

# Address Settings

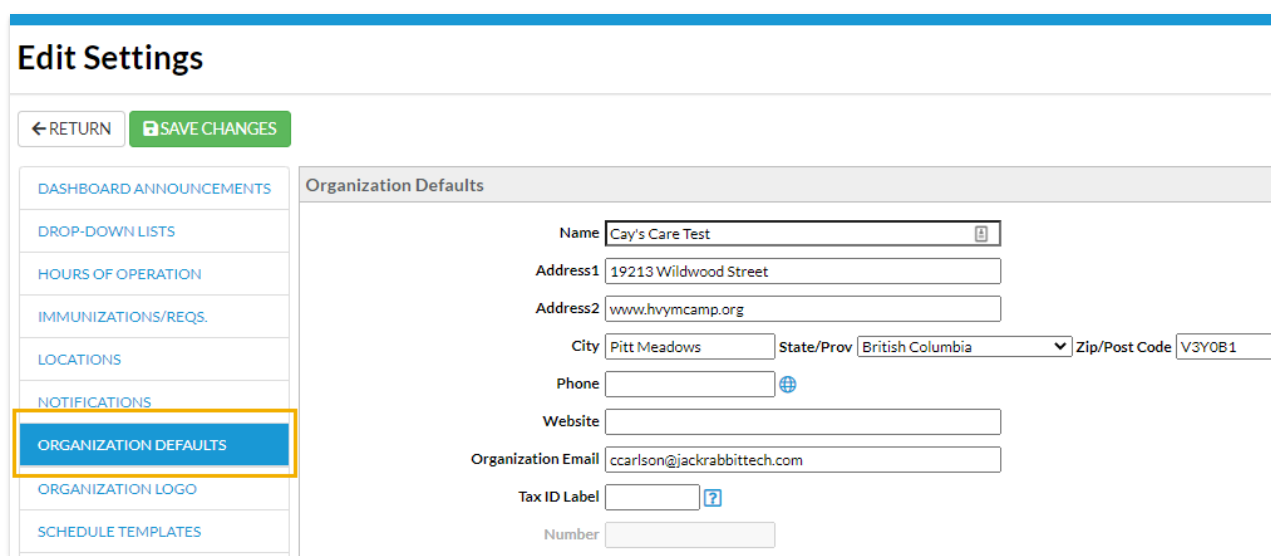
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Address settings for your organization are edited from theTools (menu) > *Edit Settings* > *Organization Defaults*.

There are two areas where your address information is entered:*Organization Defaults* and *Locations* > *Manage Locations*.

## Organization Defaults

Go to **Tools** > **Edit Settings** > **Organization Defaults** (left) and enter your organization's address information including: company name, address, phone number, website, email, and Tax ID.



Select a Tax ID Label of Tax ID or Employee Identification Number (EIN). This information will be included on receipts and statements.

Immediately below this section are the*Registration Form Defaults* that affect both your *Quick Registration* and your *Web (Online) Registration* forms.

Entering a default city, state/province, zip/postal code, and/or area code saves time when adding new families and students. These fields are pre-filled on Jackrabbit's registration forms. **Note: Pre-filled fields can be changed on the registration form as needed.**

1. Enter *city, state, zip* and *area code* defaults. This is optional and you can skip this if your organization spans several cities, zips, etc.
2. Leave *Allow Portal Access for 2nd Contact* set to Yes for now. When you are ready to dive a bit

deeper you can learn more about this in our [Parent Portal](#) help articles.

Registration Form Defaults

City

State/Prov

Zip/Postal Code

Area Code

Allow Portal Access for 2nd Contact

Yes

## Locations

Address information is also required for each of your Jackrabbit Locations. From *Tools > Edit Settings* select **Locations**. Click the pencil icon to edit the address information.

FAMILIES | STUDENTS | CLASSES | EVENTS | STAFF | TRANSACTIONS | STORE | REPORTS | STAFF PORTAL | TOOLS

?

Edit Settings

← RETURN

SAVE CHANGES

CLOSED DATES

DASHBOARD ANNOUNCEMENTS

DROP-DOWN LISTS

LOCATIONS

MY ACCOUNT

NOTIFICATIONS

ORGANIZATION DEFAULTS

ORGANIZATION LOGO

STATEMENTS

TEXT MESSAGES

TUITION SETTINGS

USER-DEFINED FIELDS

USER IDS

Manage Locations

All data within your database is assigned a Location (Families/Accounts, Students, Classes, Events, etc.) A minimum of one location is required.

• Use the Edit (pencil) icon to edit Location details. Don't see the Edit icon? Check your user permissions.

• Contact Support to delete a Location.

• Learn more about Locations by clicking Help to visit our Help Center.

+ Add Location

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Print

Refresh

Show/Hide Columns

Code	Name	Phone	Fax	City	State/Prov	Contact	Contact Phone	Website	Email	Edit
CCD	Concord	(704) 555-1200		Concord	NC			www.jackrabbitclass,	concord@email.com	
DVD	Davidson	(704) 555-2300		Davidson	NC			www.jackrabbitclass,	davidson@email.com	

Click + Add Location to add a location to your organization. Once added, click Edit to add location information.

Click the pencil to open an Edit Location box to make changes to the existing location.