Edit Child Information as a Sponsor

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As a sponsor you have access to review and edit child information whether you are ^{CDT} updating a guardian email address, adding a new allergy, or updating enrollment information. Note that at **Step 6**, these are the same steps a center would follow to edit child information.

- 1. From the menu to the left, click **Children**.
- 2. Click Manage Child Information.
- 3. In the top right corner, select the Center for the child that needs to be updated.

Image: Children > Manage: Child information Image: Children > Manage: Children Theorem > Comment Image: Children Theorem >		ARAS Site (#789)
Test Center Playground (#1.2)	A children > Manage Child Information Active O Pending O Withdraw After	Clear Control Control Contro Contro Control Control Control Cont

- 4. Use the filters to narrow down your search.
 - a. Choose whether this participant is Active, Pending, or Withdrawn.
 - b. If you choose **Withdrawn**, you must enter a date into the **After** date field. This is to search for all children withdrawn after the date you select.
- 5. Use the Select a Child drop down to choose the child to edit.

Active O Pending O Withdraw After	🛗 « Select a Child
	Select a Child
	Baby ,Boss
	Ball ,Lucille
	Basett ,Angela
	Beghe ,Jason
	Bing ,Chandler
	Boseman ,Chadwick
	Boudreaux ,Katie
	Braxton ,Tamar
	Brown ,Amber
	Brown ,Chris
	Child ,New
	Clarkson ,Kelly
	Clooney ,George
	Connery ,Sean
	Cox,Courteney
	Davis ,viola
	Dean ,Sheronnie
	Degenrous ,Ellen

6. From this screen, use the orange **Edit** buttons to edit the child information.

7. Click Save.