



Online Registration Form

CHECKLIST FOR A SUCCESSFULL ROLLOUT

Click links for additional information.

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 [Online Registration Settings](#) article so you become familiar with the settings and how the Online Registration Form works.
- Locate your Organization ID (ORG ID) in Jackrabbit. 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.
- 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. Go to the Gear (icon) > Settings > Online Registration. Set up the following pages: Settings and Field Options/Labels. Review [Online Registration Settings](#) and Related Articles for information to help you with the settings.
- It's time to test! Review the video and instructions 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 [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.