

TX Availability Portal – Manage a Family Application

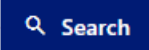
A Click on **Families**.

 Applications

 Enrollments

 Families ←

B Enter the name of the Family, then press **Search**.



C Click on the name of the Family.

Name	Email	Phone	Location	Created
John Doe ←	jdoe@email.com	1555321223		Nov 17, 2023

D Use the tabs at the top of the page to navigate through the Family's application information.

John Doe #312034860

 New search

[Profile](#) [Children](#) [Members](#) [Documents](#) [Notes](#) [Activities](#)

E The **Profile** tab displays the following fields to edit:

- Parent/guardian contact information
- Addresses
- Hours of care

F The **Children** tab displays the following fields to edit:

- Children information
- Child Care Subsidy status

G The **Members** tab allows an Admin to add/edit members of the Family.

Members					
+ Invite new member					
Name	Email	Phone	Accepted Terms	Text Opt-In	Actions
John Doe	jdoe@email.com	1555321223	Nov 17, 2023	Nov 17, 2023	⋮

H The **Documents** tab allows an Admin to add files related to the Family's application.

Documents

Drop files here or [browse files](#)

I The **Notes** tab allows an Admin to add any important notes related to the Family's application.

Notes

Notes

J The **Activities** tab allows an Admin to add records of any activities related to the Family's application.

Activity

Type of activity	Date	Created by
Test	November 17, 2023	

[New activity](#)