

JACKRABBIT TECHNOLOGIES

Getting Started: Setting up your Jackrabbit Database

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How to use this Manual

This document will walk you through the system setup and configuration step by step. It will discuss customizing drop down fields, setting default values, adding classes, adding families and students and bring you to the point of enrolling students into classes.

Throughout the document you will see 4 Icons: Note, Action, Next Step and Video Help. These are meant to help organize and assist you in your data entry process.

I C O N K E Y	
	Valuable information
	Take Action
	The Next Step
	Video Help

Icons to recognize in this Manual

The following information provides an explanation of the icons used in this document:



The **Note** Icon refers to important considerations and valuable information related to your organization's programming in Jackrabbit.



The **Action** Icon refers to your "starting point" on Jackrabbit's Red Menu Bar.

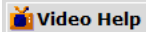


The **Checkmark** Icon indicates the next step in your input order.



The **Video Help** Icon indicates that video help exists for this topic and can be accessed by clicking the Video Help Button within your Jackrabbit Database. Video headings separated by forward slashes (/) indicate multiple video titles.

Navigating In Jackrabbit



System Overview

Within Jackrabbit there are 5 Navigational Tools. They are:

- The Red Menu Bar
- Drop Downs
- Tabs
- Buttons
- Links
- Quick Searches

The Red Menu Bar

Your Starting Point in Jackrabbit is the Red Menu Bar. This contains the entire selection of drop down menu options. To select a Menu Option, bring your cursor over the menu name and the list of options is presented. Highlight the option of choice.

The Menu Options found on the Red Menu bar are:



Families: Used for Quick Family Entry, Listing and Searching

Students: Used for Student Skills, Listing and Searching

Classes: Used for all class functionality

Events: Used for all event functionality

Instructors: Used for all instructor entry, listing and searching

Transactions: All Financial Transactions in Jackrabbit are sourced here

Reports: Reporting Functionality

Tools: Used for Setting up your Organization's Default values

Drop Downs

Drop Downs are indicated by the 'down' arrows circled in the figure below. Clicking on the arrow displays a list of selections to choose from. Almost all of Jackrabbit Drop Downs are customizable. You will be taught to tailor your drop downs and add information relevant to your organization.

Jackrabbit Getting Started Guide

Location: (Class only available to Students from same Location)
Status: Active (If Active, will be billed during Post Tuition Fees) **Per-Day:** No
Class Name: All Star Team Camp
Tuition Fee: -10
Description: [More...](#)
Session: 75 **Room:**
Category1: **Category2:** **Category3:**



You will be shown how to change these drop downs and add your own criteria.

Tabs

On many screens take note of the Tabs which provide separate screens of information

[Summary](#) [Contacts](#) [Enrollment](#) [Transactions](#) [Billing Info](#) [Misc.](#)
[Refresh](#)

Contacts	Type	Home Phone	Work Phone	Cell Phone	Email
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Buttons

Buttons have Red text and are found on the Family, Student and Class Pages

[Post Fees](#) [Payment](#) [Statement](#) [Speed Trans](#) [Add Student](#) [Add Contact](#) [Lead File](#) [Family Name](#) [Email](#)

Links

Links are shown with blue text and an underline. Names can be links as well as commands. Watch for them! They are shortcuts.

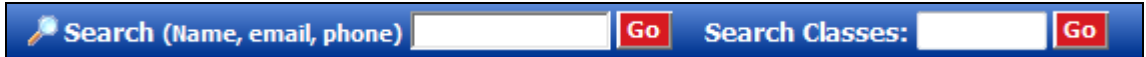
No data available

Student	Last Name	Active	Gender	Birth Date	Age	Grade	Enrolled Classes	Wait
Asdf	Adam	Enroll	Female	7/2/2000	8		Ballroom monday(), ballet 1(70)	
John	Adam	Enroll	Male	1/1/2001	7		2 hour Kickboxing(80), Alan-Pvt(120)	

Quick Searches

Within Jackrabbit there are two quick search windows. One is for Families and Students and the other is for classes. You can use an asterisk * at the beginning of your entry to perform a wild card search of any similar endings. Therefore, at the beginning, you must enter: *ander will give you any name starting with "something" but containing or completing with anders. ie: sanderson, anders, anderson

The Global Search (top-center of screen) also allows you to search contact cell (mobile) phone numbers. You can search on the last 4 digits, 7 digits (no dash) or 8 digits (with dash).



