

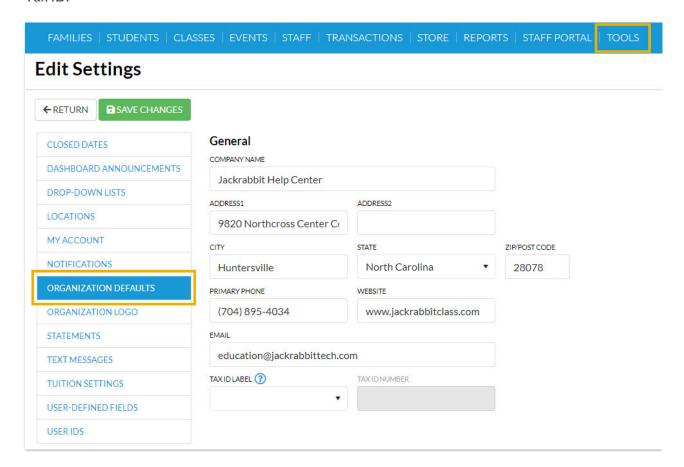
Address settings for your organization are edited from the Tools (menu) > Edit Settings > General.

There are two areas where your address information is entered:

- Organization Defaults > General
- Locations > Manage Locations

## **Organization Defaults**

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



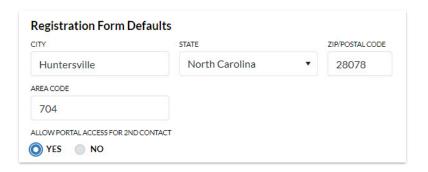


Select a Tax ID Label of Tax ID or Employer Identification Number (EIN). This information will be included when receipts and statements are printed.

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 Contactset 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.

