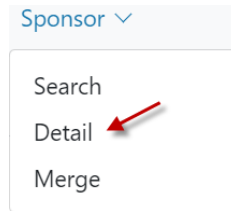


KinderConnect - Adding Parents/Sponsors to a Child

A Click **Detail** under Sponsors.



B There might already be information in the Sponsor Detail that you would like to review, otherwise press **New** to create a record. Enter the required information about the new Parent/Sponsor indicated by a red asterisk (*). Be sure to add a telephone number to a Parent/Sponsor since it will be required to check children in and out of care.

Sponsor Detail

New Save

Sponsor ID:

First Name: *

Middle Name:

Last Name: *

Sponsor Type: *

Phone Number:

Email Address:

CIN:

Inactive:

County: *

Sponsored Children: *

C Click on **Add Children**.

Sponsored Children: *



D Enter the Child's First and Last Name. Press **Search**.

Select Children

First Name:

Last Name:

E Check the box next to the name of the Child you want to select. Press **OK**.

S	Child Name	Date of Birth
<input type="checkbox"/>	Brady, Emily	7/4/2005

Repeat as many times as necessary to add more children.

F In the Sponsor Detail page, press the drop-down arrow next to the Child Name to select the relationship between the Parent/Sponsor and the child.

Child Name		Delete
Brady, Emily	<input type="text" value="Parent"/>	Delete

G Press **Save**.



H The system should display a message indicating the record saved successfully.