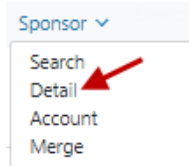


KinderConnect - Adding Parents/Sponsors to a Child

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: * -Select-

Phone Number:

SMS Phone Number:

Email Address:

CIN:

Inactive: ☐

Region: * -Select-

Sponsored Children: * [Add Children](#)

C Click on **Add Children**.

Sponsored Children: *

[Add Children](#)

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

Select Children

First Name:

Last Name:

[Search](#) [Close](#) [OK](#)

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

S	Child Name	Date of Birth
☐	Adams, Wendy	3/3/2019

[Close](#) [OK](#)

Repeat, starting at Step C, 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	Relationship to Child	Delete
Condliffe, Andi A	Parent	
Adams, Wendy	Babysitter Neighbor Other Parent Relative	Delete

G Press **Save**.

[Save](#)

H The system displays a message indicating the record saved successfully.