

Family Record, Child Tab- More, Sponsors

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The Sponsors tab on the More drop down list links users to the Third Party Screen of the family record.

From the family record, select the Children tab. Then select the More drop down box and select Sponsors.

The screenshot shows the family record for Jack Beanstalk. At the top, the family name is "Beanstalk Family" with ID 323499, 1 student, and a regular statement type. A balance outstanding of 25.00 is shown. Below this is a navigation bar with tabs: Summary, Family, Children, Parents, Third Party, Volunteers, Communication, Auto-Pay, Vacation, Financials, Receipts, Merge. The "Children" tab is active, showing Jack's profile (Age 6) and an "Add Sibling" button. Below the profile are tabs for Admission/Personal, Doctor/Health, Program/Room Assignment, and Calendar View. A "More" dropdown menu is open, listing options: Additional Information, Health, Incidents, Contacts, Sponsors, Information Record, Info Cards loaded, Daily Sheets, Daily Log, and Attendance. The "Sponsors" option is highlighted with a mouse cursor. A tooltip "Maintain Sponsor Informatic" is visible over the "Sponsors" option.

On this screen users can split a divorced family or add a third party sponsor as a payor.

The screenshot shows the "Select Primary Sponsor" screen. At the top, the family information is the same as in the previous screenshot. The navigation bar is the same, but the "Third Party" tab is now active. The main content area has a blue header "Select Primary Sponsor" and two radio button options: "Kristina Gass" and "Guardian 2 Beanstalk". A green "Save" button with a checkmark is located at the bottom right, with a mouse cursor hovering over it.

[Click here for directions on how to use the Third Party screen.](#)
