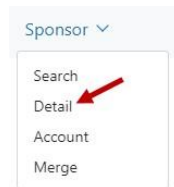


KinderConnect – Adding a Non-Subsidized Sponsor and Linking a Child to a Sponsor

A **Sponsor** is anyone authorized to drop-off or pick-up a child from a Provider’s facility. Before adding a new Sponsor, Providers should check if the Sponsor has an existing account in KinderConnect.

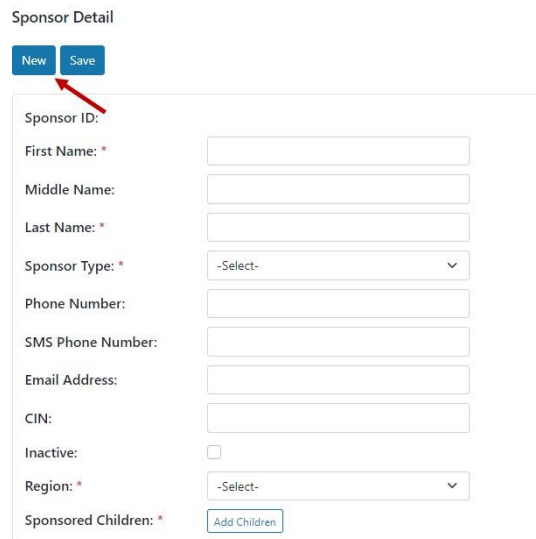
Note: If the Sponsor already has an account in KinderConnect, click on the Sponsor’s name and start on **Step C** to link the new Non-Subsidized Child account.

A Press **Detail** under **Sponsor**.



Sponsor ▾
Search
Detail
Account
Merge

B Press **New** to add a Private Pay Sponsor. Enter the required information for the Sponsor indicated by a red asterisk (*).



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 Press **Add Children**.

Sponsored Children: * Add Children

D Enter the **First Name** and **Last Name**. Then press **Search**.



Select Children

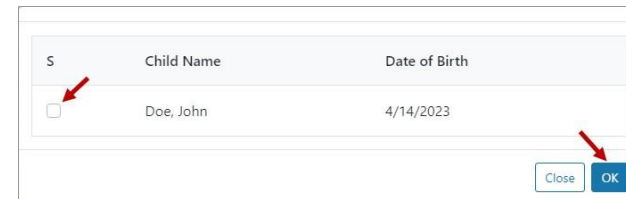
First Name: John

Last Name: Doe

Search

Close OK

E Click the checkbox beside the child’s name. Press **OK**.



S	Child Name	Date of Birth
<input type="checkbox"/>	Doe, John	4/14/2023

Close OK

F Click on the drop-down menu to select the **Relationship to Child** type.



Sponsored Children: * Add Children

Child Name	Relationship to Child	Delete
Doe, John	-Select-	Delete

G Press **Save** at the top left corner to save the new record.



Sponsor Detail

New Save

Note: The tablet should be refreshed before having the new Sponsor sign into their account with their phone number.