Manage Guardians

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.

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.