Online Registration Form

CHECKLIST FOR A SUCCESSFUL 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.

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