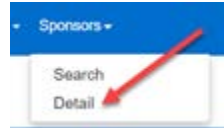


KinderConnect - Adding Caretakers/Sponsors to a Child

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.**

★ denotes a required field

Sponsor ID: _____

First Name: ★ _____

Middle Name: _____

Last Name: ★ _____

Sponsor Type: ★ _____

Phone Number: _____

Email Address: _____

CIN: _____

Inactive:

Re-enroll:

Delete Templates:

Region: ★ _____

Sponsored Children: ★ Add Children

C Click on **Add Children**.

Region: ★ Ohio ▾

Sponsored Children: ★ Add Children

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

Select Children

First Name: _____

Last Name: _____

Search

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

S	Child Name	Date of Birth
<input type="checkbox"/>	Anderson, Mike	1/1/2014

OK Cancel

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
Aaron, Amy	Parent ▾	Delete
Aartsen, Ben	▾	Delete

Babysitter
Neighbor
Other
Parent
Relative

G Press **Save**.



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