

Manage Infant Information

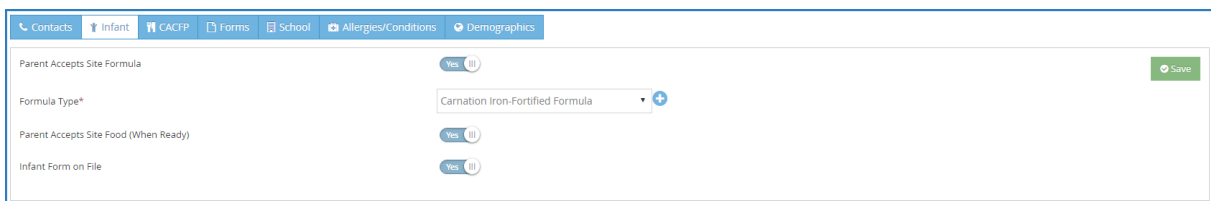
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Required Permissions: All users can view enrolled participants. However, you must have the **Child Details** permission enabled on your account to view and edit participant details.






1. From the menu to the left, click **Participants**. A list of participants displays.

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

2. Click a name. The Participant Details page opens.
3. Click the **Infant** tab at the bottom of the window. This tab only displays if the participant you selected is an infant.
4. Click **Edit**.



The screenshot shows the 'Participant Details' page for an infant. The 'Infant' tab is selected in the top navigation bar. Below the navigation bar, there are four form fields: 'Parent Accepts Site Formula' with a 'Yes' button and a menu icon; 'Formula Type*' with a dropdown menu showing 'Carnation Iron-Fortified Formula' and a plus icon; 'Parent Accepts Site Food (When Ready)' with a 'Yes' button and a menu icon; and 'Infant Form on File' with a 'Yes' button and a menu icon. A 'Save' button is located in the top right corner of the form area.

5. Add formula information.
 - a. Click  next to **Parent Accepts Site Formula** if the parent allows you to serve formula you provide to their infant.
 - b. Click the **Formula Type** drop-down menu and select the formula type you serve. To add a formula, click  and type the formula name. Then, click  to save it.
6. Click  next to **Parent Accepts Site Food (When Ready)** if the parent allows you to serve food to their infant when the infant is developmentally ready.
7. Click  next to **Infant Form on File** to indicate that you have an infant form on file.
8. When finished, click **Save**.