

Assign Families to Sites

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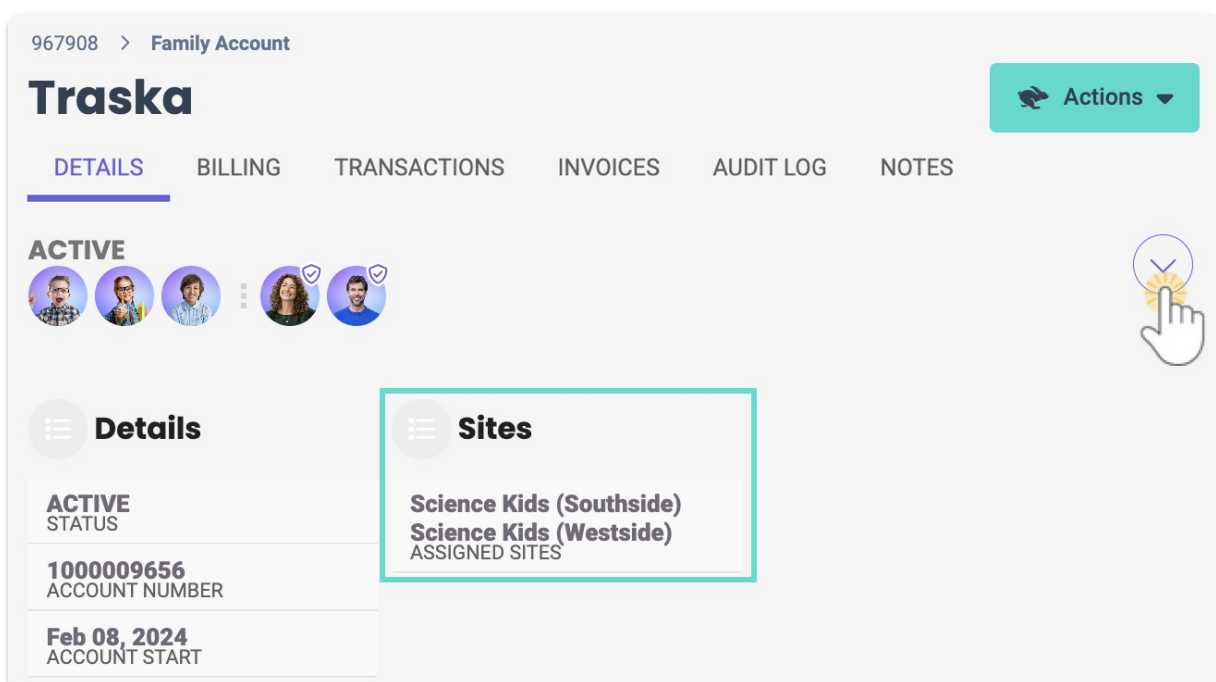
Family Accounts are initially assigned to the site where they are created. However, families can later be assigned to multiple sites by Owners and Administrators. Assign a Family Account to additional sites to:

- ✦ Enroll children at more than one site.
- ✦ Manage a family's account at additional site locations.
- ✦ Reflect changes made on a Family Account across all sites.

[Expand/Collapse All](#)


View a Family's Assigned Sites

1. Go to **Family Accounts** (left menu) > **Profiles** card > **View # Active Family Accounts** or use **Search...** at the top of the page to locate a family.
2. Locate and click the family's name.
3. Click the **Expand** arrow on the top-right of the page.
4. View all sites the family is currently assigned to under **Sites**.



The screenshot displays the 'Family Account' page for 'Traska' (ID: 967908). The page has a navigation bar with tabs: DETAILS (selected), BILLING, TRANSACTIONS, INVOICES, AUDIT LOG, and NOTES. Below the tabs, there are five circular profile icons for active family members. On the right side, there is an 'Actions' dropdown menu and a hand icon pointing to a downward arrow icon. The 'Details' section on the left shows: ACTIVE STATUS, ACCOUNT NUMBER 100009656, and ACCOUNT START date Feb 08, 2024. The 'Sites' section, highlighted with a red box, lists 'Science Kids (Southside)' and 'Science Kids (Westside)' under the heading 'ASSIGNED SITES'.

Assign Additional Sites

1. Go to **Family Accounts** (left menu) > **Profiles** card > **View # Active Family Accounts** or use **Search** at the top of the page to locate a family.
2. Locate and click the family's name.
3. Click the **Actions** menu  > **Assign to Site**.
4. Select one or more additional sites in the *Site Assignment* window and click **Assign**.

Jennings

- DETAILS
- BILLING
- TRANSACTIONS
- INVOICES
- AUDIT LOG
- NOTES

ACTIVE



Children (1)



Joey Jennings



6 years 9 months 7 days

MAY 10, 2018



Contacts
Sheldon Jennings
Father

Site Assignment

Assign additional sites where this family account will be available for enrolling and editing.

Current Site(s)

Science Kids (Southside)

Additional Site(s)

Science Kids (Northside) x

Science Kids (Westside) x

Only Administrators and Owners can assign families to different sites
When you edit contacts or children's details, the changes are reflected on all sites
Contacts from different accounts associated with this family do not get imported

Cancel

Assign

Actions

- Add Note To Family Account
- Account Name
- Add Billing Profile
- Add Child
- Add Contact
- Add Credit
- Add Fee
- Enroll
- Generate Statement
- Payment
- Assign to Site
- Archive