If there is only 1 unique value when using the Family Search window, you will be brought to that family's page. If there are several values a list will be presented.

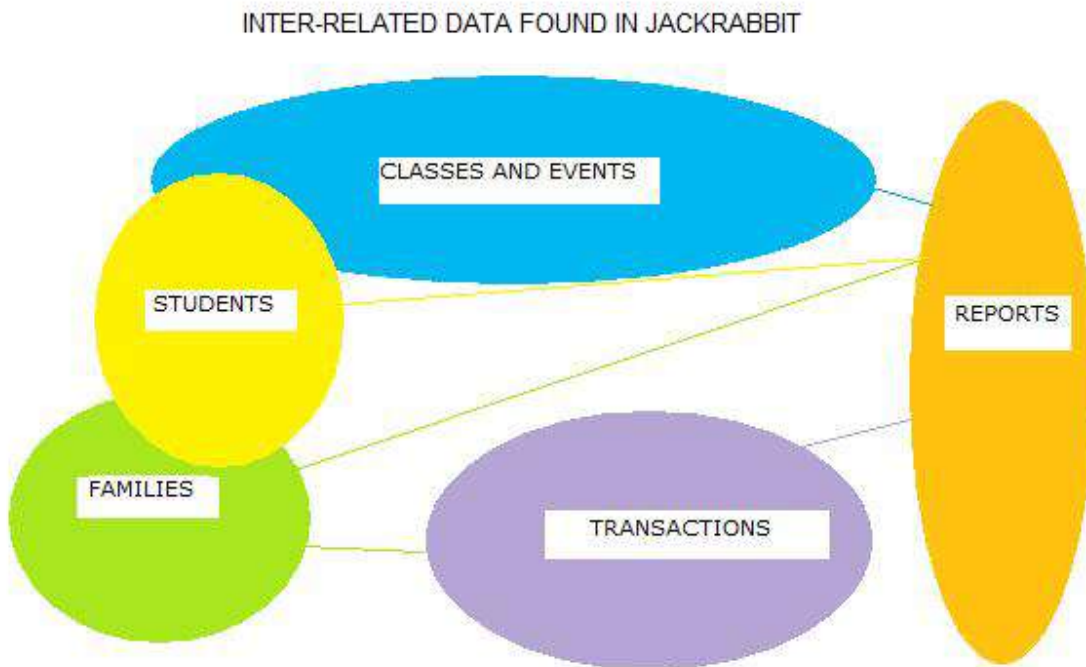
New Window

You have the option of opening a New Window directly from the Jackrabbit Database. This would allow you to open a new screen in Jackrabbit without disturbing what you are doing.



How Information is Organized in Jackrabbit

Below is a basic diagram that shows where the various fields in Jackrabbit can be found. The relationship between all these fields shows WHERE you can find information.



From the shapes above, you can see: Families have -> Students who are enrolled in -> Classes which create -> Transactions -> ALL of which can generate -> Reports.

Begin Filling in your Database

Now we will begin the process of entering your information bringing you to the point of enrolling students in classes!



STEP 1: Edit your drop down Lists, add locations and set defaults

Editing Drop Down Lists

Within Jackrabbit there are many areas with drop down list fields. Setting default drop downs creates standard selections that can be used for searching and applying information. New drop down values can be added at any time.



Old drop down values should be kept to allow you to pull historical information. Otherwise, if you remove a selection from a drop down list you can no longer pull information from that selection; you will need to re-add it.



You may not remove the ACTIVE and INACTIVE drop down values from the Family Status drop down list.



Action → go to TOOLS – EDIT DROP DOWN LISTS

Definition of Drop Down Labels:

Class Category 1 – Class Category is an important organizational tool in Jackrabbit. Category 1 is used to organize your revenue and is also used to organize classes within your database and on your website.



Please see the Main User Guide – Ensuring Accurate Revenue Recording for an in depth discussion of this value.

IMPORTANT: Your Revenue will be organized with TOTAL REVENUE BY CATEGORY 1. However you want to see your revenue broken down has an impact on the Category 1 values you create. Keep in mind though that values can be used as search criteria in Online Registration also so they need to be a balance between revenue and organization characteristics of your organization.

