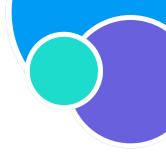


For the Owner and/or Administrator

#### Let's Get Hoppin' - Owners & Administrators

<b>Settings</b> Refer to <u>Manage Business Level Settings</u> in the Jackrabbit Care Help Center for additional Settings information.				
Settings > View Settings > Details (tab)		Check to be sure all the information is accurate on the <b>Details</b> tab for your organization.		
Settings > View Settings > Kiosk (tab)		Toggle <b>Allow Contacts</b> on, and an email will be sent to legal guardians and authorized pickups so they can create a PIN to use for the kiosk.  Toggle <b>Allow Team Members</b> on, and they will be able to launch the kiosk using their phone number and PIN.		
Settings > Manage Billing Profile		Create a default Billing Profile here. Any Family Account Contact, when added, will default to this Billing Profile.		
Settings > Manage All # Sites		If you have more than one location, check to see if they are all listed on this My Business page. If not, add a new site using the Actions icon.  Details tab - all the site details are added here.  Schedules tab - create schedules for the site.  Spaces tab - create spaces for the site.		
Settings > Manage Policies		Create policies, and they will be accessible when creating Online Registration for the Programs in your organization.		
Programs & Classes				
Check out the <u>Programs &amp; Classes</u> main arti	cle fo	r additional information.		
Programs & Classes > View All Programs		Add Programs for all of the classes you intend to offer at your childcare center. For example, After-School Programs.		
Programs & Classes > View All Schedules		Create a schedule that can be used for the classes you create. For example, create a schedule for after-school specialty classes:  • Schedule = After-School Specialty Classes.  • Schedule = After-School M-W-F		





For the Owner and/or Administrator

Programs & Classes continued	
Programs & Classes > View All Classes	Go through the 5-step workflow to create a new class:  Name the class.  Select the Program category the class falls under.  Enter the Start and End Dates for the class.  Add Schedule(s) and optionally Add Tuition.  Enter the Class Age Group for the new class.  Add the Max Group Size.
Teachers & Staff  Everything you need to know can be found in Care Help Center.  Teachers & Staff > View All Team Members	the <u>Teachers &amp; Staff</u> article and related articles in the Jackrabbit  Create your Team Members in this section of the account. Follow the workflow to add basic information:
	<ul><li>Name, phone number, and email address.</li><li>Assign the person a User Role.</li><li>Assign the person to all sites they will be working at.</li></ul>
Team Member User-Based Permissions	Assign special permissions to team members. These are defaulted to off and must be turned on after a team member is added to your account. When enabled, the staff person will be able to do the following:  Take Attendance Send Messages Manage Policies
Additional information about User Roles a	and User-based Permissions can be found at <u>User Roles in Jackrabbit.</u>

These permissions must be individually assigned to a Team Member.





For the Owner and/or Administrator

Family	/ Accounts
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Adding families is a simple process. <u>Create an Online Registration Form</u> for families to register.  See <u>Family Accounts</u> and related articles for additional information.				
Online Registration Form	Create an Online Registration form in 4 steps to make the process of registering families quick and easy.  Create Policies.			
	Create Document File Types.			
	Add Program Descriptions.			
	Set Up an Online Registration form.			
Family Accounts > Add a New Family Account	Start by adding a New Contact. Then, add children who will be attending your childcare center.			
	Add additional children.			
	Add additional Contacts.			
	Add a Billing Profile if the default profile does not work for the family.			
	Invite Contact to download the Care Mobile App.			
It's Time to Enroll Kids into C	classes!			
time to Enroll Children in	ited, classes are added, and schedules and spaces are set for the classes, it's <u>Classes</u> . From the left menu, click <b>Enrollment</b> and use the Find <b>Find and Creat</b> is simple: click the <b>+ Enroll</b> link and add children to classes.			
Are registrations rolling Registration Forms.	in from your Online Registration form? It's time to Review & Process Online			
	a self-service option for parents and/or contacts to manage their accounts. led with your monthly subscription. You can quickly select which contact(s)			

#### **Process Payments & Collect Tuition Fees**

and Invite Parents/Contacts to Download the Care Mobile App.

If you are interested in having families use credit/debit cards or bank account drafts to pay for
tuition and fees, we recommend you have a conversation with the <u>Jackrabbit Pay</u> team. They will be
able to answer all your questions and get you set up to process electronic payments. Set it once, and
you are done!





For Team Members - Teachers

As a teacher, you can self-serve in Jackrabbit Care and create your own unique sign-in credentials after

#### The Teacher's Dashboard

your profile is created in the system by an Owner or Administrator.

Use the link sent to your email address to create a secure sign-in password. You will be redirected to a personalized page in the Jackrabbit Care system.

Click the avatar/initials in the upper right corner and your name to open your **Details** tab page.

Click the circle with your initials and add a photo to your profile.

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Confirm your **Full Name, Phone, and Email** address, update as needed.

Add an **Address and birthdate.**Add **Immunization** information if required.

Your personalized **Dashboard** will show you the classes you are assigned to and allow you to enter **Class Mode** to view the class roster, take attendance, and message the children in your class (with User-based Permissions enabled).

Add a PIN. This will be used with your phone number to clock in at the Kiosk.

You also have limited access to **Family Accounts** and **Programs & Classes** from the left menu. For additional information, refer to this Help Center article <u>Teachers - Sign In, View Dashboard, Families & Classes</u>.