## **KinderConnect - Merge Parents**

If a **Child** starts receiving services while eligibility is being determined, it is necessary to create a Non-Subsidized (Private Pay) Schedule in order to track **Attendance**. As part of the process, **Sponsor** records may be duplicated between the two types of schedules. The child **Sponsor** records can be merged in order to remove duplications created during child setup.

A On the main KinderConnect menu, press **Merge** under Sponsor to view **Authorized Parent** names.

Authorized Parent					
Selec	t Parent Name	Sponsor ID	Sponsored Children		
•	Corbett, Jonathan	1542	Debora Corbett Jonas Corbett		
0	Craymer, Yolanda	51	Inez Craymer		

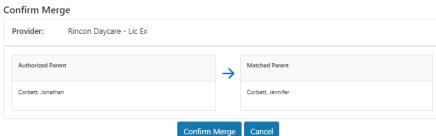
Click under *Match* next to the name of the parent you would like to merge into the first parent record selected. If no matching parents are found, the system displays a list displays all potential parents and a message indicating that no matching parents were found and that the list of potential matches has been expanded to show all parents.

## Potential Matches

Match	Parent Name	Sponsor ID	Sponsored Children	
•	Corbett, Jennifer	1580	ChildA Corbett Debora Corbett	
0	Jenkins, Jenny JoAnne	241	Jody Jenkins Ron Jenkins	

Press Accept Match to confirm the Potential Match.

D Verify the **Parent** records to be merged are correct. Press **Confirm Merge** to accept the selection.



E KinderConnect issues a message informing you that the merge was successfully completed.