Class Category 2 - A Sub Category break down can be skill levels, for example: Intermediate, Advanced, Level Gold, etc.

Class Category 3 – A Sub Category breakdown and additional Search Category, example: Days of the Week.

Class Room – The identification of rooms/areas where the classes are held.
Single Location examples: Room A, Gym A, Gym Floor – Red Area, Pool A – Blue Area
Multi-Location Examples: Stockton - Room A, Philmont - Gym A, Main - Gym Floor – Red Area, Norcross - Pool A – Blue Area

Class Session – For schools that run year-round / perpetual, session examples are: 2008-2009, Summer, 2009-2010, 2009 Winter Break
For schools who have sessions: 2008 – Winter, 2009 – Spring, 2009 Summer

Class Status – Some settings here are defaults such as Active, Inactive, Future, Terminated. If you have a special class status you can add a definition. (Class Status settings are not commonly changed.)

Contact Types – Who is the Contact Person created for the Family? Contacts are also the Billing Contacts like Mother, Father or Grandparent.

Credit Card Types – Identifies which credit card was used in a transaction, e.g. Visa, Discover or Am Ex. Delete the cards types that you do not accept for payment.

Drop Reason – Why did someone drop the class? Some reasons could be: Too difficult, Sick, Moved or Promoted.

E-Payment Schedule – What payment options are you providing your clients? This refers to what payment schedule they are on such as the 1st of the Month, etc. It is also used to select those assigned to the schedule. Delete the values you do not use so that another user does not select an option that is not offered.

Enroll Type – This is the tag placed on the Enrollment History Report, Drop History, Enrollment Detail Report. This can be changed on the Student Page. Examples: Trial, Trial-enrolled, Transfer, Enrolled, Waitlist

Family Source – Known as Family Source – How did you hear about us? How did you hear about us is located on the Web Registration form and the Quick Registration Form. This is used to collect information as to where clients come from. Reports can be run to determine where people heard of your organization. Example: Newspaper, Brochure, Online, Ad.

This is a *Required Field on Web Registration. Clients must populate this field.

Family Status – ACTIVE and INACTIVE are two default values that must remain in the drop down list. You may want to add additional values such as Moved, Changed Schools, etc.

ACTIVE and INACTIVE are statuses used by Jackrabbit to indicate that a family has students enrolled in classes (ACTIVE) or no students enrolled (INACTIVE). Jackrabbit automatically assigns a status of ACTIVE to a family with a student enrolled in a class. You cannot change the ACTIVE status to any other status – if you do, Jackrabbit will change it back to ACTIVE. Once a family no longer has students enrolled, Jackrabbit automatically changes their status to INACTIVE.

You are allowed to change the status of an INACTIVE Family by selecting another value from the drop down list, **BUT** you cannot change an INACTIVE family to ACTIVE – only Jackrabbit can do this. A family remains INACTIVE until they have a student re-enrolled in another class. For additional information on setting up Family Status please refer to the *JACKRABBIT USER GUIDE - FAMILY STATUS* section.

Instructor Certification Level – Used to assign a Certification Level to Instructors. Ballet, Lifeguard, Stroke Training, CPE, etc. This is used only on the Instructors Information page.

Instructor Position – Used to assign Positions, e.g. Lead, Back-Up, Assistant, etc. to Instructors.

Instructor Skills – Used to assign Skill Levels (instruments) to Instructors. This field is located on the Instructors Information Page to show what skills this instructor has, for example in Music Studios you might assign an Instructor's instruments they can teach: Bass, Percussion, Clarinet. These skills are seen at the top of the Daily Class schedule.

Martial Arts Belt Sizes – Specifically used by Jackrabbit Dojo Clients.

Membership Type – Used to separate Families for Billing or Search purposes. This is a filter available on the Post Tuition Fees screen that allows you to bill on certain families at any one time. Examples: Weekly, Monthly, Yearly, Bi-Monthly payers.

Payment Method – How did the client pay? Examples: Check, Credit Card, Cash, Gift Certificate.

Skill Level Attained – Used to assign Student skill levels. Examples: Level 1, Level 2, White Belt, Brown Belt.

