

Sometimes you need to add a new participant to an existing household. The most common scenario for this function is when an enrolled participant also has their spouse enroll in the center.

To add a new participant to an existing household:

- Click on “Participants & Rosters” on the main dashboard
- Locate the existing household by either:
 - Clicking on the name of the 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”.