Step 1 - Create & Manage Policies

Be sure to check out the step-by-step Help Center article, **Legal Policies & Policy Groups - An Overview**, before you move to **Step 1** of creating policies for your organization.

In Jackrabbit, legal policies, or waivers, are easy to create and manage. The settings are located under the *Gear* icon > *Settings* > *Policies*. After you finish creating individual policies, they must be assigned to Policy Groups. Policy Groups are then assigned to classes.

Jackrabbit makes it simple and allows you to set up and create as many policies as you need for your business.

We recommend you speak to your insurance carrier or legal counsel to determine what policies are needed for your organization. In addition, it's best to update your legal policies at least once a year. Parents will be prompted to reagree to updated policies when they log in to their Parent Portal.

Expand/Collapse All

⌄ Create a Policy

⌄ Edit a Policy

⌄ Reagree to Policies in the Parent Portal

Use the *More* (⋮) *icon* > *Print* to open a print dialogue box and print the Policy list. Be sure to check your printer settings so the entire page will fit. You may have to use a landscape layout and change the scale to fit the entire grid on the page.