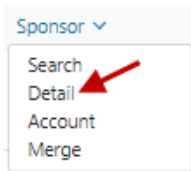


## KinderConnect - Adding Caretakers/Sponsors to a Child

**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

New Save

Sponsor ID: \_\_\_\_\_

First Name: \* \_\_\_\_\_

Middle Name: \_\_\_\_\_

Last Name: \* \_\_\_\_\_

Sponsor Type: \* -Select- ▾

Phone Number: \_\_\_\_\_

SMS Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

CIN: \_\_\_\_\_

Inactive:

Region: \* -Select- ▾

Sponsored Children: \*

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

Sponsored Children: \*

(highlighted with a red arrow)

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

Select Children

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

(highlighted with a red arrow)

**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"/>	Adams, Wendy	3/3/2019

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
Condliffe, Andi A	Parent ▾	
Adams, Wendy	▾	Delete

Dropdown menu for Adams, Wendy: Babysitter, Neighbor, Other, Parent, Relative

**G** Press **Save**.

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