[VIDEO] Add Participants Manually
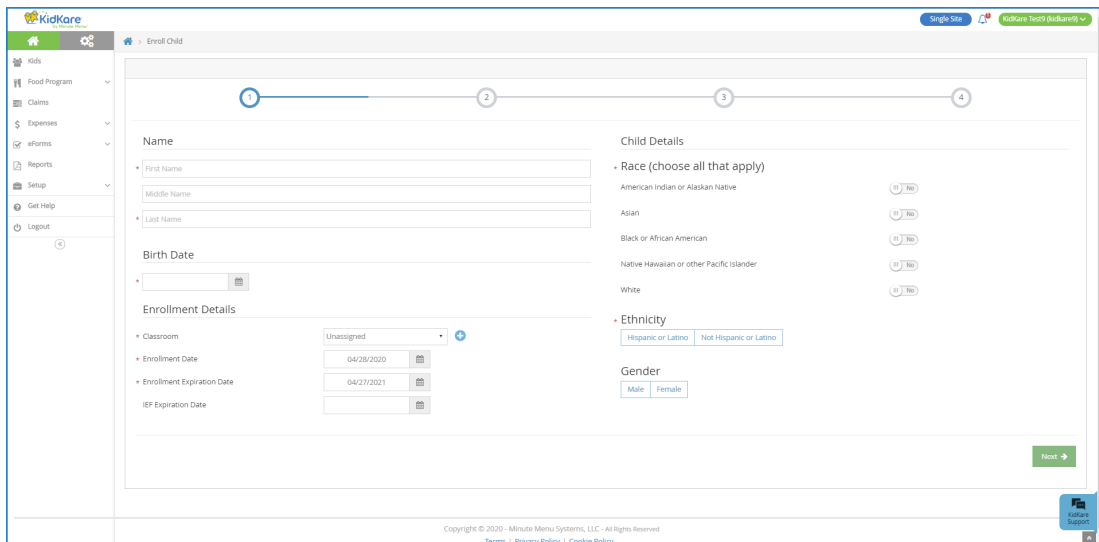
You can add participants to KidKare manually. When you add participants via this method, you must input participant details one-by-one. Watch the video below, or scroll down for step-by-step instructions.

Required Permissions: You must have the **Child Enrollment** permission enabled on your account to add participants.

1. From the menu to the left, click **Participants**.

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

2. Click ▼ , and select **Add Manually**. The button will default to Add Manually the next time you access the Participants page.

3. In the **Name** section, enter the participant's first, middle, and last name. You must enter at least a first and last name.

4. In the **Birth Date** section, enter the participant's birth date. You can also click 🗓 to select the date from a calendar.

5. In the **Enrollment Details** section:

   a. Click the **Classroom** drop-down menu and select the classroom to which to assign the participant you are enrolling. Select **Unassigned** to assign the participant to a classroom later. You can also click ➕ to add a new classroom.

   b. Click the **Enrollment Date** box and accept the default enrollment date (today's date), or change it. The **Enrollment Expiration Date** box populates automatically. It is set to one (1) year from the enrollment date you entered.

    c. Click the **IEF Expiration Date** box and enter the date on which the participant's income eligibility expires. This field is optional.

6. In the **Participant Details** section, select the participant's race, ethnicity, and gender. You must at least select a race and ethnicity.

