Jackrabbit Registration Process

We have officially launched our new registration and studio management software, Jackrabbit! We are excited to use this new software to register students, manage payment, and send communications.

Below are the steps to take to get registered for next year. We have created an account for every student that was registered for the 2023-2024 season.

Access the Parent Portal using this link: https://app.jackrabbitclass.com/jr3.0/ParentPortal/Login?orgId=551411

1. **The first time you log in, you need to enter your email address on file with BBPAC and click Reset Password.**
2. You will receive an email from BBPAC/Jackrabbit with a temporary password. You will need this in order to log in. It can take a few minutes for the email to come through.
3. Once you log in to the portal, you will be brought to your dashboard. You will be prompted via a pop-up to agree to all the policies and will be required to read and agree before registering for any classes for next season.
4. Click on the "Find Classes" button.
5. Click on each class you will register your student for and click "Add to Cart"
6. After each "add to cart" you will be prompted to continue shopping or check out. If you are adding additional classes, you need to choose "continue shopping". When you are all done choosing classes, you can click checkout.
7. Your balance for one month of tuition (June 2025) will need to be paid upon checkout. This is where you will choose to add your payment on file.
8. You are able to edit any information we have on file by clicking the Billing & Payments. This includes: Student information, payment information, transaction history, their chosen payment method and schedule (autopay, annual, monthly, quarterly, self-pay), Contact information, policies they've agreed to, and (under settings) their login username and password.
9. By clicking on the hamburger button on the top right, you will also be able to access all this information as well as new announcements and messages.
10. Once you've completed registration, you will receive emails with your student's class list for the following year.