

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 businesses from the list. These examples 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 **Gear** (icon). Go to the **Gear** (icon) > **Settings** > **Online Registration**. Your Organization ID is located under **Getting Started**. My ORG ID# _____.



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 them so they can be grouped together.

Review this article in the Jackrabbit Help Center – [Online Class Listings \(Tables\)](#).



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](#) (help.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 [Online Class Listings \(Tables\) – Direct Method \(this is without Javascript\)](#).



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.