Student Uniform Size – Used on the Student Information page. Examples: 8, 10, 12, 14, SML, MED, L, XL.

Transaction Types – This defines the Transaction Type for Fees and Payments. Examples: Tuition, Merchandise, Registration. These can also be used for Searching.

Transaction Sub Types – Typically Transactions have a Transaction TYPE such as Tuition or Registration or merchandise. These can be used to track Payment Revenues. Sub Types can expand on this information. For example, they could be

used for merchandise sales where the Transaction Type is Merchandise, the Sub-Type would be: Leotard, shoes, gloves, hand grips, tape

Another Sub Type use, is if you post tuition monthly and you want the month to be on the transactions, you can put the months of the year in this field. When you run the Post Tuition feature you can specify the month. This makes statements easier to follow for customers.

Adding Locations or Changing Existing Location Name

This only applies to organizations that want multiple locations set up for Families and Classes. Having Locations allows you to organize classes by location as well as run revenue reporting by location.

If you have a Mobile Program this is a good way to track your various locations. This will separate your class listings and allow you to pull financial reports by location.

Changing an existing Location Code/Name:

When your database is created in Jackrabbit a default Location code is created. If you wish to change the default Location code, please send an email through the "Support" button in Jackrabbit to request a change.

Deleting a Location Code:

Please contact Customer Support to have a Location value deleted.



Action – > go to TOOLS – EDIT LOCATIONS

- Highlight "Tools" on the red menu bar and select "Edit Locations". Click on the "Add Location" button to add a location.
- When you have completed inputting the information, click on the "Save Changes" button near the top of the page and the changes will be saved.

Considerations for Multiple Locations within a Single Database

1. Currently, the Executive Dashboard shows totals of all Locations. A per Location break down is not yet available.
2. Students in a family of Location A CAN enroll in Classes of Location B (this enrollment has to be done from the CLASS record, not the student / family record). Transactions (fee and payments) for this family / class will take on the location of the FAMILY, not the CLASS. Payment and revenue reporting will put this money under the Family's location, NOT the class Location.
3. If you have Jackrabbit's e-Commerce Module and a single Jackrabbit Database with multiple Locations, Jackrabbit can be linked to a single bank account. All Location's ecommerce payments will be linked to the single bank account. If you need ecommerce payments split between multiple bank accounts:

Example: Location A money goes to one account, but your location B money needs to go to a separate account. This cannot be done within a single

Jackrabbit database. You would need to activate an additional database for the other bank account / Location. (Jackrabbit offers a 10% discount on a second database).

Change the Time Zone for your Location

Jackrabbit's servers are located on the East Coast in the Eastern US Time Zone. By verifying your time zone you can ensure that all Financial Transactions and enrollment records have the correct date. For example: without this change, clients in California would have to remember that at 9pm their transactions would be stamped with tomorrows date.



Action – > go to TOOLS – EDIT SETTINGS

- Highlight TOOLS on the red menu bar and select "Edit Settings".
- Scroll to the bottom of the summary page and enter in the appropriate time zone and daylight savings information for your location.
- Save Changes.

Setting/Editing Field Defaults: State, Zip and Area Code

You can set Jackrabbit to a default City, State, Zip and Area Code. This is a time saving feature when adding new families and students. (To set Your Company Logo, see User Guide -System Admin Tasks section: "Setting up your Logo".)



Action → go to TOOLS – EDIT SETTINGS – EDIT DEFAULTS/TAX TAB

- Enter in the appropriate information. Defaults are time saving features that are used when inputting information. They can be overridden during data entry.
- When you have completed inputting the information, click on the "Save Changes" button near the top of the page and the changes will be saved.



The default value of **ACTIVE** for **Family Status** cannot be overridden. It is assigned by Jackrabbit when a family has at least one student enrolled in a class. It cannot be changed.

Setting a default Tax Rate**



Action → go to TOOLS – EDIT DEFAULTS – DEFAULTS

TAB **Set up ONLY if you will charge tax on your services or merchandise.

Tax settings are located under Tools → Edit Settings → Edit Defaults/Tax selection.
You will see several fields:

There are two areas where you may want the tax calculated for you as an addition to your cost. If you charge Tax on Fees and Services you need to set up the following:

For Example: Canadian Clients charge GST on Services and Fees.