7. Click **Next**.
   - If you are enrolling a non-infant, the Primary Guardian page opens. Go to **Step 10**.
   - If you are enrolling an infant, the Infant Details page opens. Continue to **Step 8**.
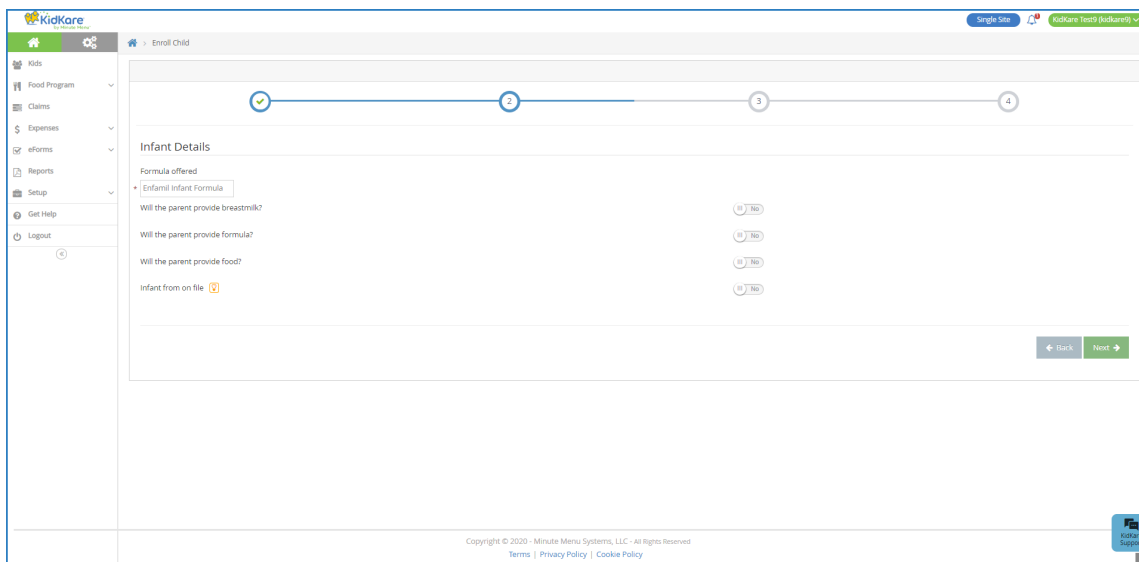
8. On the **Infant Details** page:
   a. Click the **Formula Offered** box and enter the name of the formula you offer to infants. The formula name you enter here will populate this box automatically for future infant enrollments. This box is required, unless the parent is providing formula/breast milk.

   b. If the parent is providing breast milk, click [III] next to **Will the Parent Provide Breastmilk**.

   c. If the parent is providing formula, click [III] next to **Will the Parent Provider Formula**. If you set this to **Yes**, you do not have to enter anything in the Formula Offered box. Enter the formula name in the corresponding **Name** box.

   d. If the parent is providing food, click [III] next to **Will the Parent Provide Food**.

   e. Click [III] next to **Infant Form on File** to indicate that you have a form on file for this infant. This option may not display for all centers and is dependent on your policy settings.

