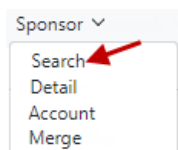


KinderConnect – Add or Edit Telephone Number to a Caretaker/Sponsor

The Caretaker/Sponsor telephone number needs to be registered in KinderConnect before the Caretaker/Sponsor can create an account in KinderSign and use it to check children in and out. To add or to make corrections to an existing telephone number:

A Click **Search** under Sponsor.



B Enter the search criteria into the available fields. If using Caretaker/Sponsor and Child first and last names, they most match the case name in the LDOE eligibility system. Press **Search**.

A screenshot of the 'Sponsor Search' form. It contains several input fields: 'Sponsor First Name:', 'Sponsor Last Name:', 'User Name:', 'Child First Name:', 'Child Last Name:', 'Phone Number:', 'County:' (with a dropdown menu showing 'Select All'), 'Status:' (with a dropdown menu showing 'Select All'), 'Provider:' (with a 'Select >' button), and 'Use Phonetic Matching:' (with a checkbox). At the bottom are 'Search' and 'Clear' buttons.

C From the **Search** Results, click on the name of the Caretaker/Sponsor you would like to review.

Search Results 5 Resultados Obtenidos

Name ↓↑	ID ↓↑	Type ↓↑	Status ↓↑	User Name ↓↑	County ↓↑	Phone ↓↑	Children ↓↑	Links
Condliffe, Chris C	330	Parent	Active		San Diego	(858) 765-6789	Andi Condliffe	Account Documents
Corbett, Jennifer	1580	Parent	Active	jenniferpp	Ruth	(555) 444-7777	Chica Corbett Debora Corbett	Account Documents

D Enter the telephone number or make any other changes.

A screenshot of the 'Sponsor Detail' form. At the top are buttons: 'New', 'Delete', 'Save', 'Cancel', 'Audit', 'Print KinderSmart Registration Form', and 'Upload Picture'. The form fields include: 'Sponsor ID:', 'First Name: *', 'Middle Name:', 'Last Name: *', 'Sponsor Type: *' (dropdown menu showing 'Parent'), 'Phone Number: *' (with a red arrow pointing to it), 'SMS Phone Number:', 'Email Address:', 'CIN:', 'Inactive:' (checkbox), 'Region: *' (dropdown menu showing 'San Diego'), and 'Sponsored Children: *' (with an 'Add Children' button). Below these fields is a table with columns 'Child Name', 'Relationship to Child', and 'Delete'. It lists two children: 'Dove, Derek' with relationship 'Neighbor' and 'Fam, Darlene' with relationship 'Parent'. Each row has a 'Delete' link.

E Press **Save**.

The Caretaker/Sponsor can now create their account on KinderSign.