[VIDEO] Enroll a Participant Manually

Watch the video below to see how to setup you site and start enrolling participants.
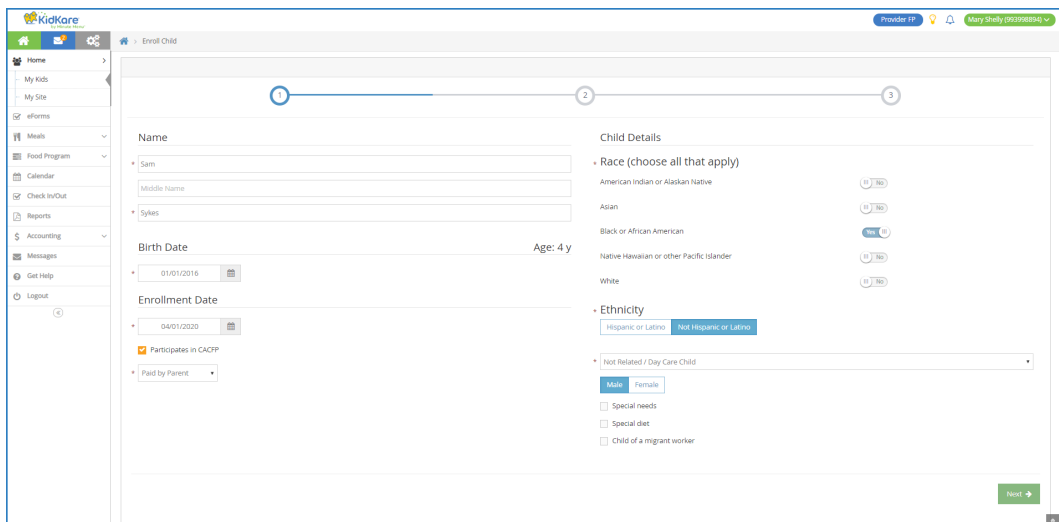Step by Step instructions on how to enroll participants are shown below.

When you enroll participants manually, you provide all child details required for enrollment. Once you save this informality, the participant is added as Pending. Your sponsor must activate these participants once appropriate documentation is received.

1. From the menu to the left, click **Home**.
2. Click **My Participants**

> **Note:** According to your display settings, this option and page may be called something else, such as My Kids. For more information, see **Set Display Settings**.

3. Click ▼ and select **Add Manually**.
4. In the **Name** section, enter the participant's first, middle, and last name. You must enter at least a first and last name.
5. In the **Birth Date** section, enter the participant's birth date. You can also click 📅 to select the date from a calendar.

6. In the **Enrollment Date** section:
   a. Select the participant's **enrollment date**. You can also click 📅 to select the date from a calendar.
   b. Check the **Participates in CACFP** box. This box is checked by default.
   c. Click the **Payment Source** drop-down menu and select **Paid by County/State**, **Paid by Parent**, or **No Pay**.
7. In the **Participant Details** section:
   a. Select the participant's race and ethnicity.
   b. Click the **Relation to Provider** drop-down menu and select **Not Related/Day Care Child**, **Own Child**, **Provider's Foster Child**, **Related Non-Resident**, or **Helper's Child.**
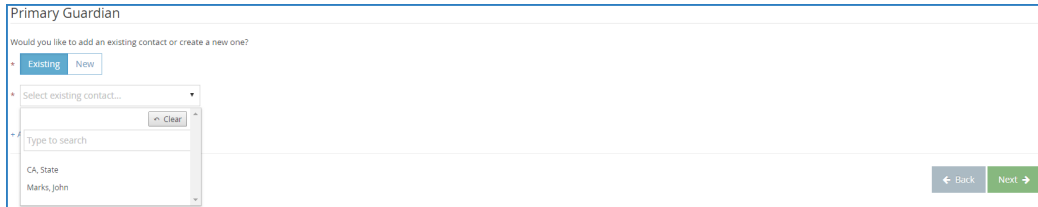   c. Select the participant's gender.

d. Check the following boxes, if they apply:

