
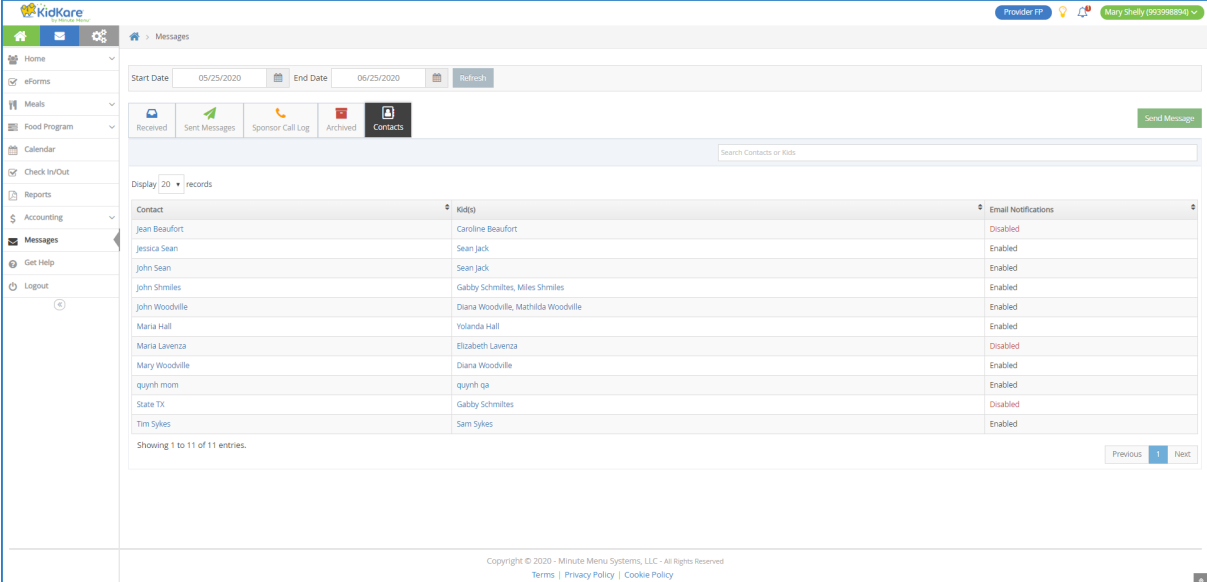


View & Update Contacts

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CST

View and update contacts in the Contacts tab on the Messages page.

1. Click . The Messages page opens.
2. Click the **Contacts** tab.



Contact	Kid(s)	Email Notifications
Jean Beaufort	Caroline Beaufort	Disabled
Jessica Sean	Sean Jack	Enabled
John Sean	Sean Jack	Enabled
John Shimles	Gabby Schmitzes, Miles Shimles	Enabled
John Woodville	Diana Woodville, Mathilda Woodville	Enabled
Maria Hall	Yolanda Hall	Enabled
Maria Lavenza	Elizabeth Lavenza	Disabled
Mary Woodville	Diana Woodville	Enabled
quynh mom	quynh qa	Enabled
State TX	Gabby Schmitzes	Disabled
Tim Sykes	Sam Sykes	Enabled

Your contacts display in a table that includes the following information:

- **Contact:** This is the name of the contact.
- **Participants(s):** These are the participants associated with the contact. Click a participant's name to view the Participant Information page.

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

- **Email Notifications:** This column indicates whether the contact has enabled email notifications.

3. Click each column to sort information in ascending or descending order.
4. Click the **Search Contacts** box to search for a specific contact. The table is filtered as you type.
5. To update contact information:
 - a. Click the guardian name to update. The Primary Guardian pop-up opens.

Primary Guardian

Details

* **Primary Guardian** Guardian Other

Pick up child Payer 100 %

* Jean

Middle Name

* Beaufort

* Home (940) 555-6667

+ Add another phone type

Email

En

* 123 N Main

* Beverly Hills

* CA 90210 *

Update

- b. Click each box and enter new information over the existing information. You can update the guardian name, phone numbers, email address, and physical address.
- c. When finished, click **Update**.