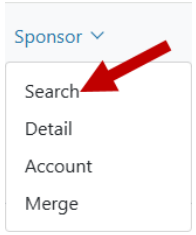
KinderConnect – Link an Existing Sponsor to an Existing Child

Link a Sponsor to a Child on the **Sponsor > Detail** page. This sets their relationship and lets the child appear under the Sponsor's account in KinderSign and/or KinderSmart.

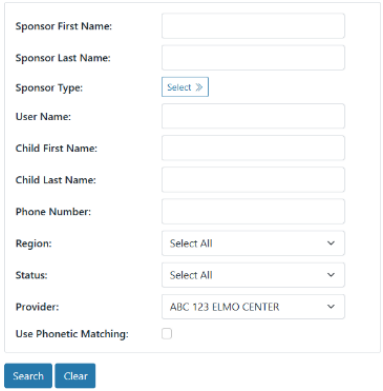
Before you begin: The Sponsor and Child must already have records in KinderConnect.

- No Sponsor record? Refer to the Add a New Sponsor and Link to an Existing Child QRC instead.
- No Child record? Add the child first. Refer to the Add a Private Pay Child QRC.

A Click on **Sponsor > Search**.



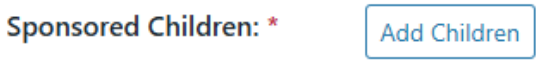
B Enter your desired search criteria and press **Search**.



C Click the Sponsor's name.

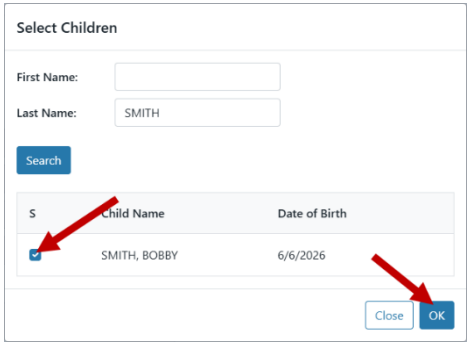


D Scroll to the bottom of the page and press **Add Children**.

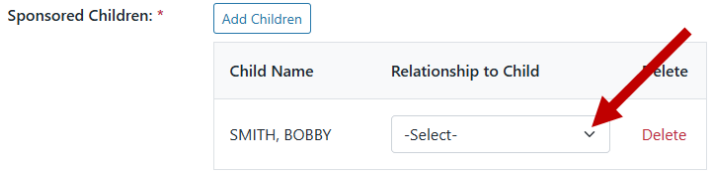


E Enter the child's first or last name, then press **Search**.

F Check the box next to the child you want to link, then press **OK**.



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 was saved successfully.