Start Up Checklist

STEPS FOR SUCCESSFUL SETUP

CLICK ON THE ❓ FOR STEP-BY-STEP INSTRUCTIONS

- [ ] Get free expert help setting up your system by scheduling your first Setup Call. ❓
- [ ] Complete the Let's Get Started Checklist - Bullhorn (icon) > Let's Get Started.
- [ ] Set up ePayments. ❓
- [ ] Review and update the Gear (icon) > Settings > General page as needed. ❓
- [ ] Review and edit left hand menu found under the Gear (icon) > Settings > General. ❓
- [ ] Update Drop-down Lists to reflect my business filters and options. ❓
- [ ] Set up Tuition Settings - billing methods, discounting and prorating. ❓
- [ ] Add all staff to database - Staff (menu) > Add Staff. ❓
- [ ] Assign User Ids to those staff who will require admin access to the database. ❓
- [ ] Add classes or email imports@jackrabbittech.com to request your classes be imported. ❓
- [ ] Set up Staff Portal for instructors to access schedules/classes for attendance/skills tracking. ❓
- [ ] Set up Online Registration Form: ❓
  - [ ] Settings
  - [ ] Field Options & Labels
- [ ] Create Legal Policies. ❓
- [ ] Test my Registration Form. ❓
- [ ] Set up Parent Portal: ❓
  - [ ] Landing page message ❓
  - [ ] Settings
- [ ] Test my Parent Portal. ❓
- [ ] Set up Class Listings Tables. ❓
- [ ] _____
- [ ] _____
- [ ] _____

Let's Get Ready to Go!

For more great instructions and links, go to our Getting Started Page.