

Address Settings

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Address Settings for your organization can be found and edited in three areas in Jackrabbit.

Organizational Details

Go to the **Gear** icon > **Account** > **My Account** and enter your organization's address information, including *Company Name, Address, Primary Phone, Website, and Email*. The *ID* and *Name* of the business are established when you set up the account with Jackrabbit.

Registration Form Defaults

Go to the **Gear** icon > **Settings** > **General** > **Organization Defaults** (left menu). Registration Form Defaults affect both your Quick Registration and your Online Registration forms.

Enter a default *City, State/Province, Zip/Postal Code*, and/or *Area Code* to save time when adding new families and students. These fields will then be pre-filled on Jackrabbit's registration forms. **Note:** Pre-filled fields can be changed on the registration form as needed.

- Enter the default *City, State/Province*, and *Zip/Postal Code* defaults. If your organization spans several cities/ zips, you can skip this step.
- Leave *Allow Portal Access for 2nd Contactset* to Yes for now. When you are ready to dive a bit deeper, you can learn more in our [Parent Portal](#) help articles.

Business Locations

Address information is also required for each of your Jackrabbit Business Locations. To access this, go to the **Gear** icon > **Settings** > **General** > **Business Locations** (left menu).

- Use the **+Add Location** button to add new Business Locations to your organization.
 - Click the **Pencil** icon to add the address information.
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