

Address Settings

Last Modified on 03/16/2023 12:25 pm EDT

There are three areas where the address settings for your organization are located and can be edited:

- **Organizational Details** are located under the *Gear (icon) > Account > My Account*.
- **Registration Form Defaults** are located under the *Gear (icon) > Settings > General > Organization Defaults (left menu)*.
- **Business Locations** are located under the *Gear (icon) > Settings > General > Business Locations (left menu)*.

Organizational Details

Go to the **Gear (icon) > Account > My Account** and enter your organization's address information including company name, address, primary phone number, website, and email. The ID and Name of the business are set up when the account is opened with us.

My Account

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BILLING TIER	STUDENTS	ACTIVE STUDENTS	LEADS
0/mo	259	105	3
N/A	Total Students	Total Active Students	Total Leads

ORGANIZATIONAL DETAILS

BILLING

MARKETING COMMUNICATIONS

Organizational Details

ID: 509798 Name: Jackrabbit Education

Status: Client

General

COMPANY NAME

Jackrabbit Help Center

ADDRESS1 ADDRESS2

9820 Northcross Cent

CITY STATE

Huntersville North Carolina

ZIP/POST CODE

28078

PRIMARY PHONE

(704) 895-4034

EMAIL

education@jackrabbittech.com

WEBSITE

www.jackrabbitclass.com

Your ID and Name on the account are located here. These are set up when you started your account with us.

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.

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.**

- Enter *city, state, zip,* and *area code* defaults. This is optional and you can skip this if your organization spans several cities, zips, etc.
- 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:

STATE:

ZIP/POSTAL CODE:

AREA CODE:

ALLOW PORTAL ACCESS FOR 2ND CONTACT

YES NO

Business Locations

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

- Use the **+Add Location** button to add a new Business Location to your organization.
- Click the pencil icon to edit the address information.

General Settings

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- CLOSED DATES
- DASHBOARD ANNOUNCEMENTS
- DROP-DOWN LISTS
- BUSINESS LOCATIONS**
- NOTIFICATIONS
- ORGANIZATION DEFAULTS
- ORGANIZATION LOGO
- STATEMENTS
- TEXT MESSAGES
- TUITION SETTINGS
- USER-DEFINED FIELDS

Business Locations

Locations (including business sites like streets, cities, states, or regions) are assigned to all data in Jackrabbit. A minimum requirement of one Location (Main) has been automatically added.

Rooms (instructional spaces) can be customized separately under Settings > General > [Drop-Down Lists](#) and assigned to classes using Classes > [Edit All Classes](#).

- 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](#)

View 1 of 2 [Print](#) [Refresh](#) [3 columns hidden](#) [Show/Hide Columns](#) [Restore Columns](#)

Code	Name	Phone	City	State/Prov	Website	Email	Edit
EDU	Main	(704) 895-4034	Huntersville	NC	www.jackrabbittech.com	education@jackrabbittech.com	
EDU-CH	Huntersville	(704) 555-1232	Huntersville	NC	www.jackrabbittech.com	education@jackrabbittech.com	

Click **+Add Location** to add a new Business Location.

Once added, use the pencil icon to open the **Edit Location** window to add Location information.