Edit Participant Details

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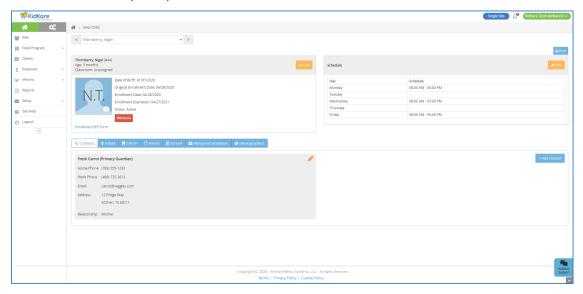
Required Permissions: All users can view enrolled participants. However, you must have the **Child Details** permission enabled on your account to view and edit participant details.

To edit participant details:

1. From the menu to the left, click Participants. A list of participants displays.

Note: According to your display settings, this menu option may be called something different, such as Kids. For more information, see **Set Display Settings**.

2. Click a name to view participant details.



- 3. Click **Edit** in the section or tab to change. You can update the following:
 - o Participant Details
 - Schedule
 - Contacts
 - Infant (Infants Only)
 - CACFP
 - o Forms
 - School
 - o Allergies/Conditions
 - o Demographics
- 4. Enter information over the existing information, and click the sliders to enable/disable certain settings.
- 5. When finished editing a section/tab, click Save.
- 6. Click or to navigate to a new participant profile, if needed.