

# View All People - Contacts by Child

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Easy access to your student's information is critical to maintaining safety and security at your center. After you have added a [new Family Account](#) and entered all the child's details, you will see the child and contact details reflected on the **Contacts By Child** page. The list of child contacts helps guarantee your staff knows who can pick up a child or who to call in an emergency.

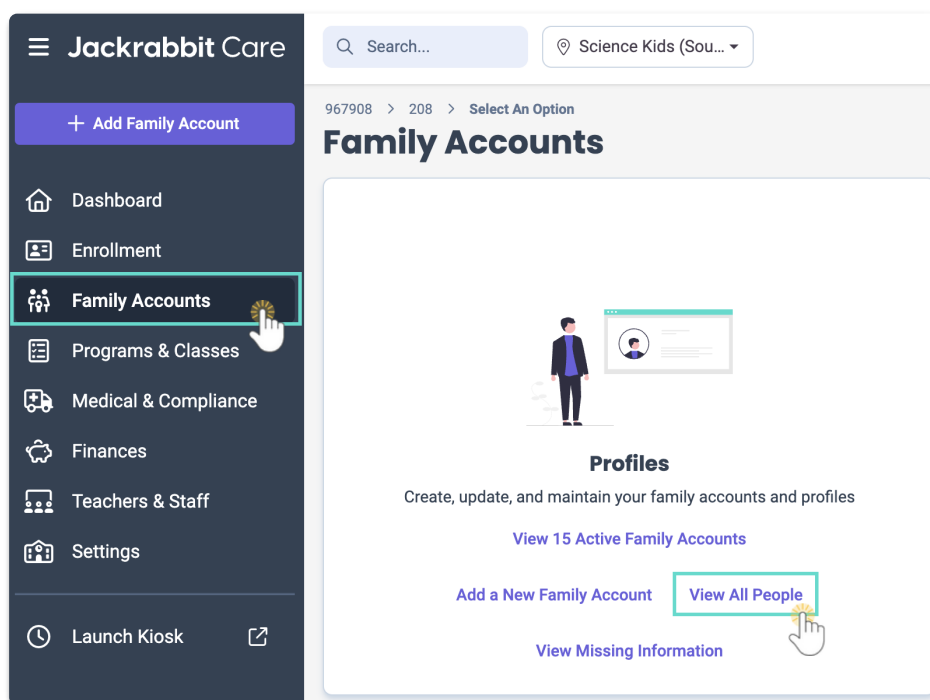
The information on this page is easily exported to Excel and/or printed. The *Contacts By Child* page has many uses, here are just a few:

- ✦ Drop off and pick up verification at the front desk.
- ✦ Quick access to contacts in case of emergency or closures.
- ✦ Photos easily identify authorized contacts.
- ✦ Print a list of contacts for trips or outings.

## Open and Work with Contacts By Child

The Contacts By Child page is located in the Family Accounts section of Jackrabbbit Care.

1. Go to the **Left Menu > Family Accounts**.  
**Note:** Be sure you have the right site selected at the top of the page.
2. Click the **View All People** link on the *Profiles* card to open the page.



3. Use the **Column Menu** icon (shown below on the right) to sort, filter, add, or remove columns.  
**Note:** Click the **Help With Grids** link to learn more about using the grids located throughout Jackrabbbit Care.

**Contacts By Child** Help With Grids

[+ New Account](#) Export To Excel Print

Drag a column header and drop it here to group by that column

Click to adjust columns or drag to top to group by Child Status.

Child Status	Child First Name	Child Last Name	Contact Name	Authorized Level	Phone #
Inactive		<a href="#">Dennis</a>	<a href="#">Jared Dennis</a>	Legal Guardian	+1(555) 879-6754
Inactive		<a href="#">Dennis</a>	<a href="#">Katrina Dennis</a>	Legal Guardian	+1(555) 358-2334
Inactive		<a href="#">Dennis</a>	<a href="#">Jared Dennis</a>	Legal Guardian	+1(555) 879-6754
Inactive		<a href="#">Dennis</a>	<a href="#">Katrina Dennis</a>	Legal Guardian	+1(555) 358-2334
Active		<a href="#">Pham</a>	<a href="#">Vivian Pham</a>	Legal Guardian	+1(555) 237-9963
Active	<a href="#">Franklin</a>	<a href="#">Pham</a>	<a href="#">Giang Ngo</a>	Authorized Pickup and Emergency Contact	+1(555) 273-2356

4. Click **Export To Excel** or **Print** the grid as needed.

**Contacts By Child** Help With Grids

[+ New Account](#) Export To Excel Print

Drag a column header and drop it here to group by that column

Child Status	Child First Name	Child Last Name	Contact Name	Relationship	Phone #
Active	<a href="#">Franklin</a>	<a href="#">Pham</a>	<a href="#">Vivian Pham</a>	Parent	+1(555) 237-9963
Active	<a href="#">Franklin</a>	<a href="#">Pham</a>	<a href="#">Giang Ngo</a>	Grandmother	+1(555) 273-2356
Active	<a href="#">Franklin</a>	<a href="#">Pham</a>	<a href="#">Huang Ngo</a>	Grandfather	+1(555) 237-9666
Active	<a href="#">Jacob</a>	<a href="#">Traska</a>	<a href="#">Marie Traska</a>	Mother	+1(555) 324-6890

5. Click any link to access additional child or contact details:
- **Child First and Last Name** - opens the child's details, including enrollments and contacts.
  - **Contact Name** - opens the contact details and accounts.
  - **Email** - allows you to send an email directly from the list.



Click, drag, and drop a column header (into the section above the list titled) to group the data by a preferred column, depending on how you want to sort the information on the page. In addition, you can click, drag, and drop any column headers (from left to right) to change the column order.