- Special Needs
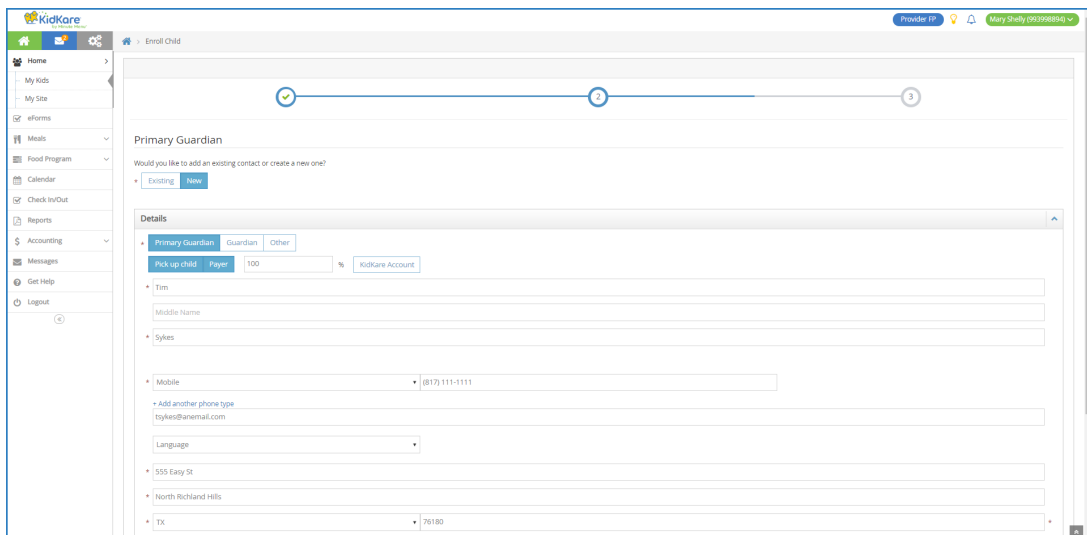
- Special Diet

- Participant of a Migrant Worker

8. Click **Next**. The Primary Guardian page opens.

9. Add a primary guardian.

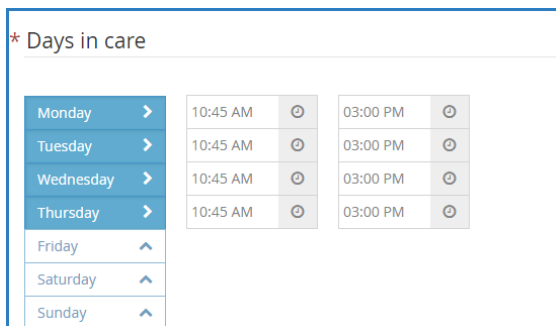- Click **Existing** to select an existing guardian. Then, select the contact.

- Click **New** to add a new guardian and enter their information.

10. Click **Next**. The final enrollment page opens.

11. In the **Days in Care** section, select the days and times the participant is typically in care.

a. Select the days and in and out times. When entering times, you can click ⏱ to select the time with arrows.

Note: Once you set the in and out times for the first day of the week, KidKare automatically sets those times for each following day you select.

b. Click ⦙⦙⦙ next to **Will Pick Up and Drop Off Times Vary** if the participant's in/out times vary each
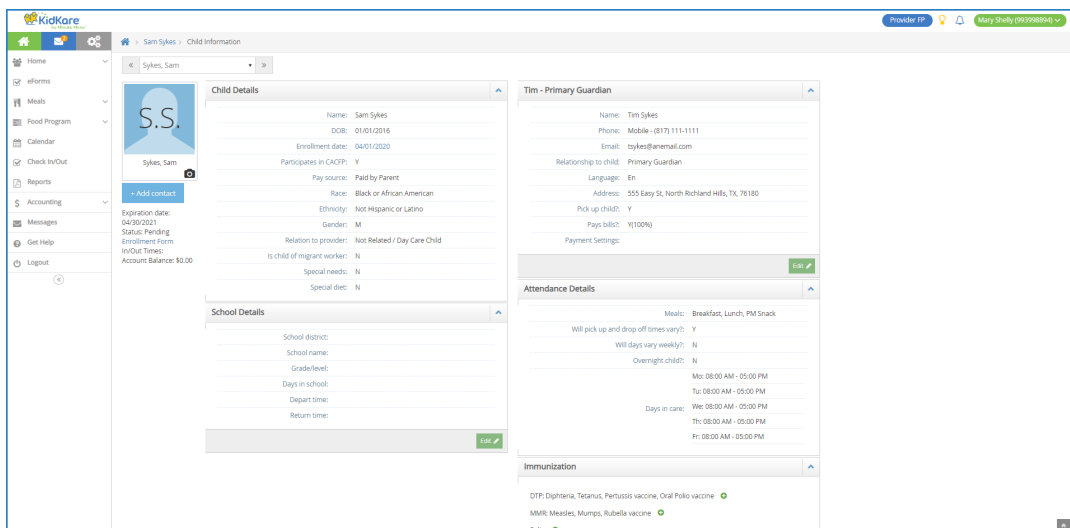
day.

    c. Click ⏸ next to **Will Days Vary From Week to Week** if the participant's days in care may vary each week.

12. In the **Participating Meals** section, click each meal at which the participant is typically present.

13. In the **School** section, enter the participant's school information, if applicable.

    a. Click the **Type/Level** drop-down menu and select the school level.

    b. Click the **Depart** and **Return** boxes and enter the school hours.

    c. Click the **Name** box and enter the name of the school.

14. Click **Enroll Child** or **Enroll and Print**. The Participant Information page opens and displays the participant's enrollment information. Your food program sponsor must now activate the participant's enrollment.