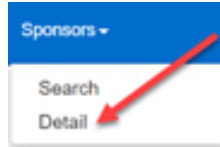


## KinderConnect - Adding Caretakers/Sponsors to a Child

**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

★ denotes a required field

Sponsor ID: 255

First Name: Ann

Middle Name:

Last Name: Aartsen

Sponsor Type: 1

Phone Number:

Email Address:

CIN:

Case Number: Aartsen746

Inactive:

Region: ★ Ohio Region ▼

Sponsored Children: ★ Add Children

Child Name	Relationship to Child	Delete
Aartsen, Abe (PC)	Parent ▼	
Aartsen, Ben (PC)	Parent ▼	

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**C** Click on **Add Children**.

Region: ★ Ohio Region ▼

Sponsored Children: ★ Add Children

For more information, visit [www.ohiocctap.info](http://www.ohiocctap.info), email us at [supportOH@kindersystems.com](mailto:supportOH@kindersystems.com) or call us at 1-833-866-1708.

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

Select Children

First Name:

Last Name:

**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

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.