

Manage Participant Contacts

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CST

The Contacts tab at the bottom of the Participant Details page displays contact information for the participant's guardian(s). You can edit existing contacts or add new contacts. You must have at least one contact listed on the participant record.

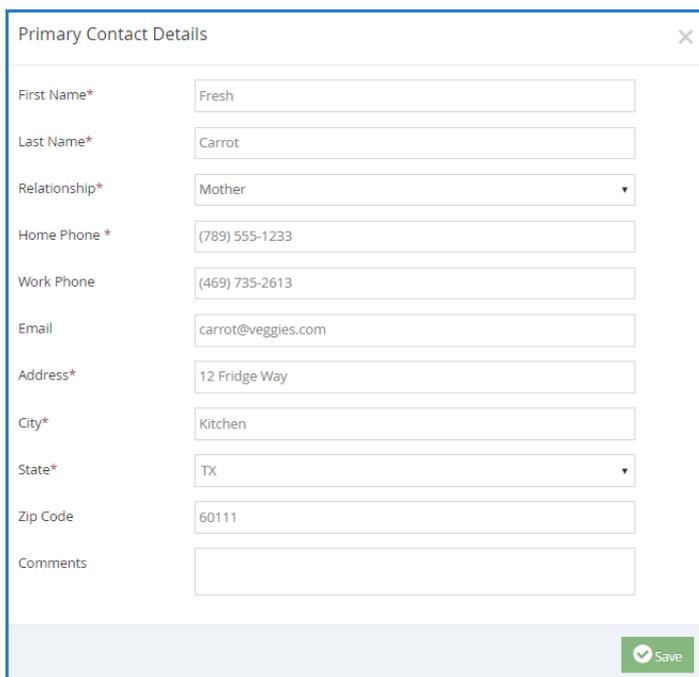
Required Permissions: All users can view enrolled participants. However, you must have the **Child Details** permission enabled on your account to view and edit participant details.

1. From the menu to the left, click **Participants**.

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

2. Click a name to view participant details.
3. Click the **Contacts** tab at the bottom of the page to view, edit, and add contacts.

- Click  next to a contact to change it. Enter new information over the existing information and click **Save**.



The screenshot shows a form titled "Primary Contact Details" with a close button (X) in the top right corner. The form contains the following fields:

- First Name*: Fresh
- Last Name*: Carrot
- Relationship*: Mother (dropdown menu)
- Home Phone *: (789) 555-1233
- Work Phone: (469) 735-2613
- Email: carrot@veggies.com
- Address*: 12 Fridge Way
- City*: Kitchen
- State*: TX (dropdown menu)
- Zip Code: 60111
- Comments: (empty text area)

At the bottom right of the form is a green "Save" button with a checkmark icon.

- Click **Add Contact** to add a new contact. Enter the contact's information. Boxes marked with an asterisk are required. To mark this new contact as the participant's primary contact, click  next to **Primary Guardian**. When finished, click **Save**.