Contacts in the Family Record

Last Modified on 11/03/2020 12:34 am EST

See a short (1:54) video tutorial on Working with Contacts

A Family can contain as many contacts as needed and is not limited to parents. Additional contact types can be added using **Tools > Edit Settings > Drop-down Lists > Contact Types.**

Add additional contacts to a family by using the **Add Contact** button located on the Family's Page.

By default, the first contact added becomes the Billing Contact. The *Billing Contact* is used when sending statements. Change the *Billing Contact* by selecting **Billing Contact = Yes** or **Billing Contact = No** as applicable and **Save Changes**.

Jackrabbit

Contact: Barbara Ager

◄ Return | ✔ Save Changes | ✖ Delete

Click link to return to Family record.

? Help | 💡 Send Idea

General Information

Family **Ager**

First Name Barbara   Last Name Ager

Type Mother ▼

Member ID

☑ Primary Contact
☑ Billing Contact
☐ Authorized to pick up student

Email, Phone Numbers, & Address

Email bager@email.com   ☐ Mass Email Opt-Out [?]

Home Phone (336) 374-6545

Work Phone

Cell Phone (336) 374-6545

Fax

Other Phone

Address 1 1105 Holly Lane

Address 2

City Winston-Salem   State/Prov NC   Zip/Post Code 27106

Contact address and telephone information is independent from the address/phone fields on the Family Summary tab. Changes made to these fields in the Contact record are not affected to the Summary tab and vice versa.

Portal Information

Reset Portal Password

Parent Portal passwords can be reset from the Contact record.

Login ID bager@email.com
☑ Allow to login to Parent Portal

Last Login 10/27/2017 2:09:00 PM

Logins 1

Additional Information

Contact Birth Month ▼   Contact Birth Day ▼

Drivers Lic.#

SSN/SIN

Employer

Job Title

Employer Phone

Employer Notes

Notes

More...

Additional information that can be entered on a Contact's page includes employer details, driver's license #, birth month & day, social security #, address, and phone numbers, etc.

Changing a Family Address (on the Family Summary page) does NOT change a contact's address on the Contact's page. Changes to the contact's address must be done from the Contact page itself. Changing a Contact's Address does NOT change a family's address on the Family Summary tab. Changes to the family's address must be done on the Family's Summary tab.