Services Taxable: set this field = yes if you tax your services (ex: classes).
When set, after you enroll a student in a class, the "Post Enrollment Fees" window will display the Tax field.

Post Fees Taxable: if this field is = yes, the Tax field on the "Post Fees" window will be calculated automatically. Post Fees is used to post any type of fee, including non-service (goods/products) fees.

Tax Rate: Enter your tax rate (without the %).

Tax Label: This is the tax field name on your Post Fees or Post Enrollment Fees window. For Example: GST, PST



STEP 2 – ADDING INSTRUCTORS

Adding Instructors



Action → go to INSTRUCTORS – ADD INSTRUCTOR

- From the Red Menu Bar select INSTRUCTORS – ADD INSTRUCTOR.
- You will be asked to enter the Instructor First and Last Name.
- Complete all information associated with this Instructor.
- Save your information.



Instructor information can be edited later as it does not affect Instructor/Class assignment. As long as your Instructor Names are inputted you can proceed.



The Classes Tab for the Instructor will be completed upon assigning the Instructor to a Class later on.

✓ **STEP 3 – ADD CLASSES/LESSONS AND ASSIGN INSTRUCTORS**



Classes/Private Lessons

Adding Classes



Action → go to CLASSES – ADD CLASS

Perhaps the most thought provoking part of setting up Jackrabbit is deciding how to name your classes. (Please see the NOTES found at the end of this short section on items you should watch for).



Look for the icon.

We suggest naming your classes in conjunction with the Category 1, Category 2 and Category 3 fields located on the class page. (See Edit Drop Down Lists section to edit these fields, and see Special Note on Category 1).

You are immediately given the option to enter a class name. It is useful to consider adding the Name, Time, Days and Level when naming your class. This gives both you and your customers the most information when seeing the class name. If you are adding Private Lessons, please see the User Guide for Private Lesson provisions.

The class names should be kept under 25 characters and should provide a decent description of what they are and when they meet. The class name can be changed at any time by editing it in the Class Name field on the Class record.

Group Class name examples:

Dance:	Ballet – Point – W – 5pm
Gymnastics:	Tumbling 101 T/TH 9:30am
Swim:	Strokes Level 2 Fri 10:30
Care:	Pre-K MWF 9:30-12:00
Cheer:	All Star – Rec – T/TH – 4pm
Music:	Private Guitar – 1 hr – 12pm
Dojo:	Little Ninja's – Sat 9:30
Camp:	Bumblebees – Art – Sat 2:30

For Private Classes use instructor, skill, time/day: Sally Smith M 3:00 or SS-Mon-3:00.



Jackrabbit currently does not support multiple times for classes. It DOES support Multiple Days – You may consider creating separate classes for each time.



Please limit the length of your class name to under 15 characters and do not use special characters such as * & ! @ or `".



Classes are sorted alphabetically in Jackrabbit and searches begin from your starting character.

Entering Class Information/Field Notes

Class Meets on days - check the box(s) of the days the class meets.

Tuition Fee - This is the FEE charged to student(s). So, if you are a monthly payment organization, you would enter the monthly tuition fee.

(See "Per-Day" info for classes whose fees are based on how many times a week the student attends class.)

Class Description - This is the information that both staff and clients see regarding a class. If you have Web Registration, this is what clients see as a description of the class offered. Do not use special characters such as trademark [™] or copyright [©] (for example) as they may not print properly.

Category 1, 2 and 3 – This value is used for two things in Jackrabbit. Firstly on the Class page to assign a category for each class (dance – ballet, hip hop, swim – strokes, waterbabies, Dojo – Patterns, open class). Revenue reporting in Jackrabbit is also separated by this value. When transactions are posted they must have a category 1 value – when paid off that resulting revenue is broken down by category.

Max Size – Maximum number of students allowed in a class. Multi-student (or group) classes have a Max Size > 1 (ex: 8, 12). Private Classes should have a Max Size = 1.

Max Wait - Max number of students allowed on the wait list.

Registration Date – This controls when students can be enrolled in the class. Prevents enrollment from starting too early.

Start/End Date – Important for Visual Class Schedules: Weekly, Daily & Room. If the start date is not present, classes will NOT be visible on the class schedules.

