View Contacts

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

1. Click ✉️ . The Messages page opens.
2. Click the **Contacts** tab.
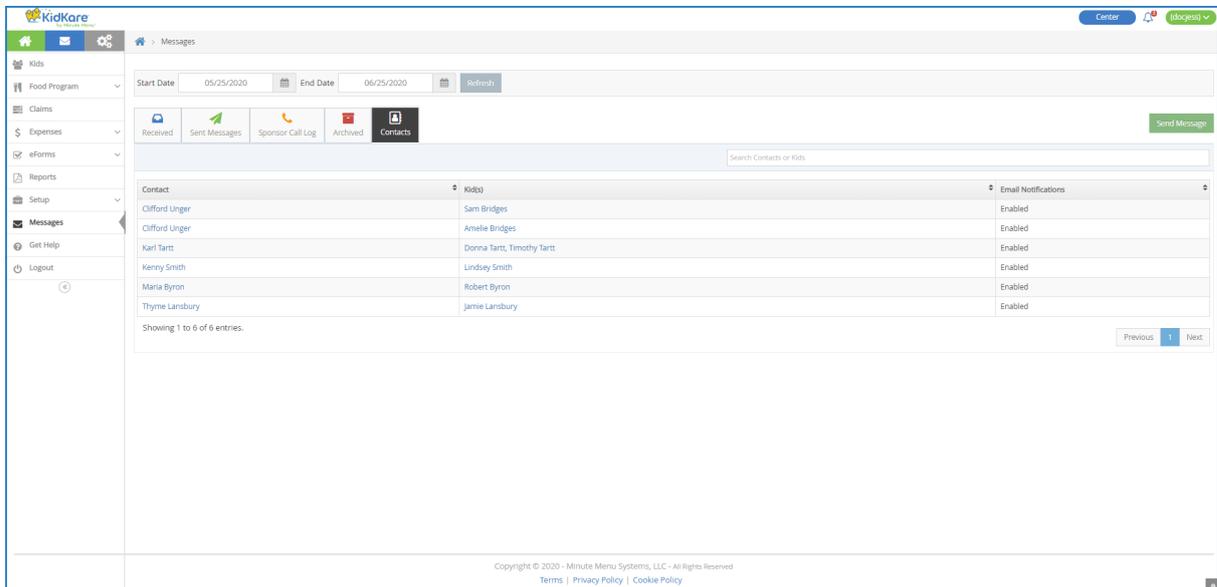
Your contacts display in a table that includes the following information:

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

   > **Note:** According to your display settings, this column may be called something else, such as Kid(s). 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 Contact Details   ✕

First Name*	Kenny
Last Name*	Smith
Relationship*	Father ▾
Home Phone *	(817) 600-4567
Work Phone	
Email	ksmith@emailmail.com
Address*	333 Park Ln
City*	Grapevine
State*	TX ▾
Zip Code	76051
Comments	

✔ Save

b. Click each box and enter new information over the existing information. You can update the parent name, phone numbers, email address, and physical address.

c. When finished, click Save.