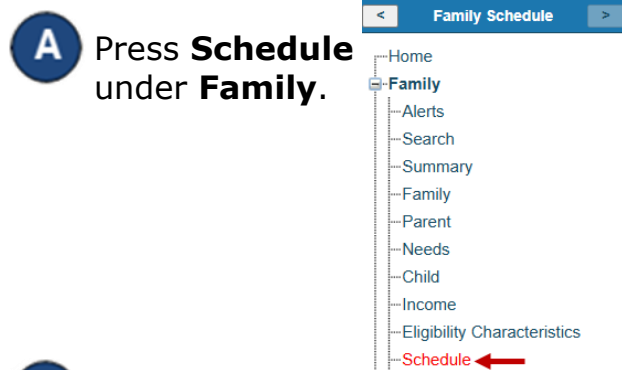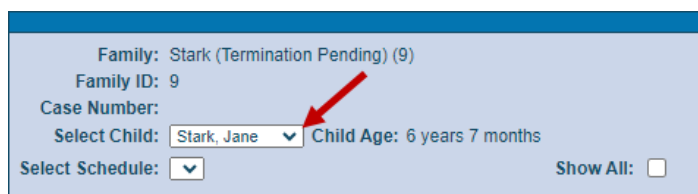# KinderTrack – Adding a Family Schedule

Use the **Family > Schedule** page to set up a schedule for a child with a provider.
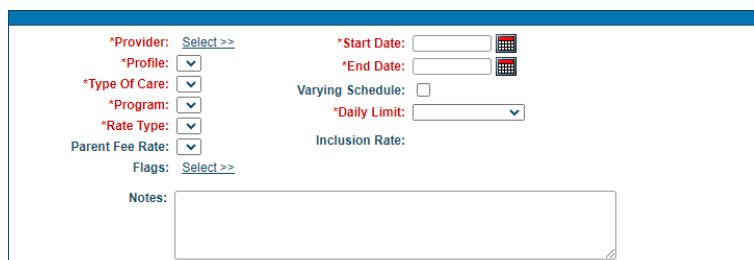
A Press **Schedule** under **Family**.

B Select the child in the **Select Child** drop-down menu.
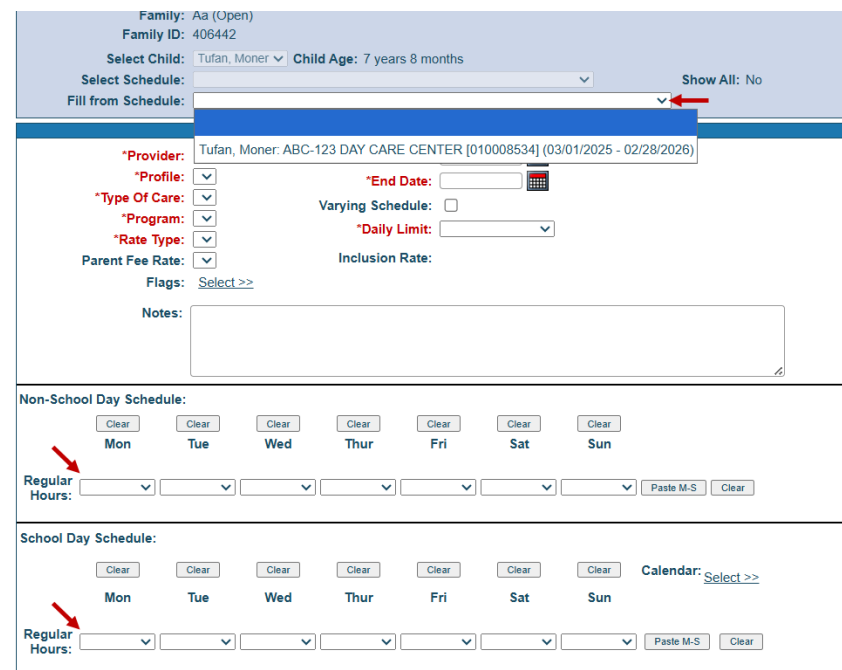

C Press **New**. New

D Enter the new schedule's information in the required fields marked by a red asterisk (*).

Note: First, you must select a Provider for the drop-down menus underneath to show their options.

E Use the **Fill from Schedule** drop-down menu to fill the calendar from an existing schedule or enter the schedule manually for your **School** or **Non-School Day Schedule.**

Note: The School Day Schedule must have a calendar assigned.

F Press **Save**. Save