Address Settings

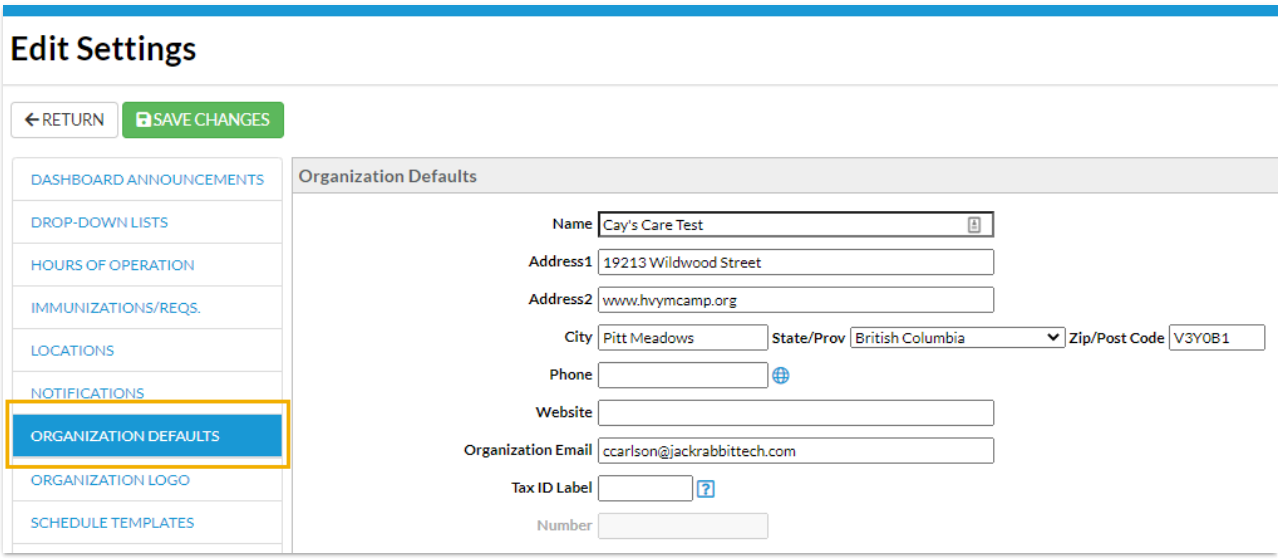
Last Modified on 06/29/2020 11:51 am EDT

Address settings for your organization are edited from the*Tools* (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.



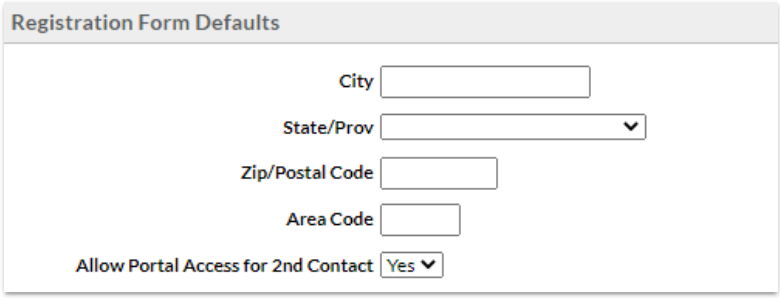
Select a Tax ID Label of Tax ID or Employee Identification Number (EIN). This information will be included on receipts and statements.

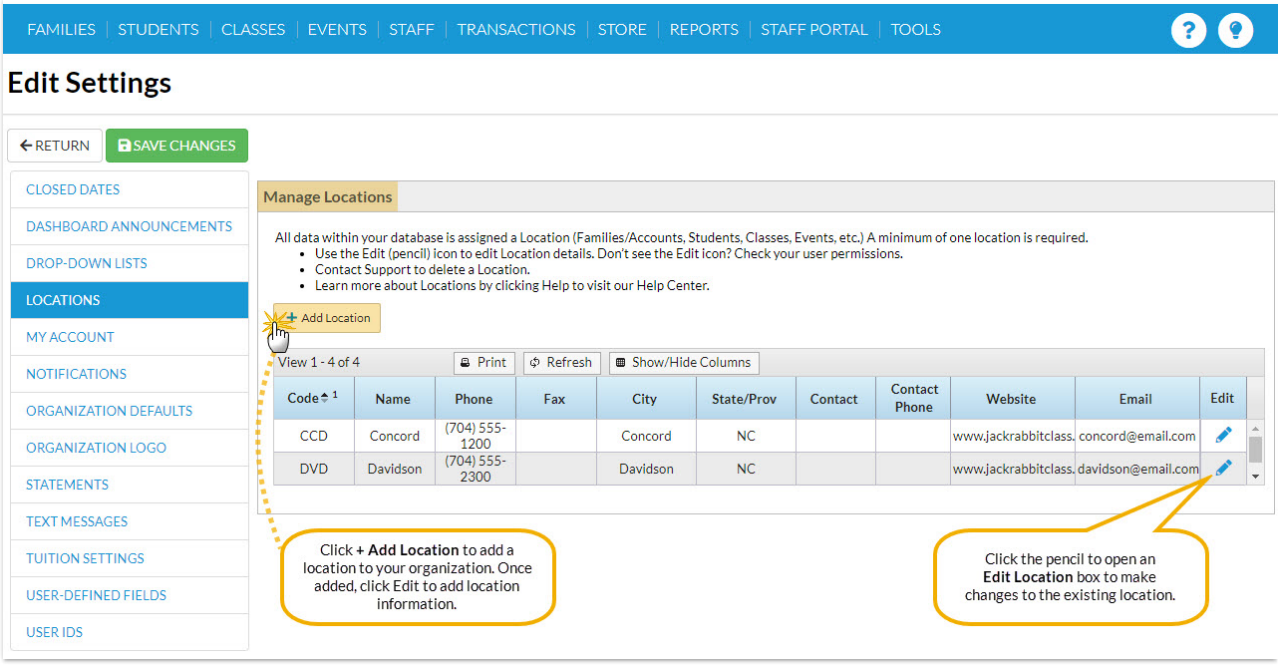
Immediately below this section are the*Registration Form Defaults* that affect both your *Quick Registration* and your *Web (Online) Registration* forms.

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.



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.