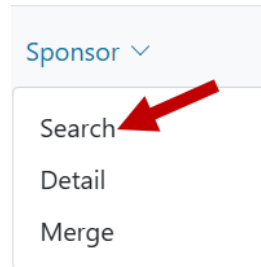


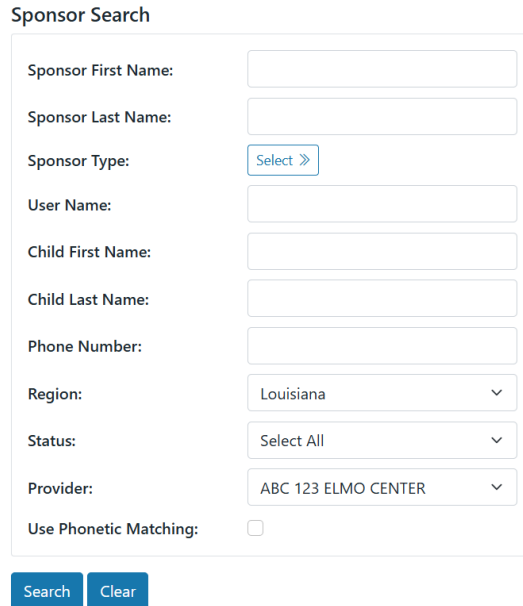
KinderConnect – Inactivate Sponsor Account

If a **Sponsor** has multiple records, the account(s) that are old should be marked **inactive**.

A Click **Search** under **Sponsor**.



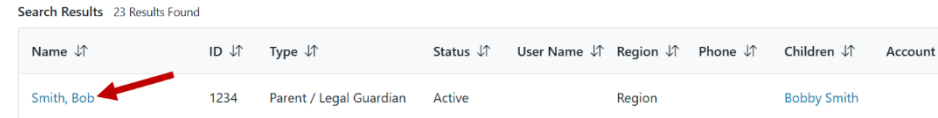
B Enter your search criteria.



A screenshot of the "Sponsor Search" form. It contains several input fields: "Sponsor First Name:", "Sponsor Last Name:", "Sponsor Type:" (with a "Select >>" button), "User Name:", "Child First Name:", "Child Last Name:", "Phone Number:", "Region:" (with a dropdown menu showing "Louisiana"), "Status:" (with a dropdown menu showing "Select All"), "Provider:" (with a dropdown menu showing "ABC 123 ELMO CENTER"), and "Use Phonetic Matching:" (with an unchecked checkbox). At the bottom, there are "Search" and "Clear" buttons.

C Press **Search**.

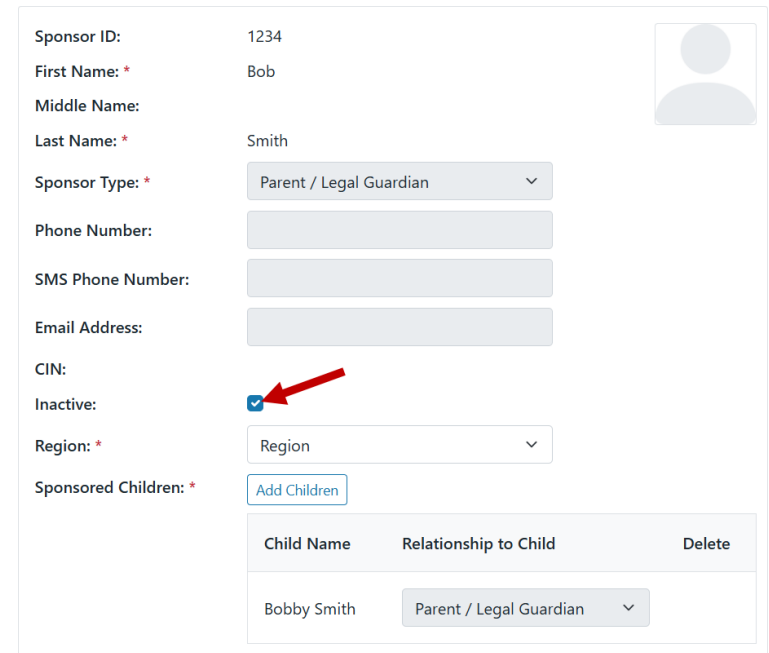
D Click on the Sponsor's name to navigate to the corresponding Sponsor Detail page.



A screenshot of a search results table. The table has columns: Name, ID, Type, Status, User Name, Region, Phone, Children, and Account. The first row contains the data: "Smith, Bob", "1234", "Parent / Legal Guardian", "Active", "Region", and "Bobby Smith". A red arrow points to the "Smith, Bob" name.

Name	ID	Type	Status	User Name	Region	Phone	Children	Account
Smith, Bob	1234	Parent / Legal Guardian	Active	Region				Bobby Smith

E Check the **Inactive** checkbox.



A screenshot of the "Sponsor Detail" page. It shows fields for "Sponsor ID:" (1234), "First Name:" (Bob), "Middle Name:", "Last Name:" (Smith), "Sponsor Type:" (Parent / Legal Guardian), "Phone Number:", "SMS Phone Number:", "Email Address:", "CIN:", "Inactive:" (with a checked checkbox), "Region:" (Region), and "Sponsored Children:" (Add Children button). Below these fields is a table with columns "Child Name", "Relationship to Child", and "Delete". The table contains one row: "Bobby Smith" with "Parent / Legal Guardian" as the relationship.

F Press **Save** at the top.

