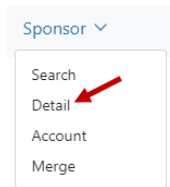


KinderConnect – Adding a Private Pay Sponsor

A Sponsor is anyone authorized to drop off or pick up a child from a Provider's facility.

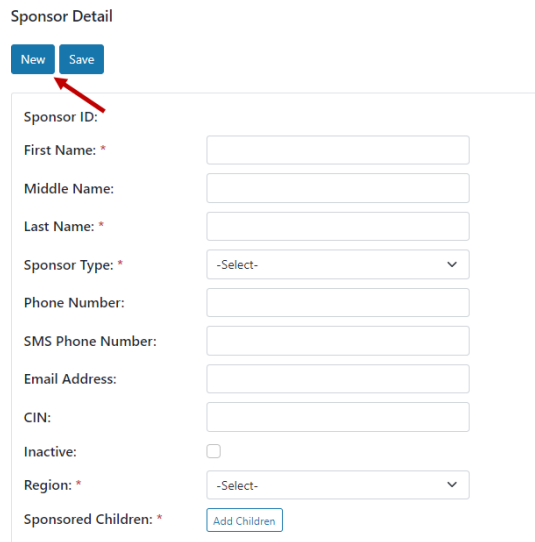
- A** Click **Detail** under Sponsor.



Sponsor ▾

- Search
- Detail
- Account
- Merge

- B** Add a private pay Sponsor by pressing **New**. Enter the required information for the Sponsor indicated by a red asterisk (*).



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- ▾

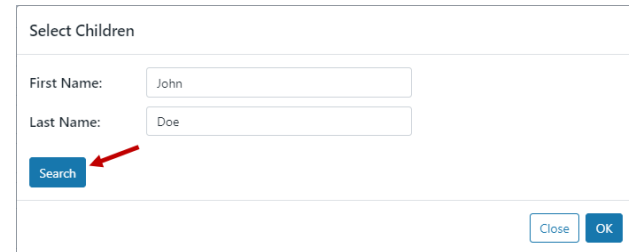
Sponsored Children: * Add Children

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



Sponsored Children: * Add Children

- D** Enter the **First Name** and **Last Name**. Then press **Search**.



Select Children

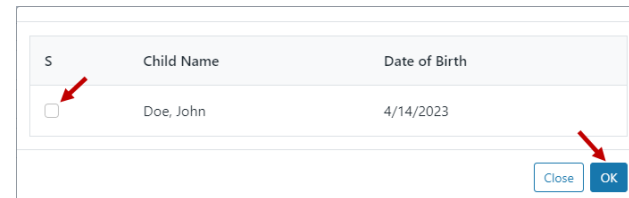
First Name: John

Last Name: Doe

Search

Close OK

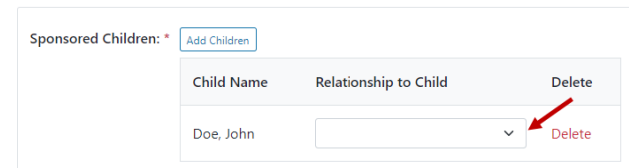
- E** Click the checkbox beside the child's name. Press **OK**.



S	Child Name	Date of Birth
☐	Doe, John	4/14/2023

Close OK

- F** Click on the drop-down menu to select the **Relationship to Child** type.



Sponsored Children: * Add Children

Child Name	Relationship to Child	Delete
Doe, John	▾	Delete

- G** Press **Save** at the top left corner to save the new record.

Sponsor Detail



New Save