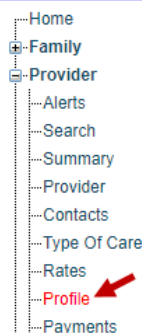


KinderTrack – Creating a Provider Profile

- A** Select the Provider you are looking for by searching for them first in the **Provider > Search** page. Then press **Profile** under **Provider**.



- B** Press **Edit** to enable the fields for editing.

New Edit Delete History Audit Send Alert Help Logout Edit Controls
You will be logged out in 118:19

Provider: Bright Future Learning (Active) (7)
Provider ID: 7
Profile: Default
Effective Date: 1/1/2023

Name: Default
Supported Programs: Child Care Block Grant(NYSCCBG)- Low Income... View >>
Supported School Calendars:
Registration Fee: \$0.00 ☐ Annual
Paid Absences:
Hours of Operation:

	Start Time	End Time	Start Time	End Time
Monday	05:00 AM	07:00 PM		
Tuesday	05:00 AM	07:00 PM		
Wednesday	05:00 AM	07:00 PM		
Thursday	05:00 AM	07:00 PM		
Friday	05:00 AM	07:00 PM		
Saturday				
Sunday				

Restrictions:

Status: Active
Primary Contact: Bright, Sally (Primary Provider)
Type of Care: Licensed Center
Calendar: Alamo Provider Calendar
Rates: Standard

- C** Enter the information about the **Provider Profile** into the appropriate fields. You can navigate from one field to another using the tab key or clicking on each field.

Note:

- If **Annual** is selected as the **Registration Fee**, the fee is applied yearly. If not set, the fee is applied only once.

- Under **Hours of Operation**, click on the box(es) corresponding to the days this **Provider** offers care. You can enter the start and end times of care for this Provider manually in the corresponding fields, or use **Start Time Fill** and **End Time Fill** to automatically populate the columns for the selected days after entering the first one.
- A red asterisk (*) indicates a required field.

- D** Press **Save**.

- E** To create a new profile, press **New** to enable the fields to be filled.

New Edit Delete History Audit Send Alert Help Logout Edit Controls

Provider: Sample Provider
Provider ID: 1234
Profile: Default
Effective Date: 5/26/2022

- F** Enter the information about the **Provider Profile** into the appropriate fields.
- G** Press **Save** to create the new **Provider Profile** record.

Save Cancel