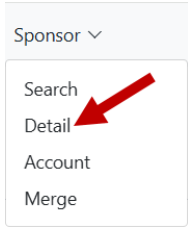
# KinderConnect – Add a New Sponsor and Link to an Existing Child

Create a record for a new Sponsor on the **Sponsor > Detail** page and link the Sponsor to a Child who already has a record in KinderConnect.

**Before you begin**: The Child must already have a record. To create one, refer to the Add a Private Pay Child QRC. If the Sponsor already has a record, use the Link an Existing Sponsor to an Existing Child QRC instead.

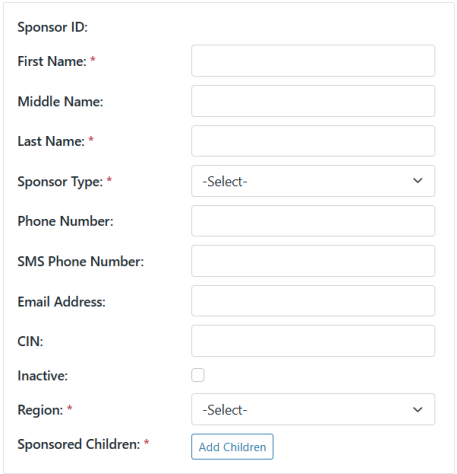
**A** Click on **Sponsor > Detail**.



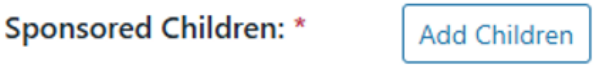

**B** Press **New** at the top.




**C** Enter all the required information indicated with a red asterisk (*). Be sure to enter the Sponsor's ***Phone Number***. Without it, the Sponsor can't check children in or out of care.

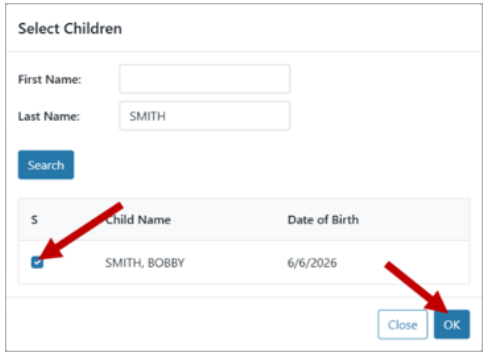



**D** Press on **Add Children**.

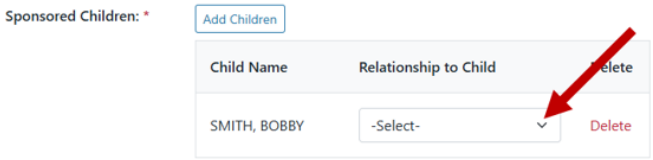



**E** Enter the child's first and last name, then press **Search**.

**F** Check the box next to the child you want to link, then press **OK**. To add another child, repeat Steps D–H.




**G** Click the drop-down arrow next to the child's name to select the relationship between the sponsor and the child.




**H** Press **Save**. The system displays a message indicating the record saved successfully.