Start/End Times - Important for Visual Class Schedules: Weekly, Daily & Room. If the start & end time is not present, classes will NOT be properly displayed on the class schedules.

You must enter Start and End Times in the proper format. Examples are given next to these fields on the class page.

Duration – Important for the Instructor Time Report. This duration is used to calculate the number of minutes an instructor is to be credited for teaching this class.

Display on website – If you are using online registration, a class will only display on your website, if this field is set to Yes. For your advanced classes that you may want to only display on your website set this field to Yes. You would then set "Allow web Registration" field to No.

Allow web registration - If you are using online registration, a parent/student may only enroll in this class, if this option is set to Yes.



In order for the Weekly/Daily/Room class schedules to display properly, the following fields are required: Class Registration date, start/end dates, start/end times.

Adding Per-Day / Multiple Meetings Classes

****See the main Jackrabbit User Guide for more information on Per Day Classes.**

We strongly suggest "Per-Day" classes NOT be used for privates, because they do not display the daily enrollment (just the total enrollment) on the Weekly/Daily/Room schedules.

Per-day classes are classes that meet multiple times during the week and students are allowed to schedule which days of the week they will attend. This is a common practice in martial arts, summer camps and also for some team and open workout situations.

- Highlight "Classes" on the red menu bar and select the "Add Class" item and the "Add Class" page will be displayed.
- Input the Class ID and location and click the "Submit" button. The class information page will then be displayed.
- You will see the Per-Day field on the summary tab, change it to "Yes" and click on the "Save Changes" button.
- You will now see a new table displayed near the top of the summary tab labeled "Per-Day Class Tuition".

The "1st Class" tuition amount is the fee if a student attends one class a week. The "2nd Class" tuition amount is the total fee if a student attends two days a week and so on.

- You will also see that the "Enroll List" tab now contains check boxes for each day of the week. This is how you indicate which days students are attending. There is now an openings value for each day of the week indicating the number of opening available for each class. These will be displayed on the class listings and openings reports. Class Rolls are also printed out for each day that the class meets.



The multi-class discounting feature in the "Post Tuition Fees" function does not apply to these tuition fees.

Private Lesson Classes

Please also see the Jackrabbit User Guide for advanced Private Lesson features.



Private Lessons

For RECURRING Private lessons (the private lesson meets the same day/time each week and has the same enrollment each meeting), set up as Classes.

- Go to classes – Add Class – see the action description for adding classes above.
- Set up each private lesson as a separate class with Max size = 1.



Naming Class Tips: Be descriptive in naming your class with day, time, and instructor.

Private Classes suggested naming conventions:

If an instructor only teaches one instrument, suggested approaches would be:

- Piano-Tue-Lisa-3pm – when viewing a list the order will be in Instrument/Day/Instructor/Time.
- Tue-Lisa-Piano-3pm - when viewing a list the order will be in Day/Instructor/Instrument/Time.

If an instructor teaches multiple instruments, suggested approaches would be:

- Tue-Lisa-3pm – when viewing a list the order will be in Day/Instructor/Time.
- Lisa-Tue-3pm – when viewing a list the order will be in Instructor/Day/Time.
- On the class record include: instructor name, day, start/ end time, fee, Max size = 1
- In the 'description' field include the class name and the DATE of that class.



See "copying a single class" below for tips on creating all of your private lessons quickly.

Copying a Single Class

- Go to the Class record you wish to copy.
- Click on the "Copy Class" button near the top of the page and the system will ask for the new Class Name.
- Enter the new Class Name and click on the "Submit Class" button. A duplicate class with the new class name will be created.



You can create several new classes with this function and then use "Edit All Classes" under Classes Menu to make changes to all the classes on one screen, instead of going into EACH CLASS, making changes, saving – going to the next class, making changes, saving, etc.

Assigning Instructors to Classes

Instructors are assigned to Classes from the Class page.

- Go to the Instructor's Tab on the Class Page
- Click the drop down to view your list of Instructors
- Save Change

STEP 4 – ADDING FAMILIES, STUDENTS AND BILLING CONTACTS

All Family information contains 3 things: Basic Family Information, Student information and Contact Information.

Jackrabbit has a Quick Registration form which allows you to enter ALL Family through ONE page. Any information entered into a family can be edited or added through either the FAMILIES MENU or the FAMILY PAGE.



