

Online Registration Form – Checklist for a Successful Rollout

With the Online Registration Form, your new customers will be able to do the following:

- ✓ Create a family account
- ✓ Register for classes
- ✓ Access online registration 24 hours a day/7 days a week

Use this checklist and complete the tasks to set up your Online Registration Form:



Get ready to set up your Online Registration Form. Review the related articles in Jackrabbit online support. Go to Jackrabbit Help Center – [Online Registration Settings](#) and read through the support articles so you become familiar with the settings and how the Online Registration Form works.



Locate your Organization ID (ORG ID) in Jackrabbit. You can find it under the **Gear** (icon). Go to the **Gear** (icon) > **Settings** > **Online 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.



Have the following information ready: a copy of your Legal Agreement; which credit cards you will accept (refer to [ePayment Resources](#) for more info); and the email addresses you would like to use for registration confirmations.



Input your information in Jackrabbit under the **Gear** (icon). Go to the **Gear** (icon) > **Settings** > **Online Registration**. Set up the following pages: **Settings**, **Field Options/Labels**, and **Agreement Text (Legalese)**. Review [Online Registration Settings](#) and **Related Articles** for information to help you with the settings.



Go to [Test Your Registration Form](#) in the Jackrabbit Help Center and follow the instructions on the video and in the article to test your registration form. If you need to make changes, go back into the settings and edit as needed. Keep doing this until you are happy with the results.



Train your staff on the Registration Form, the email notification system, and how to handle registrations that come in through your website.



Review the Jackrabbit Help Center articles to learn how to use the [Online Registration](#) effectively on a daily basis.



STOP HERE if you are going to use Class Listing tables. Your registration form work is done.



If you are not going to use the Class Listing tables, then you have to decide where you want the Online Registration Form link to appear on your website pages.



In your website editor, insert the link for your Online Registration Form and save, publish, and update your website. Refer to [Link to Your Registration Form](#) in the Jackrabbit Help Center.

CONGRATULATIONS! Your new customers can now find all your class information on your website.