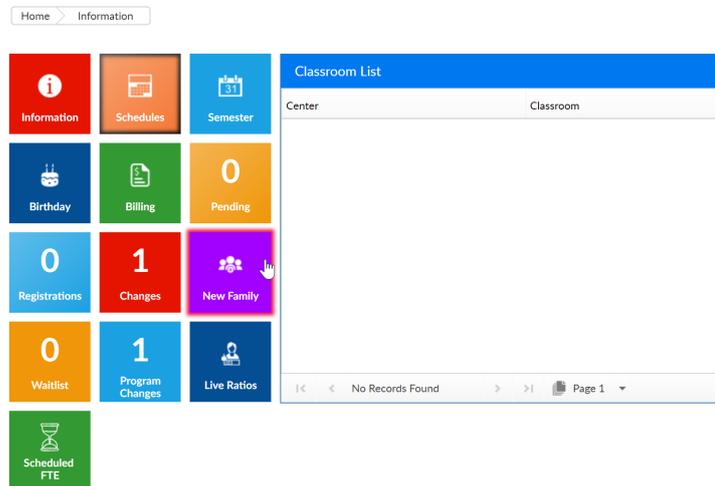


How to add a new family from the admin side

Last Modified on 09/12/2019 11:11 am EDT

1. From the Home > Information screen select the New Family tile



2. Enter the necessary student information. Please Note: There are only 5 **required** fields:
 - Last Name
 - First Name
 - Enrollment Date
 - Start Date
 - Birth date
3. Once the student's information has been added, select Save at the bottom or click Next to continue entering additional information

Children

Add a New Child

Admission/Personal Doctor/Health Program/Room Assignment

Personal Information Admission Child/Student ID: 0

Last Name * *

First Name * *

Middle Name

Preferred Name

Date of Birth * *

Gender
 Male Female None given

Include in Directory
 Yes No

Address 1

Address 2

City

State

Status Active

Enrollment Date * *

Start Date * *

Withdraw Date

Date of Last Registration/Re-Registration Charge

Voucher/EAN Exp Date

Voucher/EAN Exp Hours

Food Program

Accounting ID

Student ID/Record Number

SIS Status

4. Once the page is saved, an expanded family record will display

Beauty Family 1 Regular 0.00
 Family ID 347677 Student(s) Statement Type Balance Outstanding
 Internal Note: Add/View Journal Notes

Summary Family Children Parents Third Party Volunteers Communication Auto-Pay Vacation Financials Receipts Merge

SUCCESS
 Save was successful.

Sleeping
 Beauty
 Age 2

Add Sibling

Admission/Personal Doctor/Health Program/Room Assignment Calendar View More

5. Click the Doctor/Health tab to enter doctor, hospital, and insurance information

6. Select the More tab to enter additional information, health information, or contacts

7. Once the student information has been added, select the Parents tab to enter the guardian 1 and 2 information

- If parent will be using the Connect/Parent portal, be sure to add a username and password for each parent