View Participants

The Children page lists all participants you have currently enrolled.

> **Note:** According to your display settings, this page may be called something else, such as Kids or Participants. For more information, see **Set Display Settings.**
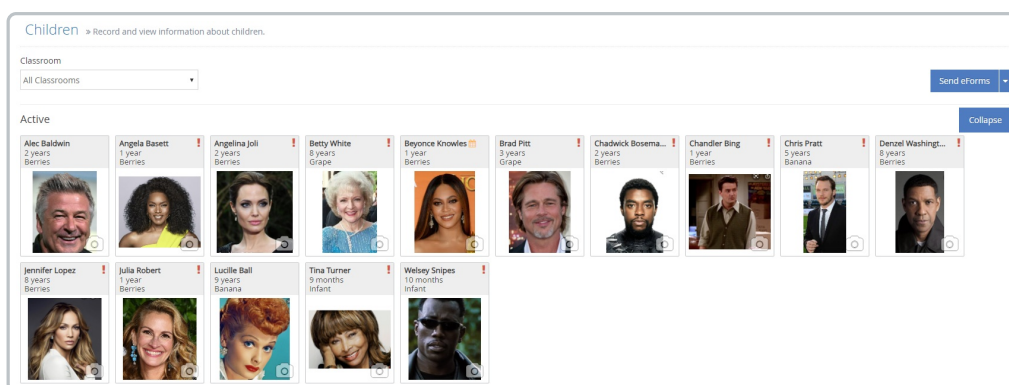
1. From the menu to the left, click **Children,** then **List Children.** A list of you children displays.

2. Click **Filters** in the top-right corner to set filters and sorts. You can filter by enrollment status and sort by first or last name.
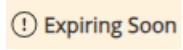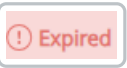

3. Click the **Classroom** drop-down menu at the top of the page and select a classroom to view. You can also leave it blank or select **All Classrooms** to view all classrooms.

4. Children will have alerts that show up next to their name. Keep an eye out for these alerts:

   - If you see a red [!] in the top right corner of the child box, this means that some required information is missing OR an expiration date has been reached.

   - If you see an orange [📅] in the top right corner of the child box, this means that an expiration date is expiring in the next 30 days.

5. Click a name to view participant details. For more information, see **Edit Participant Details**.

Enrollment Expiration View

If your sponsor has the **Enrollment Expiration** feature turned on, you will see additional filters and alerts on your screen.

> **Note:** This is Policy D. 01e. To turn it on your sponsor must change this policy to **Yes** in their administration settings. If you are an Independent Center, you can contact support@kidkare.com to turn this feature on.
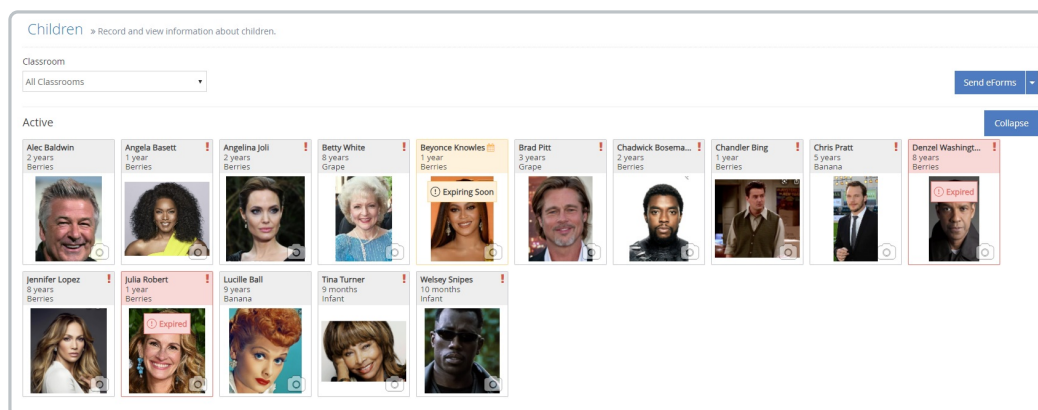
- When an **⚠ Expiring Soon** alert shows up on the child, this means their Enrollment Expiration Date will expire within the next 30 days. This is a visual reminder to the center to collect an updated enrollment form.

- When an **⚠ Expired** alert shows up on the child, this means their Enrollment Expiration Date has already expired and the enrollment form needs to be updated in order to be able to claim this child.

- At the top of the screen you will see an **Updates Needed** pop-up. Click on **View Now** to see a filtered view of only children with enrollments that are **Expired** or **Expiring Soon.**

- Additional filters have been added so that you can filter children by enrollment expiration status from the here as well.