

## **Quick Reference: Changing HTML for Online Enrollment Contracts**

You may need to edit the HTML for Online Enrollment contracts. Commonly, schools need to change a few sentences and dates in their contracts from year to year. To edit the HTML code in your contract, follow these steps to access the contract template in the Enrollment Management application.

- 1 Login to the Enrollment Management application.
- 2 Click Enrollment Contracts > Contract Editor.
- 3 Click **File > Open** to open the contract that you would like to edit.

Template Name	Туре
Enroll Contract 2010	Contract
Enroll Contract 2011	Contract
Enroll Contract 2012	Contract
FA Enroll Contract 2010	Contract
FA Enroll Contract 2011	Contract
FA Enroll Contract 2012	Contract

4 The contract text will display with the screen headings below.



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EXAMPLE CONTRACT	
Back To Enrollment Home	
%Validation_Msg%	
Submit	

- 5 To make changes to the template's text, simply click into the body of the contract and type.
- 6 Click **File > Save** to save the contract template with the same name or a new name.