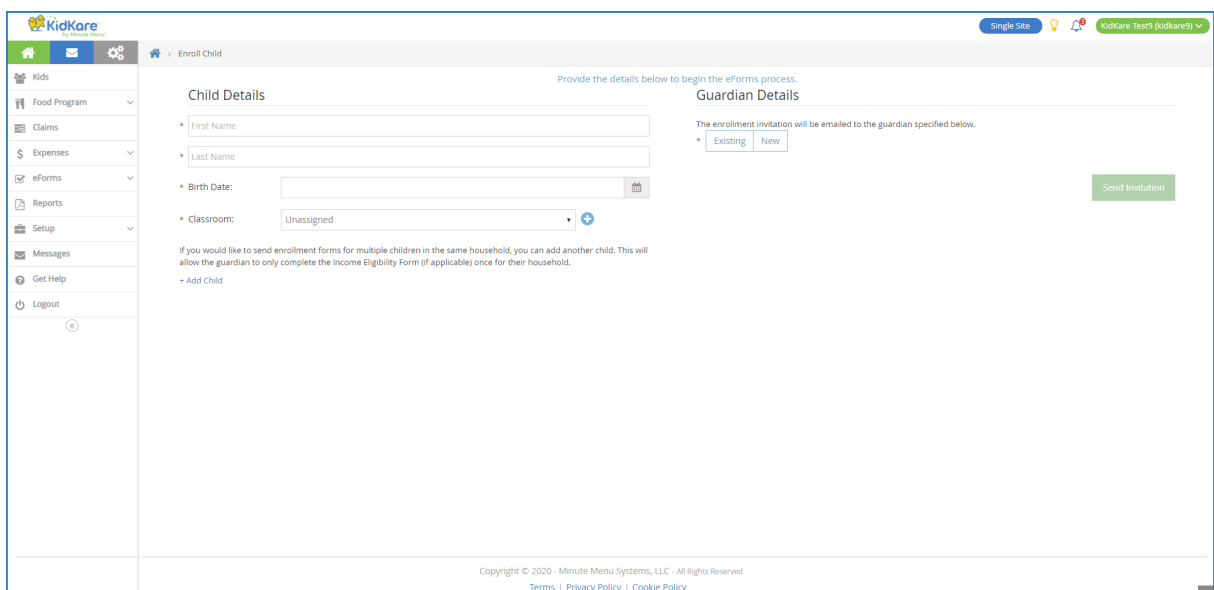# [VIDEO] Add Participants Online Using eForms

You can use eForms to enter basic information about a participant and then send an invitation to their guardian to complete and sign the enrollment form. For more information about eForms and all of your available options, see eForms. Watch the video below or scroll down for step-by-step instructions.

Required Permissions: You must have the **eForms** permissions enabled on your account to send enrollment invitations to guardians. If you are a sponsored center, your food program sponsor must enable this feature. Sponsors, click here for more information about eForms.

1. From the menu to the left, click **Participants**. The Participants kids page opens.

   Note: According to your display settings, this menu item and page may be called something different, such as Kids. For more information, see **Set Display Settings**.

2. Click ▼ and select **Send eForms**. Note that the **Add** button defaults to this selection upon page revisit.

3. Complete the **Participant Details** section.

   a. Click the **First Name** and Last Name boxes and enter the participant's first and last name.

   b. Click the **Birth Date** box and enter the participant's birth date.

   c. Click the **Classroom** drop-down menu and select the classroom to which to assign the participant.

      You can select **Unassigned** to assign the participant to a classroom later. You can also click ⊕ to add a new classroom.

   d. If you need to enroll a sibling at the same time, click **Add Participant**. Repeat **Steps 3a - 3c** for the additional child. You can add as many siblings, as needed. Adding children this way ensures that the parent only needs to complete one income eligibility form for the household.

4. Complete the **Guardian Details** section.

   ○ Click **Existing** to select an existing parent/guardian. Then, select the contact.

   ○ Click **New** to add a new parent/guardian and enter their information.

5. Click **Send Invitation**.

What Do I Do if the Guardian Does Not Have an Email Address?

If the guardian does not have an email address, they can complete the form on-site.

1. From the menu to the left, click **eForms**.
2. Click **View Status**.
3. Locate the appropriate record. For instructions, see View Status. If you are a sponsored center, see Work with eForms for Sponsored Centers.
4. Click 📄 in the column to the far right. This opens the form on the device you are using.
5. Have the guardian complete and sign the form.

Next Steps

Once parents complete the necessary enrollment and income eligibility forms, you must approve and renew participants on the Approve & Renew page. For more information, see Approve & Renew. You can also monitor enrollment status on the View Status page. For more information, see View Status.

> **Note:** If you have a food program sponsor, your sponsor must approve and renew all enrollments. You can still track enrollment status on the View Status page. See Work with eForms for Sponsored Centers for more information.