☐ Locate your Organization ID (ORG ID) in Jackrabbit. You can find your ID under the **Tools** menu. Go to **Tools** > **Online Web Registration.** Your Organization ID is located under **Getting Started**. My ORG ID# is: _____. Your ORG ID# will be used in each link or html code to point to Jackrabbit.

☐ Review Class Listings Tables – An Overview in the Jackrabbit Help Center. Go to the **Related Articles** at the end of the article to familiarize yourself with the options you have for your class listing tables.

☐ Decide HOW you want your classes grouped/filtered, which columns you want shown, and, any sorting or other custom needs. 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.

Review the articles in the Jackrabbit Help Center under Customize Your Class Listing Tables with HTML Codes.

☐ If you have a website developer, give them access to Jackrabbit and provide them with all your category names, session names, etc. It's a good idea to give your website developer the address to the Jackrabbit Help Center (helpclassic.jackrabbitclass.com/help).

☐ Review and decide where you want each class table on your website. Remember, you can place any table anywhere, the tables do not have to be on the same page.

☐ 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 in the Jackrabbit Help Center article Class Listings Tables Without JavaScript.

✨ **Congratulations!** ✨

Now you can relax, your customers will experience an easy online registration process and save your staff endless hours on the phone. You can always add, remove, change, edit and reorganize your tables at any time.