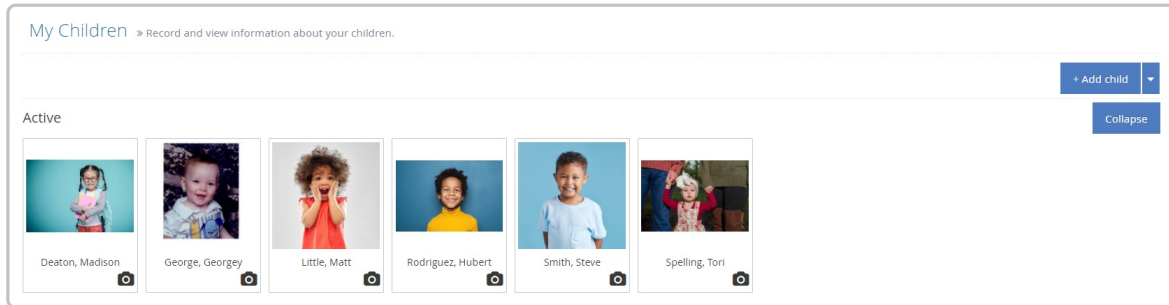


View & Filter the Participant List

Last Modified on 06/28/2024 12:04 pm CDT

The Children page lists all participants you have currently enrolled.

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



1. From the menu to the left, click **My Children**. A list of your children displays.
2. Click **Filters** in the top-right corner to set filters and sorts. You can filter by enrollment status and sort by



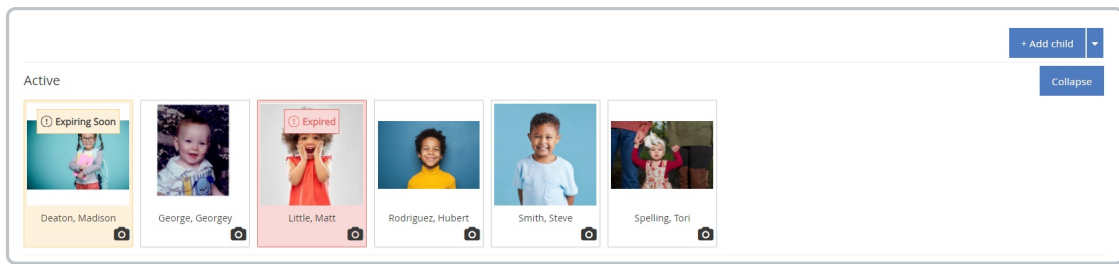
first or last name.

3. Click a name of the child to view their **Child Information** screen. For more information, see [Edit Participant Details](#).

Enrollment Expiration View

If your sponsor has the **Enrollment Expiration** feature turned on, you will see additional filters and alerts on your screen.

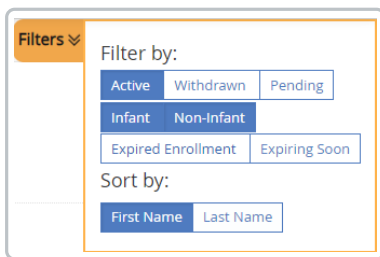
Note: This is Sponsor Preference G. 004c. To turn it on your sponsor must change this preference to **Yes** in their administration settings.



- When an **Expiring Soon** alert shows up on the child, this means their Enrollment Expiration Date will expire within the next 30 days. This is a visual reminder to the center to collect an updated enrollment form.
- When an **Expired** alert shows up on the child, this means their Enrollment Expiration Date has already expired and the enrollment form needs to be updated in order to be able to claim this child.
- At the top of the screen you will see an **Updates Needed** pop-up. Click on **View Now** to see a filtered view of only children with enrollments that are **Expired** or **Expiring Soon**.

Updates Needed: 1 child profiles expiring soon and 2 child profiles are expired. [View Now](#)

- Additional filters have been added so that you can filter children by enrollment expiration status from the here as well.



Pending Children that were Claimed View

If your sponsor has the **Pending Children Claimed** feature turned on, you will see additional alerts on your Children screen.

Note: This is Preference G. 014. To turn it on your sponsor must change this policy to **No** in their administration settings.



- When a **Need Signed Enrollment** alert shows up on the child, this means that these children were claimed with no

signed enrollment form on file.

- At the top of the screen you will see an **Updates Needed** pop-up. Click on **View Now** to see a filtered view of only children needing a new signed enrollment.

