Manage Guardians

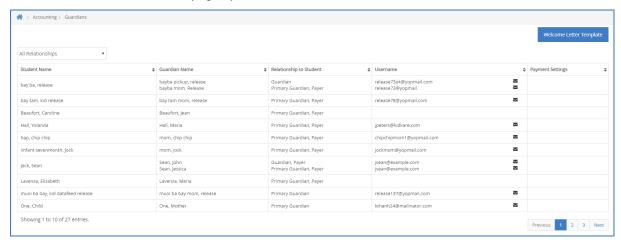
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The Guardians page lists the guardians on-file for your participants. This page also includes the following information:

- 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
 - o Primary Guardian
 - o 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.