

Family- How do I add a contact from the admin side?

Last Modified on 05/10/2018 1:28 pm EDT

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 shows a family record for 'Beanstalk Family' with Family ID 323499. It lists 1 student(s) and a regular statement type with a balance outstanding of 25.00. The interface includes tabs for Summary, Family, Children, Parents, Third Party, Volunteers, Communication, Auto-Pay, Vacation, Financials, Receipts, and Merge. The 'Children' tab is active, showing a profile for Jack Beanstalk, age 6. A 'More' dropdown menu is open, listing options: Additional Information, Health, Incidents, Contacts (highlighted), Sponsors, and Information Record - PDF. A tooltip for '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

Information



Contact Type

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Emergency Release

First Release

Release

Doctor

Dentist

DO NOT Release

Last Name

Information

No

n/Out

Disable Pin

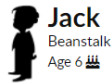
al Information

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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: <input type="text"/>	Address: <input type="text"/>
City: <input type="text"/>	Address 2: <input type="text"/>
Zip: <input type="text"/>	State: <input type="text" value="--"/>
Work Phone: <input type="text"/>	Home Phone: <input type="text"/>
Email: <input type="text"/>	Cell Phone: <input type="text"/>
	Picture: <input type="text" value="browse"/> <input type="button" value="download"/>

Save