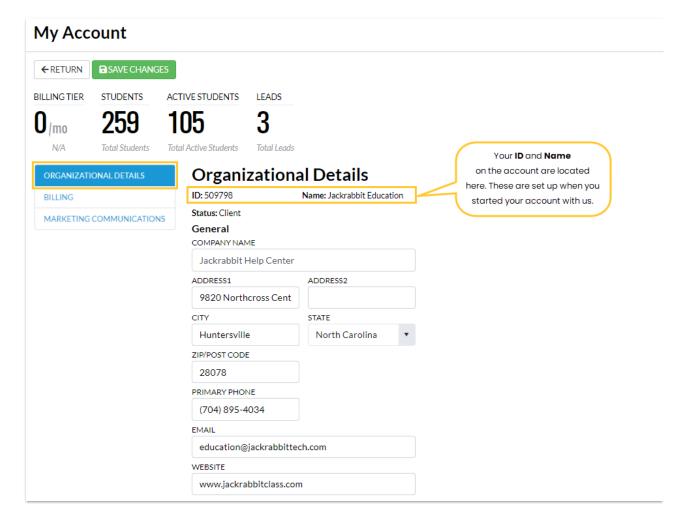


There are three areas where the address settings for your organization are located and can be edited:

- 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.

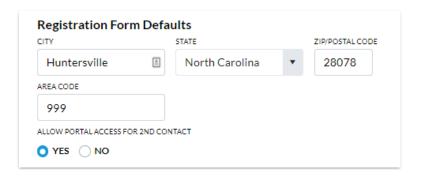


Registration Form Defaults

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 Contactset 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.



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.

