

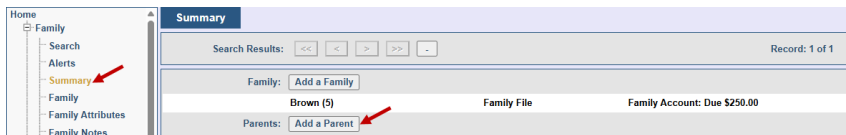
CenterTrack – Add a Sponsor

Use the **Family > Summary** page to add a sponsor to a family in your care. A sponsor must be registered in CenterTrack before they can use the KinderSign and KinderSmart applications to check children in and out of care.

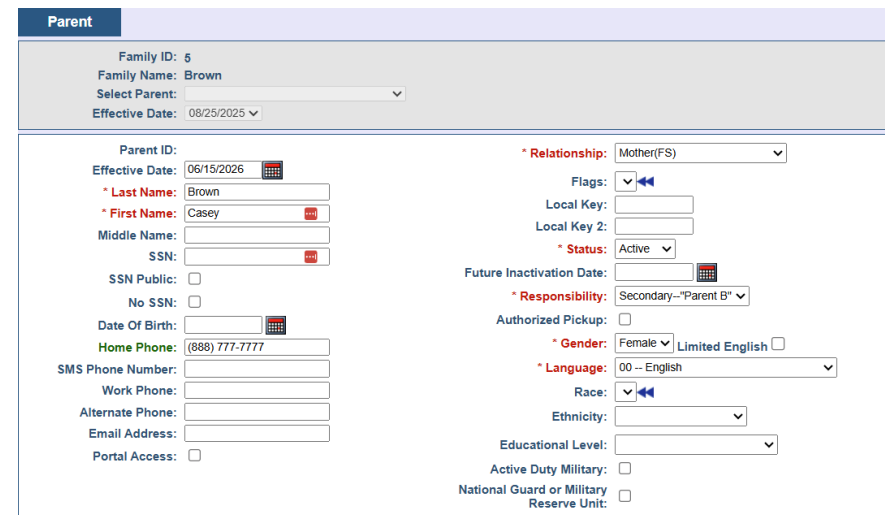
- A** Click on **Family > Search** page. Press the **Search** button, then click the checkbox next to the Family you would like to add a Sponsor to.



- B** Navigate to *Summary* under *Family*. On the **Family > Summary** page, press **Add a Parent**.



- C** Enter the information in the available fields. A red asterisk (*) indicates a required field.



Note: It is very important to populate the **Home Phone** number field, as it is used with the KinderSign and KinderSmart applications for checking children in and out of care.

- D** Click to select the **Authorized Pickup** checkbox. This selection is a requirement for a Sponsor to be able to use the KinderSign tablet to check children in and out of care. It also enables the **KinderSmart Registration Form** button

Authorized Pickup: ☒ 

- E** Press **Save**.