

Add a New Family Account

Last Modified on 09/06/2023 8:07 am EDT

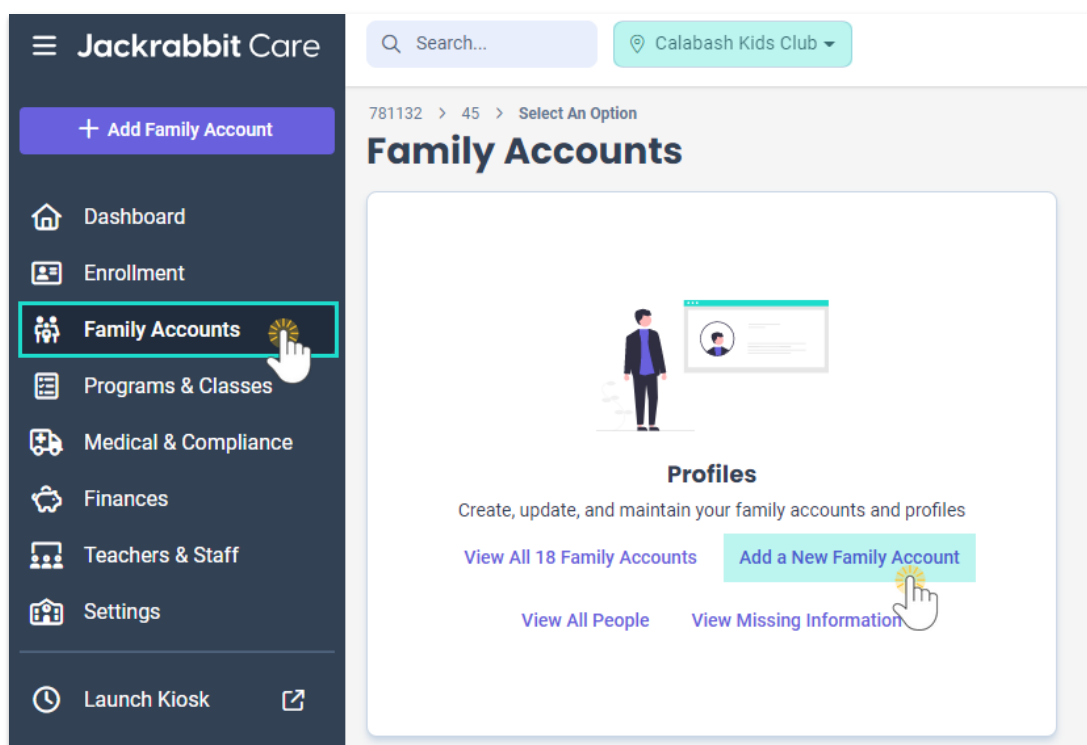
A **Family Account** consists of the Children, Contacts, and all the details related to the family. Both an Owner and Administrator automatically have the permissions to add family accounts.

Add a New Family Account

Family Accounts are accessed from the left menu on the *Profiles* card.

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 **Add a New Family Account** link on the *Profiles* card.
3. Enter the first contact's Name, Mobile Phone, and Email in the **New Contact** window. Additional contacts can be added once the Family Account has been created.
4. Click **Save**. You will be prompted to add children.
 - If you decide to add children to the family, click **Add** to continue.
 - If you do not want to add children, click **Cancel**, and an email is sent to the family contact to verify the email address you just entered.
5. Click **Add** to open the **New Child** window.
6. Enter the child's Name, Date of Birth, and select a Gender from the drop-down list, click **Next**.
7. Select the contact's relationship to the child from the drop-down list and the contact's authorization level. A contact can be both an Authorized Pickup and an Emergency Contact.



Legal Guardian - primary contact and, by default, Authorized Pickup and Emergency Contacts.



Authorized Pickup - authorized to pick up a child from the center but is not a primary contact.



Emergency Contact - in case of emergency when a Legal Guardian cannot be reached.

8. Click **Save**.

- o An email is sent to the family contact to verify the email address you entered.
- o The child is added to the Family Account, and the child's **Details** tab opens. Additional information can be added or updated on the child's **Details** page, including: Add a Photo, Details, Emergency, Healthcare, Allergies, and Health Issues.

Account > Child

George Jones

DETAILS ENROLLMENTS CONTACTS 1 FILES

INACTIVE

Check-in/out status: **NEVER**
LAST CLOCK-IN

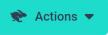
Details **Emergency** **Healthcare** **Allergies** **Health Issues**

Full Name George Jones	Emergency Form Not Received!	Immunizations None On File	List of Allergies No Allergies Listed	Medical/Behavioral Issues None On File
Age 4 years 11 months 19 days		Physical Exam None On File		
Birthdate January 01, 2018				
Gender Male				

Actions ▼

- Account Details
- Enroll
- Upload File
- Delete



Use the **Actions Menu**  to view Family Account details, Enroll a child into a class, Upload a File, or Delete the child from the family. Refer to [Work with Families - Children and Contacts](#) for additional information.