9. Click **Next**. The Primary Guardian page opens.
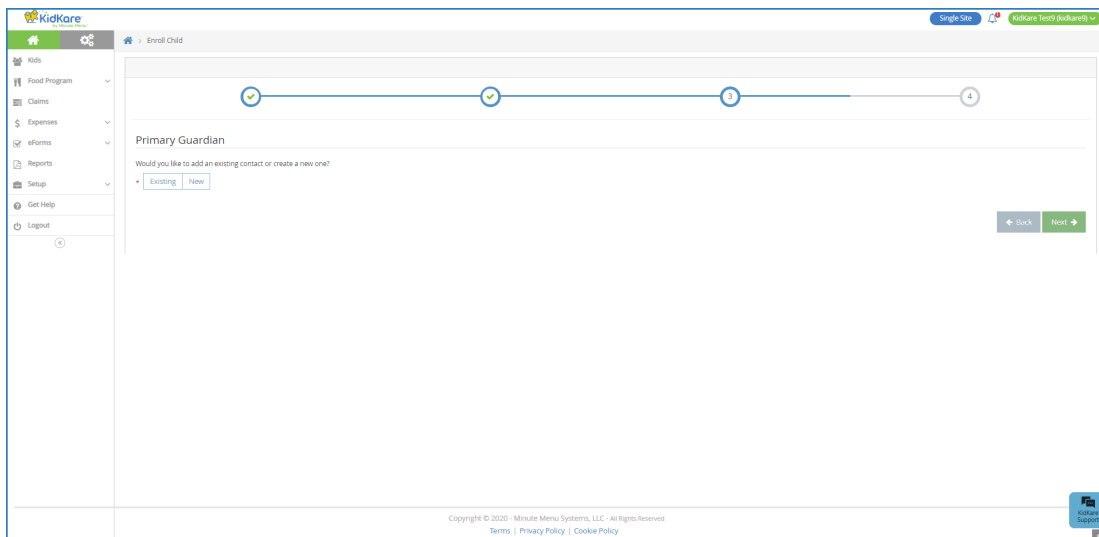
10. Add a primary guardian.

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

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

11. Click **Next**. The final enrollment page opens.
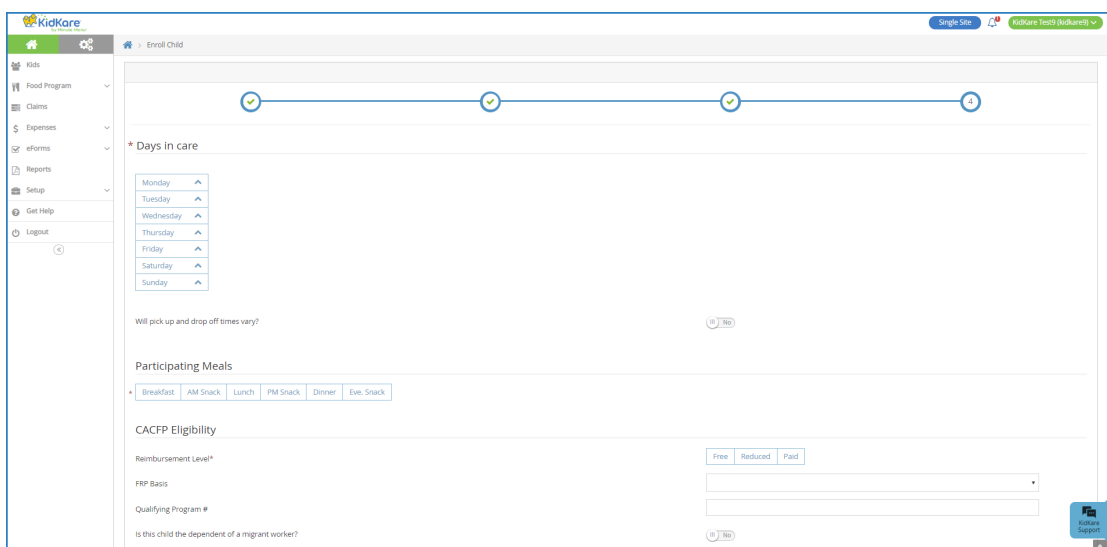
12. In the **Days in Care** section, select the days and times the participant is typically in care.

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

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

    - Click the slider next to **Will Child Stay Overnight** if the participant will stay at your center overnight at any time.

13. In the **Participating Meals** section, click each meal in which the participant participates.

14. In the **CACFP Eligibility** section:

    a. Select this participant's reimbursement level: **Free**, **Reduced**, or **Paid**.

    b. Click the **FRP Basis** drop-down menu and select the determining factor of the participant's reimbursement level.

CACFP Eligibility

Reimbursement Level*	Free Reduced **Paid**
FRP Basis	Income ▾
Qualifying Program #	
Is this child the dependent of a migrant worker?	(III) No

← Back   Enroll Child →

c. If this participant qualifies as Free/Reduced under an federal assistance program (such as SNAP), click the **Qualifying Program #** box and enter the participant's program number.

d. Click (III) next to **Is This Participant the Dependent of a Migrant Worker** if this participant is a migrant worker's child.

15. Click **Enroll Participant**. The View Participant page opens. You can now make changes to this participant's information.

> **Tip:** You can use eForms to enter minimal child information into KidKare and send an electronic form to parents/guardians to complete and sign. For more information, see **Adding Children Online**.