

Registration Form - Organization Defaults

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Registration Form Defaults located under the *Gear (icon) > Settings > General > Organization 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/Postal Code**, and **Area Code** defaults. This is optional and you can skip this if your organization spans several cities, zips, etc.
- **Allow Portal Access for 2nd Contact** defaults to Yes. To restrict access to the Parent Portal to only one contact in the *Family* record, change this to No.

Registration Form Defaults

CITY	STATE	ZIP/POSTAL CODE
<input type="text" value="Huntersville"/>	<input type="text" value="North Carolina"/>	<input type="text" value="28078"/>
AREA CODE		
<input type="text" value="999"/>		
ALLOW PORTAL ACCESS FOR 2ND CONTACT		
<input checked="" type="radio"/> YES <input type="radio"/> NO		