

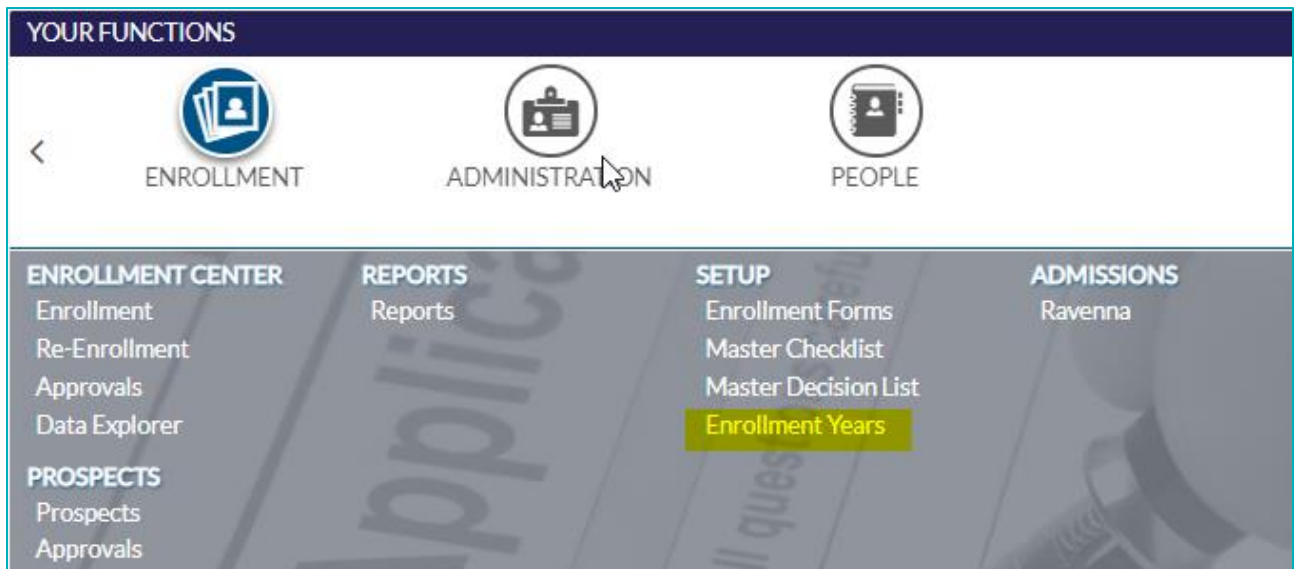


Contract HTML ID Fields

Contract HTML ID Fields

HTML IDs allow a school to repurpose a contract template in multiple divisions. It is important to know that the contracts use unique IDs to pull the proper field. If you change a date for a specific ID that change will be reflected in all contracts that use that specific ID.

- Enrollment | Setup menu
 - Select Enrollment Years



Contract HTML fields are unique for each audience: Enrollment and Re-Enrollment. Custom HTML and Custom Text will be the same across all divisions (if applicable) for their respective audiences.

- Select a division

Enrollment Year Setup Home/Search

<< Hide

Load Saved Filter

Save Filter Reset

Filter by

All Enrollment Year Setups

Quick Search:

| Division | Year | ENR Current Year | RE-ENR Current Year | ENR Open | RE-ENR Open |
|------------------------|-----------|------------------|---------------------|----------|-------------|
| Early Childhood Center | 2019-2020 | Yes | Yes | Yes | Yes |
| Upper School | 2019-2020 | Yes | Yes | Yes | Yes |
| Elementary School | 2019-2020 | Yes | Yes | Yes | Yes |
| Middle School | 2019-2020 | Yes | Yes | Yes | Yes |

From Re-Enrollment Section

- Select Re-Enrollment Contract HTML

<< Hide

- Admissions
- Enrollment
- Re-Enrollment
- Settings
- Contracts
- Checklists
- Re-Enrollment Custom Fields
- Re-Enrollment Contract
- HTML

- Toggle Editing button ON
- There are two sections : Custom HTML and Custom Text

Custom HTML

You may enter custom HTML for your re-enrollment contracts here. Please note that changes to HTML that is already used on the re-enrollment contract will take effect immediately. For assistance please contact the Custom Branding group.

The following HTML will apply to all divisions

| Actions | Preview | ID | Description |
|---------|---------|----|----------------------|
| | | 1 | P1-A deposit payment |
| | | 2 | P2-If the payments |
| | | 3 | P3-By my signature |

Custom Text

You may enter custom text for your re-enrollment contracts here. Please note that changes to HTML that is already used on the re-enrollment contract will take effect immediately. For assistance please contact the Custom Branding group.

The following text will apply to all divisions in Quest Academy:

| ID | Description | Text |
|----|-----------------|----------------------|
| 1 | Year | 2019-2020 |
| 2 | withdraw notice | 3rd day of June 2019 |
| 3 | 1PMTdiscount | 06/14/2019 |
| 4 | 1PMT | 08/01/2019 |

- Custom HTML is used for paragraphs that contain language that is expected to change each year.

- Custom Text is used for smaller text blocks that change annually (i.e. Dates).

| ID: | Description: | Text: |
|-----|--------------|---|
| 4 | 1PMT | 1PMT 08/01/2019 08/01/2019 - |

Reminder: to see the results of an updated “Text:” field a contract must be republished

Example: a contract uses ID #4 to store the date for a payment due date. You generate a contract on 07-28-2019 and want to modify the date from 08-01-2019 to 09-01-2019.

- Any published contracts that have not been submitted will retain 08-01-2019 date
 - To see 09-01-2019 date you need to publish a new contract
-