[VIDEO] Update Guardian Email Address

Participant records that do not have an associated email address are indicated by
on the View Status page. You can quickly add an email address to these records without leaving this page.

> **Required Permissions:** You must have the **eForms** permission enabled on your account to use the eForms feature.

1. From the menu to the left, click **eForms**.
2. Click **View Status**.
3. Click the participant's name in the **Participant Name** column. A pop-up opens and displays the guardian's contact information.

4. Click the **Email** box and enter a valid email address.
5. Click **Update**.