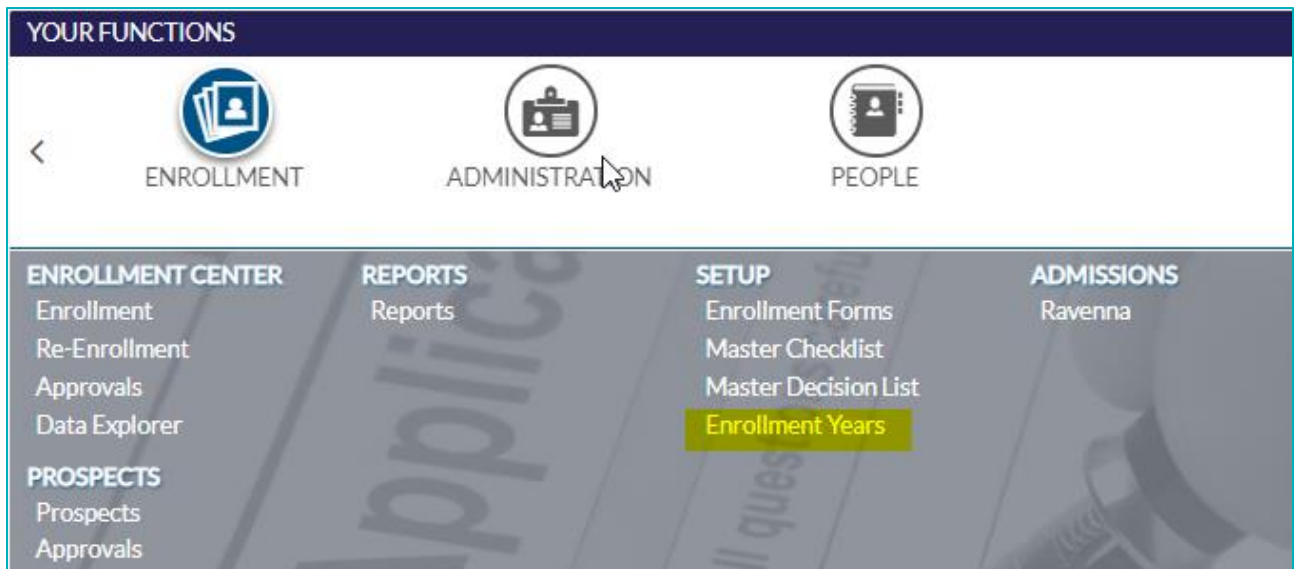# Contract HTML ID Fields

# 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



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*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.*

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- Select a division



**From Re-Enrollment Section**

- Select Re-Enrollment Contract HTML



- Toggle Editing button  ON

- There are two sections : Custom HTML and Custom Text

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

**Edit Re-Enrollment Contract HTML** ⊗

Description*:

P1-A deposit payment

HTML Content:

A deposit payment specific herein is due upon execution of this contract. This deposit is non-refundable. We agree that the remaining fees will be paid as indicated in Exhibit A, below, the terms of which are incorporated herein by reference.

Save   Cancel

- 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*