


The Family Record

The **Family** record provides a centralized area to keep all information related to a specific family. It's like a file cabinet; it stores and organizes important information.

You can access a Family record from the following locations in Jackrabbit:

- *Families (menu)* > *All Families* and click on a family name to open the record.
- *Families (menu)* > *All Families* > row menu  > *View/Edit* to open the record.
- Use the global search at the top of each page to find a family.

Refer to [Work with All Families - View, Search, and Take Action](#) for more information on the *All Families* grid.

In the Family record, the information is grouped and organized on different **tabs**. **Buttons** allow you to perform an action for the family, for example, post a fee, and many links are provided throughout the record for convenient access to additional relevant information. Other links can be used to do things like enrolling a student.

Family: Agar

← RETURN
SAVE CHANGES
DELETE

Make Sale/Post Fees Payment/Credit Refund Statement Add Student Add Contact Archive Family Family Name Email Push Notification Email Schedules Submit Absences Merge Family

Summary Contacts Classes Events Transactions Billing Info Misc Notes (0) Resources (2) Policies (5)

Primary Contacts

View 1 - 2 of 2

The **Summary** tab is selected here.

Contacts	Cell Phone	Email	Bill	Login	Portal UserID	Last Login
Tara Agar Mother (999) 374-6545	(999) 374-6545	dilinth@gmail.com	Yes	Yes	tagar@email.com	08/15/2023 5:13:00 PM

Students

View 1 - 2 of 2 Print Refresh

First Name	Last Name	Active	Gender	Birth Date	Age	Grade	Fixed Fee	Enrolled Classes	F. Enroll	Wait
Dianne	Agar	+	Female	9/10/2010	12 yrs	8th grade		Little Otters - Beg - M(Kendra B.)(65), Guitar - Maxwell - Wed - 1pm(Maxwell B.)(150)	Q	
Melody	Agar	+	Female	2/8/2008	15 yrs	4th grade	175.00	Karate 1 - Tue - 3rd-5th(Erma B.)(152), Piano 101 - Beg - Th(Maxwell B.)(100)	Q	

Current Balance 112.00 Problem Account

Location: E-Music

Status: Active

Registration Date: 2/21/2017

Primary Phone: (999) 947-6660



The *Current Balance* displayed here is pulled from the *Transactions* tab. A **black** balance means a zero balance, a **red** balance indicates an amount is owed to you, and a **green** balance indicates a credit. This color code feature is applied on the *Transactions* tab as well.

⌵ Family Tab Descriptions

Expand/Collapse
All

⌵ Family Button Descriptions

⌵ Frequently Asked Questions



If the *Birth Date* column is highlighted in yellow, this indicates the student's birthday is coming soon.
