



Online Class Listings

CHECKLIST FOR A SUCCESSFUL ROLLOUT

Click links for additional information.

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

- Visit the [Client Website Examples](#) article in the Jackrabbit Help Center. Organized by industry, these examples will give you a good idea of how other businesses have created their Online Class Listings (tables).
- 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 the JavaScript code and URL (link) to identify your class listings.
- Review [Online Class Listings \(Tables\)](#) in the Jackrabbit Help Center. This article explains how to get started with Online Class Listings and outlines options for customizing the listings tables. It includes a short video tutorial and provides the code and link to share your class listings online.
- Decide HOW you want your classes grouped/filtered, which columns you want to be 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.
- 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 listings 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 JavaScript code for each class listings 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](#).