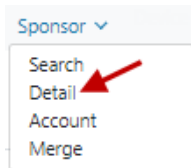


KinderConnect - Adding Caretakers/Sponsors to a Child

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 caretaker/sponsor indicated by a red asterisk (*). **Be sure to add a telephone number to a Caretaker/ 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 Caretaker/Sponsor and the child.

Child Name	Relationship to Child	Delete
Condliffe, Andi A	Parent ▼	
Adams, Wendy	▼	Delete

Babysitter
Neighbor
Other
Parent
Relative

G Press **Save**.

Save

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