

Family Record, Child Tab- More, Contacts

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To add, edit or deactivate contacts for children/families- go to a family record, then select the child tab.

On the child tab select the More option, then select Contacts.

The screenshot displays the 'Family Record' interface for a child named Jack Beanstalk. At the top, a summary bar shows the family name 'Beanstalk Family', the number of students '1', the statement type 'Regular', and a balance outstanding of '\$25.00'. Below this is a navigation menu with tabs for 'Summary', 'Family', 'Children', 'Parents', 'Third Party', 'Volunteers', 'Communication', 'Auto-Pay', 'Vacation', 'Financials', 'Receipts', and 'Merge'. The 'Children' tab is selected, showing a profile for Jack Beanstalk (Age 6). A 'More' dropdown menu is open, highlighting the 'Contacts' option. Other options in the menu include 'Additional Information', 'Health', 'Incidents', 'Sponsors', and 'Information Record - PDF'. A tooltip 'Maintain Contact Information' is visible over the 'Contacts' option.

To add a new contact enter the contact's details in the blank fields then press Save. The available fields are listed below-

- Contact Type- this section helps to classify what type of contact is being entered, this is a required field (options cannot be removed from the selection list)
 - Emergency Release
 - First Release
 - Doctor
 - Dentist
 - DO NOT Release

Personal Information



Contact Type

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Emergency Release

First Release

Release

Doctor

Dentist

DO NOT Release

Last Name

Additional Information

No

In/Out

er

Disable Pin

Personal Information

License

Address

- First Name
- Last Name
- Relationship- the values here will populate based on the Relationship type valid values that are setup under [Setup > System Config, Valid Values](#)
- Active
 - Can be Released? check this box if the contact can pick up the child
- Release Limitations/Notes
- Payer- if the contact can pay on the account or not, if this is marked as yes, then a username and password will display once the contact is saved. If yes is selected an email is required.
 - Yes
 - No
- PIN Number- the contact's PIN number will display once the contact is saved
 - Disable PIN
- Drivers License
- Address

- Address 2
- City
- State
- Zip
- Home Phone
- Work Phone
- Cell Phone
- Email
- Picture



Add Sibling

Contacts										Add New Contact
Last Name	First Name	Type	Home Phone	Cell Phone	Work Phone	Email	Payer	Last Changed		

Contact Information



Contact Type:

First Name:

Last Name:

Relationship:

Active?: Can be released?

Release Limitations/Notes:

Payer Information

Payer?:

Check In/Out

Pin Number: Disable Pin

Personal Information

Drivers License:

Address:

Address 2:

City:

State:

Zip:

Home Phone:

Work Phone:

Cell Phone:

Email:

Picture:

Save