

KinderTrack – Board Member Add/Edit Parent SMS Phone Number

The phone number entered in KinderTrack for a Parent will populate in their KinderConnect account.

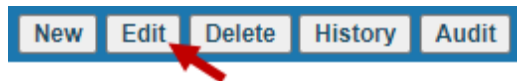
A Press **Search** under **Family**.



B Enter the search criteria, then press **Search**.

C Select the **Parent Name** from the search results.

D In the **Family > Parent** page, press **Edit**.



E Add/Edit the **Home Phone**.

If this phone number can receive text messages, select the **Home Phone SMS Enabled** checkbox.

If the home phone number cannot receive text messages, enter the phone number that can receive text messages in the **Alternate Phone** field and select the **Alternate Phone SMS Enabled** checkbox.

Note: If both phone numbers are enabled to receive text messages, the home phone will default as the SMS Phone Number on KinderConnect.

Note: If a Parent registers for KinderSign before a Board Member can add the phone number, the information that the parent enters in KinderSign will populate in KinderConnect and KinderTrack.

F Once all the information is entered, enter the reason for change in the **Change Reason** field, or choose from the options in the **Select >>** link.



G Press **Save**.

