

Print Participant Details

Last Modified on 11/24/2020 2:25 pm

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 print participant details:

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

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

2. Click a participant name to view participant details.
3. Click **Print** in the top-right corner. A printer-friendly version of the View Participant page opens.

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

- Child Details:** Name: Thornberry, Nigel (#44), Date of Birth: 01/01/2020, Classroom: Unassigned, Status: Active, Original Enrollment Date: 04/28/2020, Enrollment Date: 04/28/2020, Enrollment Expiration: 04/27/2021.
- Contacts:** Name: Fresh Carrot, Phone: (469) 735-2613, Email: carrot@vegges.com, Address: 12 Fridge Way, Kitchen, TX 76111, Relationship: Mother.
- School:** School: None.
- Demographics:** Race: White, Ethnicity: Not Hispanic or Latino, Gender: Male.
- Infant Feeding:** Parent Accepts Site Formula: YES (Infant Formula), Parent Accepts Site Food (When Ready): Yes, Infant Form on File: Yes.
- Schedule:** Monday: 08:00 AM - 05:00 PM, Tuesday: -, Wednesday: 08:00 AM - 05:00 PM, Thursday: -, Friday: 08:00 AM - 05:00 PM, Times Vary: No.
- CACFP:** Approved Meals: Breakfast, Lunch, PM Snack, Reimbursement Level: Free, RFP Basic Income, Qualifying Number, IEF Expiration: 04/28/2021, Is this child the dependent of a migrant worker?: No, Participates: Yes.
- Allergies/Conditions:** Special Diet: No, Milk Allergy: No, Special Needs: No, Statement on File: No, Allergies: -

A 'Print' button is located in the top right corner of the page.

4. Click **Print**,
5. Adjust your browser's printing settings, as needed, and click **Print**.