

Edit Participant Details

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Required Permissions: All users can view enrolled participants. However, you must have the **Child Details** permission enabled on your account to view and edit participant details.

To edit participant details:

1. From the menu to the left, click **Participants**. A list of participants displays.

Note: According to your display settings, this menu option may be called something different, such as Kids. For more information, see [Set Display Settings](#).

2. Click a name to view participant details.

The screenshot shows the 'View Child' page for a participant named Thornberry, Nigel. The page is divided into several sections:

- Participant Details:** Includes a profile picture (N.T.), name, age (3 months), classroom (Unassigned), date of birth (01/01/2020), original enrollment date (04/28/2020), enrollment date (04/28/2020), enrollment expiration (04/27/2021), and status (Active). There is an 'Edit' button and a 'Withdraw' button.
- Schedule:** A table showing the schedule for each day of the week. The schedule is 08:00 AM - 05:00 PM on Monday, Wednesday, and Friday, and is blank for Tuesday, Thursday, and Saturday.
- Contact Information:** A section for the primary guardian, Fresh Carrot, with contact details: Home Phone (789) 555-1233, Work Phone (459) 735-2613, Email carrot@veggies.com, Address 12 Fridge Way, Kitcher, TX 60111, and Relationship Mother. There is an 'Add Contact' button.
- Navigation:** A sidebar menu on the left with options like Kids, Food Program, Claims, Expenses, eForms, Reports, Setup, Get Help, and Logout. At the bottom, there are tabs for Contacts, Infant, CACFP, Forms, School, Allergies/Conditions, and Demographics.

3. Click **Edit** in the section or tab to change. You can update the following:

- Participant Details
- Schedule
- Contacts
- Infant (Infants Only)
- CACFP
- Forms
- School
- Allergies/Conditions
- Demographics

4. Enter information over the existing information, and click the sliders to enable/disable certain settings.

5. When finished editing a section/tab, click **Save**.

6. Click  or  to navigate to a new participant profile, if needed.