
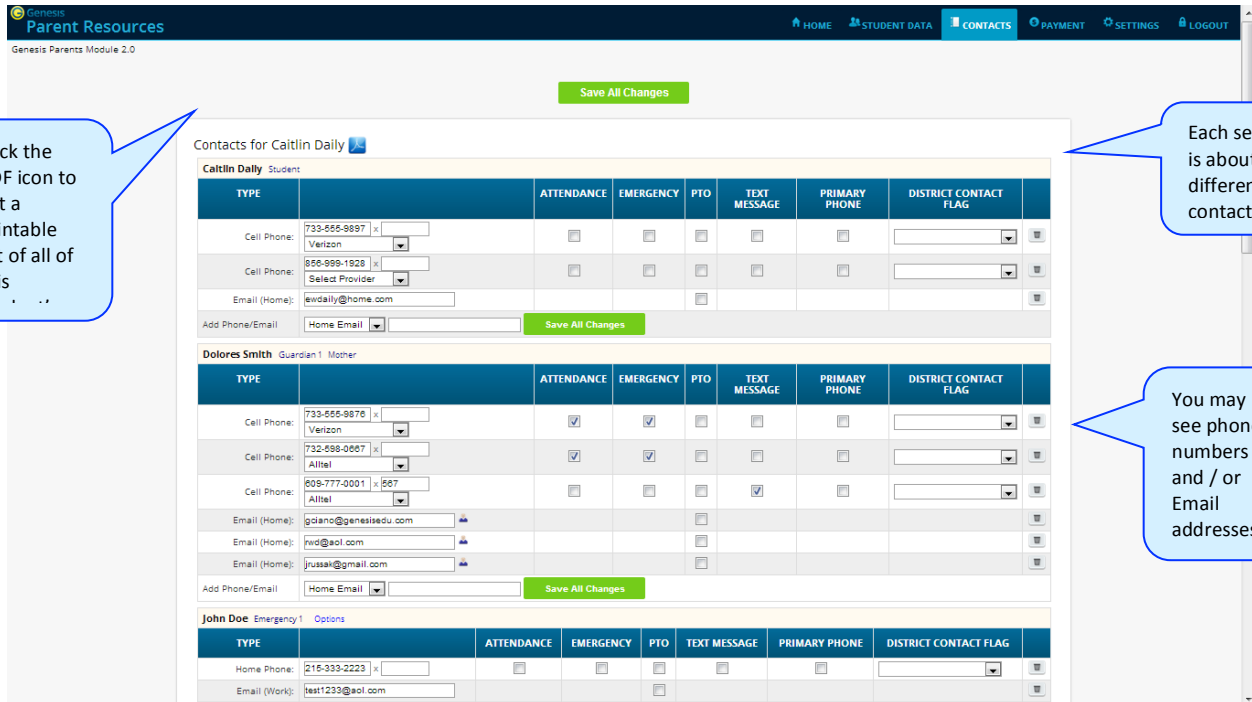


# Contact Management

The Contacts screen allows you to view and update the contact information for your students.

A  PDF icon appears next to the name of each of your children to allow you to print out their current contact information.



The screenshot shows the 'CONTACTS' section of the Genesis Parents Module 2.0. It lists contact information for three students: Caitlin Daily (Student), Dolores Smith (Guardian 1 - Mother), and John Doe (Emergency 1 - Options). Each student's contact information is organized into a table with columns for TYPE, ATTENDANCE, EMERGENCY, PTO, TEXT MESSAGE, PRIMARY PHONE, and DISTRICT CONTACT FLAG. Below each table is an 'Add Phone/Email' section with a 'Save All Changes' button. A PDF icon is visible next to each student's name.

Click the PDF icon to get a printable list of all of this

Each section is about a different contact.

You may see phone numbers and / or Email addresses

Part of the Contacts Screen listing all Contact Information for your students

## What is listed on the Contact Management Screen?

The Contacts screen lists all telephone and email contact information for:

- The student themselves – your children’s own cellphone and email addresses
- The student’s Guardians – The legal guardians – such as yourself – who are allowed to view the children’s information.
- Other contacts – all other people whom you wish the school to be aware of in your children’s lives, including:
  - o Emergency contacts – People you wish to be contacted should an emergency arise and you are not available.
  - o Doctors
  - o Dentists
  - o Hospital to use in an emergency if hospitalization is required.
  - o Other people it is important that the school know about.

The Contacts screen has an area for each of your children and within a child’s area; there is a separate section for each Contact.

## Interpreting Information for a Contact

Each “Contact” represents one person in a student’s life (e.g. Mother, Grandmother, Uncle), or a single organization (e.g. Doctor’s practice, Hospital).

