

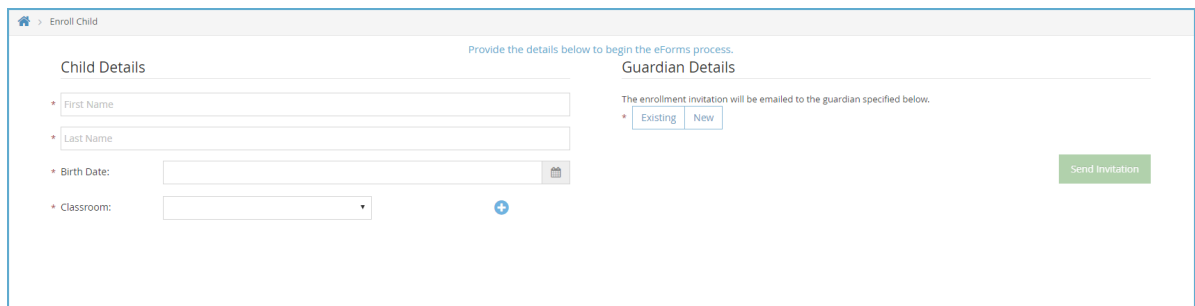
Send eForms


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You can use eForms to enter basic information about a child and then send an invitation to their parent/guardian to complete and sign the enrollment form.

Note: Your food program sponsor must enable this feature. Sponsors, click [here](#) for more information about eForms.

1. From the menu to the left, click **Home**.
2. Click **Kids**. The Kids page opens.
3. Click **Send eForms**.



4. In the **Child Details** section, click the **First Name** and **Last Name** boxes and enter the child's first and last name.
5. Click the **Birth Date** box and select the child's date of birth.
6. Click the **Classroom** drop-down menu and select the classroom into which to place this child. You can also click  to add a new classroom.
7. In 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.
8. Click **Send Invitation**.

Note: Click [here](#) to print an instruction sheet to hand out to parents. This sheet provides basic instructions for completing the enrollment process.