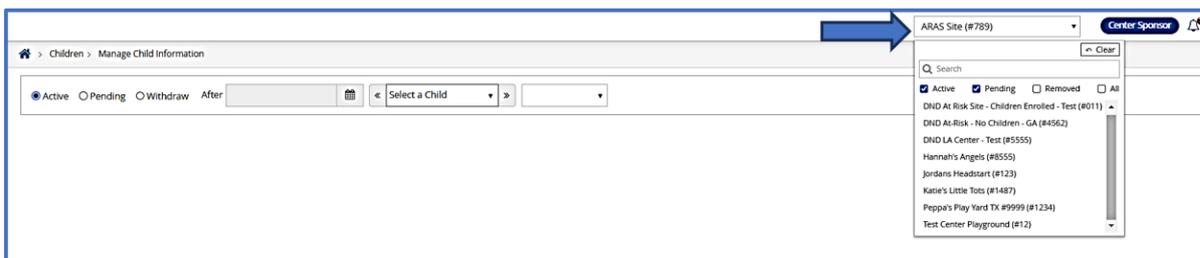


# Edit Child Information as a Sponsor

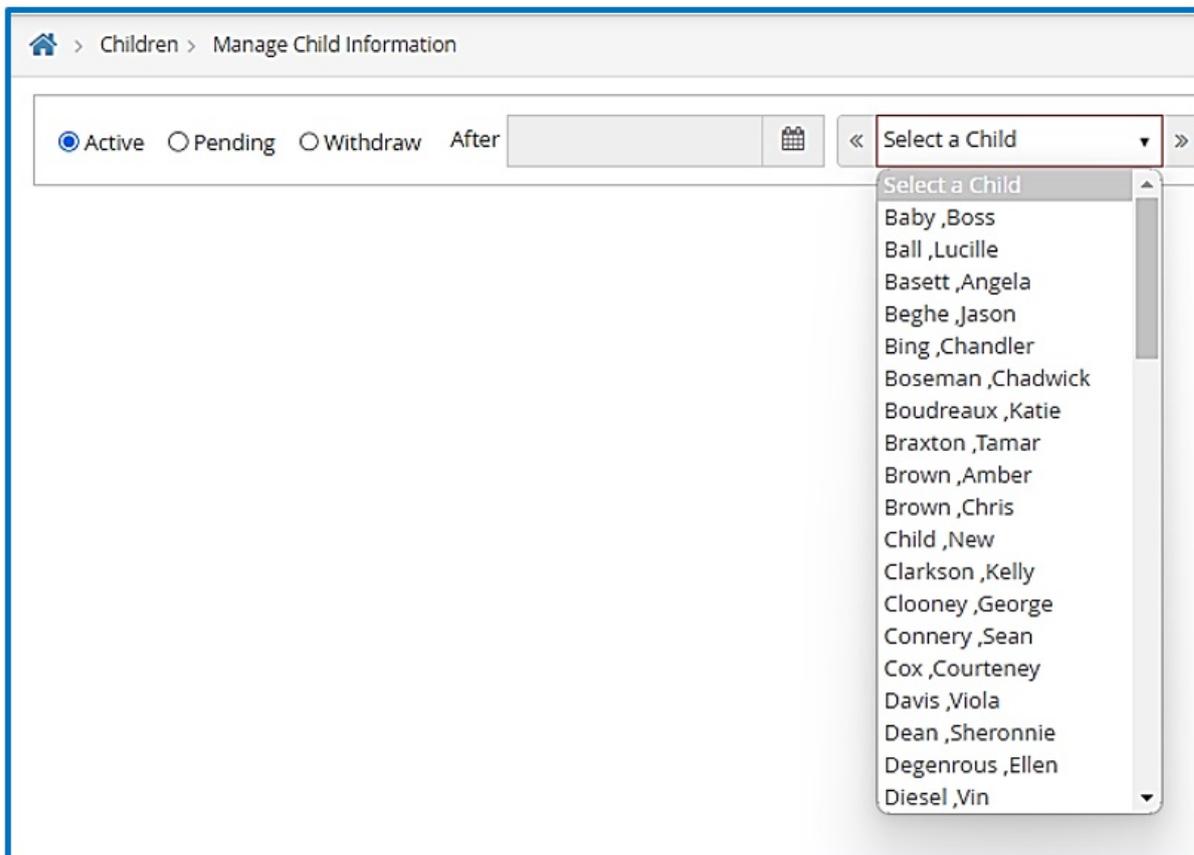
Last Modified on 09/28/2023 1:58 pm  
CDT

As a sponsor you have access to review and edit child information whether you are updating a guardian email address, adding a new allergy, or updating enrollment information. Note that at **Step 6**, these are the same steps a center would follow to edit child information.

1. From the menu to the left, click **Children**.
2. Click **Manage Child Information**.
3. In the top right corner, select the Center for the child that needs to be updated.



4. Use the filters to narrow down your search.
  - a. Choose whether this participant is **Active**, **Pending**, or **Withdrawn**.
  - b. If you choose **Withdrawn**, you must enter a date into the **After** date field. This is to search for all children withdrawn after the date you select.
5. Use the **Select a Child** drop down to choose the child to edit.



6. From this screen, use the orange **Edit** buttons to edit the child information.
7. Click **Save**.