

## *Participants & Rosters: Households & Participants: Adding Children: Adding New Children to Existing Households*



Sometimes you need to add a new child to an existing household. The most common scenario for this function is when an enrolled family has a new child and enrolls the infant in the center.

### **To add a new child to an existing household:**

- Click on “Participants & Rosters” on the main dashboard
- Locate the existing household by either:
  - Clicking on the name of the Parent/Guardian for the household from the main participant page
  - OR
  - Clicking on the orange “Add to Existing Household” button from the main participant page.
- Click the blue “Add Participant” button
- Complete the required fields and click “Save”.