

KinderConnect – Merge Parents

If a **Child** starts receiving services while eligibility is being determined, it is necessary to create a Non-Subsidized (Private Pay) Schedule in order to track **Attendance**. As part of the process, **Sponsor** records may be duplicated between the two types of schedules. The child **Sponsor** records can be merged in order to remove duplications created during child setup.

- A** On the main KinderConnect menu, press **Merge** under Sponsor to view all new **Authorized Parent** names.

Authorized Parent

Select	Parent Name	Sponsor ID	Sponsored Children
<input type="radio"/>	Appleton, Ashley A	14	Abbey Appleton Acme Appleton
<input type="radio"/>	August, Augusta	15	Amy August Beth August
<input type="radio"/>	Foster, Fanny	17	Abe Foster

- B** Click on the radio button next to the **Parent Name** you would like to merge in order to generate a list of **Potential Matches**. If no matching parents are found, the list displays all potential parents indicating the reason for this result in red bold letters.

Potential Matches

Match	Parent Name	Sponsor ID	Sponsored Children
<input type="radio"/>	Bailey, Helen	11	Ada Peterson James Miller
<input type="radio"/>	Jackson, Robert	12	Ike GWTestFamily Tommy Jackson
<input type="radio"/>	James, Rick J	14	Adele Applegate Agatha Appleton

*** No matching Parents found. The Potential Matches has been expanded to show all eligible Parents.**

- C** Click the radio button next to the **Parent's Name** to select the parent record to be merged into the first parent record selected.

Potential Matches

Match	Parent Name	Sponsor ID	Sponsored Children
<input checked="" type="radio"/>	Bailey, Helen	11	Ada Peterson James Miller

- D** Press **Next** to confirm the **Potential Match**.



- E** Verify the **Parent** records to be merged are correct. Press **Next** to accept the selection.

Confirm Merge

Provider: AA Child Care

[Click Merge to complete merge process](#)

Parents to be Merged

Authorized Parent

Appleton, Ashley A



Matched Parent

Bailey, Helen

Merge Cancel

- F** Press **Merge**.

- G** KinderConnect issues a message informing you that the merge was successfully completed.

Records have been successfully merged, press OK to continue.

OK