

Manage Guardians

Last Modified on 03/24/2021 7:40 am
CDT

The Guardians page lists the guardians on-file for your participants. This page also includes the following information:

- Guardian Type (Primary, Guardian, or Other)
- Payer Status
- KidKare Username
- Payment Settings

Use this page to re-send welcome letters, access child details, and update the welcome letter template. See [Edit the Welcome Email](#) for more information.

1. From the menu to the left, click **Accounting**.
2. Click **Guardians**. The Guardians page opens.

Accounting > Guardians


Welcome Letter Template

All Relationships

Student Name	Guardian Name	Relationship to Student	Username	Payment Settings
bay ba, release	bayba pickup, release bayba mom, Release	Guardian Primary Guardian, Payer	release73pk@yopmail.com release73@yopmail	
bay tam, kid release	bay tam mom, release	Primary Guardian, Payer	release78@yopmail.com	
Beaufort, Caroline	Beaufort, Jean	Primary Guardian, Payer		
Hall, Yolanda	Hall, Maria	Primary Guardian, Payer	jpeters@kidkare.com	
hap, chip chip	mom, chip chip	Primary Guardian, Payer	chipchipmom1@yopmail.com	
infant sevenmonth, jock	mom, jock	Primary Guardian, Payer	jockmom@yopmail.com	
Jack, Sean	Sean, John Sean, Jessica	Guardian, Payer Primary Guardian, Payer	jsean@example.com jsean@example.com	
Lavenza, Elizabeth	Lavenza, Maria	Primary Guardian, Payer		
muoi ba bay, kid datafeed release	muoi ba bay mom, release	Primary Guardian	release137@yopmail.com	
One, Child	One, Mother	Primary Guardian	kthanh24@mailinator.com	

Showing 1 to 10 of 27 entries.

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3. Click the drop-down menu and select a relationship by which to filter. You can choose from the following:
 - All Relationships
 - Primary Guardian
 - Guardian
 - Payer
4. Click a column header to sort by that column.
5. Click  in the Username column to re-send the welcome email.
6. Click a row to view participant details.