

KinderConnect – Create Sponsor Type for Facility Transport

The **Provider** should add staff at the site that need to check multiple children **In** and **Out** without a sponsor present as a **Sponsor** and assign a **Sponsor Type** of **Facility**. Examples include staff who provide transportation to/from the site, staff that checks school age children **In** or **Out** before or after school, etc. All transactions completed by a **Sponsor** type of **Facility** will be automatically approved.

A Click **Detail** under Sponsor.




B Press **New** to create a **Sponsor** record and enter all required information indicated by a red asterisk (*).

Sponsor Detail

New Save Cancel

★ denotes a required field

Sponsor ID: 

First Name: ★

Middle Name:

Last Name: ★

DCN:

Eligibility Start:

Eligibility End:

Sponsor Type: ★

Street Address 1:

Street Address 2:

City:

State:

Zip code:

County:

Primary Phone: ★

Alternate Phone 1:

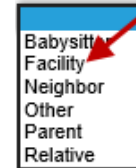
Alternate Phone 2:

Email Address: ★

Inactive:

Sponsored Children: ★ Add Children

C Press the **Sponsor Type** drop-down arrow and select **Facility**.



Note: The **Enters Approved Attendance** checkbox is automatically selected when you create a **Sponsor** of type **Facility**. The Parent can use the Sponsor My Information page to modify without affecting the state of previous transactions.

D Press **Save**.