Registering a New Student/Families/Students Videos



A family can be added with a status of ACTIVE. However, Jackrabbit will change this to INACTIVE if the student is not enrolled in a class. Please see the Jackrabbit User Guide: Understand Family and Student Status.

Adding Families, Students, Billing Contacts



ACTION – > go to FAMILIES – QUICK REGISTRATION

- Go to Families Menu and select the Quick Registration Page.
- Enter all Family and Student Information and submit.
- To view this Family information find the family in the Quick Search field (Yellow Box at the top of the Jackrabbit screen) and familiarize yourself with the tabs.



If you are enrolling a new family, you have the ability to email them a confirmation of the enrollment at the bottom of the Quick Registration form.



Trial classes are classes that have the Trial field set to Yes on the Quick Registration Form. Student classes that have TRIAL selected will appear on the Class Roster as a Trial. The drop date should be set to the day AFTER the actual date that the student trials the class. See the User Guide for further instructions on Trial Students.



ACTION – > go to FAMILIES – SEARCH, ADD STUDENT, ADD CONTACT, CHANGE BILLING CONTACT OR EDIT INFORMATION

To modify Family Information

- Use the Quick Search field (top of Jackrabbit Screen – Yellow Box) to enter name of family, click GO.
- Click on the Family Name Link.
- Click on ADD a STUDENT BUTTON, ADD a CONTACT BUTTON, make modifications and save.
- Click on the Contact name to be assigned BILLING CONTACT = YES.



STEP 5 – MANAGE USERS WHO LOG INTO JACKRABBIT

When you purchase Jackrabbit, you are allowed a certain number of users that can login at the same time. We call this limit the Concurrent User Limit. It is possible to have as many **USER ID'S** setup in Jackrabbit as you like, but only your maximum concurrent user limit can log in all at the same time. If a user tries to login beyond the maximum limit, they are told they cannot login due to this limit being reached and are given the names of who is currently logged into Jackrabbit at this time. If you wish Additional **Concurrent Users** – contact support and check our pricing page.

**Please see the main Jackrabbit User Guide – System Administration Section on managing users in Jackrabbit.



ACTION – > go to TOOLS – MANAGE USERS AND PERMISSIONS – ADD USER BUTTON.

- Click the ADD USER Button.
- Enter New User Id, First and Last Name, Email and password. Please note an email address is very important if users want to contact support through the support button.



A default password of 12345 prompts the User to change their password.



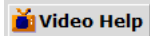
You can also restrict EDIT USER PERMISSIONS which allows you to restrict access to certain information on a per user basis.

Changing your Password

We suggest you change your password from the original one given to you by Jackrabbit.

- Highlight 'Tools' on the red menu bar. Select "Change Password".
- When you have completed entering your new password click "save changes".

STEP 6 - ADDING STUDENTS INTO CLASSES



Enrolling a Student and Registering a New Student Video

Enrolling/Registering Students

There are SEVERAL ways to add students into classes. Jackrabbit has added links and options where they are the most useful and convenient for you.

Quickest Enrollment:



From the Quick Search Field – enter a family name when you find the student you are looking for, click the "enroll" link.

Enrolling from the Family Page:



Action – > Go to the Family Page – click the enroll link next to the student's name.

Enrolling from the Student's Page:



Action – > Click the New Enroll button in the top right hand corner of the student's page.

Adding from the Class Page



Action – > Go to the Class Page – click on the Enroll Students button.



When you add a family through the QUICK REGISTRATION form (under Families Menu) you can enroll students directly from this page.

Other Considerations When Continuing with Setup

If you wish to set up e-commerce with Jackrabbit immediately, please read the e-commerce User Guide. There is important information there on processing and lead time necessary to set up Merchant and Gateway accounts.

Please also use the Jackrabbit User Guide as a resource to setting up your database. We recommend printing off the User Guide's to help you in the setup.

This is the end of the Getting Starting: Preliminary User Guide, for additional Information on Jackrabbit, please refer to the videos and User Guide (look for the User Guide Button) which are both accessed from within the Jackrabbit Software. They are located in the top right hand corner of your screen when you log in to Jackrabbit

[If you have comments or suggestions about this User Guide, please email support@jackrabbittech.com](mailto:support@jackrabbittech.com)