

Address Settings

Last Modified on 11/03/2020 12:29 am EST

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.

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General

COMPANY NAME

ADDRESS1

ADDRESS2

CITY

STATE

ZIP/POST CODE

PRIMARY PHONE

WEBSITE

EMAIL

TAX ID LABEL ?

TAX ID NUMBER



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 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

Huntersville

STATE

North Carolina

ZIP/POSTAL CODE

28078

AREA CODE

704

ALLOW PORTAL ACCESS FOR 2ND CONTACT

☒ YES ☐ NO

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.

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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.