Caitlin Dally Student								
TYPE		ATTENDANCE	EMERGENCY	PTO	TEXT MESSAGE	PRIMARY PHONE	DISTRICT CONTACT FLAG	
Cell Phone:	733-555-9897 x [ ] Verizon [ ]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[ ]	[ ]
Cell Phone:	856-999-1928 x [ ] Select Provider [ ]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[ ]	[ ]
Email (Home):	ewdaily@home.com			<input type="checkbox"/>				[ ]
Add Phone/Email	Home Email [ ]	<input type="button" value="Save All Changes"/>						
Dolores Smith Guardian 1 Mother								
TYPE		ATTENDANCE	EMERGENCY	PTO	TEXT MESSAGE	PRIMARY PHONE	DISTRICT CONTACT FLAG	
Cell Phone:	733-555-9876 x [ ] Verizon [ ]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[ ]	[ ]
Cell Phone:	732-598-0667 x [ ] Alltel [ ]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[ ]	[ ]
Cell Phone:	809-777-0001 x 567 Alltel [ ]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	[ ]	[ ]
Email (Home):	gciano@genesisedu.com			<input type="checkbox"/>				[ ]
Email (Home):	rwd@aol.com			<input type="checkbox"/>				[ ]
Email (Home):	jussak@gmail.com			<input type="checkbox"/>				[ ]
Add Phone/Email	Home Email [ ]	<input type="button" value="Save All Changes"/>						

The top line shows the Contact’s name and “contact type” and relationship to the student:

Dolores Smith Guardian 1 Mother								
TYPE		ATTENDANCE	EMERGENCY	PTO	TEXT MESSAGE	PRIMARY PHONE	DISTRICT CONTACT FLAG	
Cell Phone:	733-555-9876 x [ ] Verizon [ ]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[ ]	[ ]
Cell Phone:	732-598-0667 x [ ] Alltel [ ]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[ ]	[ ]
Cell Phone:	809-777-0001 x 567 Alltel [ ]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	[ ]	[ ]
Email (Home):	gciano@genesisedu.com			<input type="checkbox"/>				[ ]
Email (Home):	rwd@aol.com			<input type="checkbox"/>				[ ]
Email (Home):	jussak@gmail.com			<input type="checkbox"/>				[ ]
Add Phone/Email	Home Email [ ]	<input type="button" value="Save All Changes"/>						

There are multiple contact types that are possible:

- Student
- Guardian 1
- Guardian 2
- Guardian 3
- Guardian 4
- Emergency
- Other

**Phone Numbers:** A Contact may have an unlimited number of phone numbers listed for them. To remove phone numbers, a trashcan icon will appear at the far right of each phone number:




TYPE		ATTENDANCE	EMERGENCY	PTO	TEXT MESSAGE	PRIMARY PHONE	DISTRICT CONTACT FLAG	
Cell Phone:	733-555-9897 x <input type="text"/> Verizon <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	

**Email Addresses:** A Contact can have multiple email addresses listed. If a small icon appears at the right side of the email address, it means that this email address is being used as the login for a Genesis login for your child. For example, it may be your email address and indicate that you have a Genesis login:

Email (Home):	lwd@aol.com 	<input type="checkbox"/>						
---------------	---	--------------------------	--	--	--	--	--	---










### The Student's Own Contact Information

Each student can have their own, personal phone numbers and email addresses listed under the "Student" contact. These would be ways for the school to contact the student, themselves, directly.

Caitlin Daily Student								
TYPE		ATTENDANCE	EMERGENCY	PTO	TEXT MESSAGE	PRIMARY PHONE	DISTRICT CONTACT FLAG	
Cell Phone:	733-555-9897 x <input type="text"/> Verizon <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	
Cell Phone:	856-999-1928 x <input type="text"/> Select Provider <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	
Email (Home):	lwdaily@home.com			<input type="checkbox"/>				
Add Phone/Email	Home Email <input type="text"/>	<input type="button" value="Save All Changes"/>						

### Updating Information for a Contact

Each section contains information for a single Contact:

Dolores Smith Guardian1 Mother								
TYPE		ATTENDANCE	EMERGENCY	PTO	TEXT MESSAGE	PRIMARY PHONE	DISTRICT CONTACT FLAG	
Cell Phone:	733-555-9876 x <input type="text"/> Verizon <input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	
Cell Phone:	732-598-0667 x <input type="text"/> Alltel <input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	
Cell Phone:	609-777-0001 x 567 Alltel <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	
Email (Home):	gdiano@genesisedu.com 			<input type="checkbox"/>				
Email (Home):	lwd@aol.com 			<input type="checkbox"/>				
Email (Home):	jrusak@gmail.com 			<input type="checkbox"/>				
Add Phone/Email	Home Email <input type="text"/>	<input type="button" value="Save All Changes"/>						

Information for one Contact

Each “Contact” represents one person in a student’s life (e.g. Mother, Grandmother, Uncle), or a single organization (e.g. Doctor’s practice, Hospital).

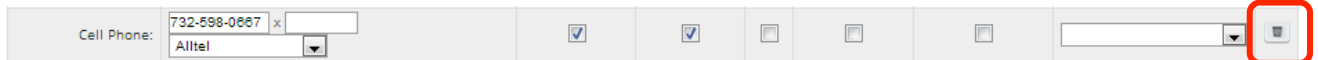
You are able to update the Contact information directly on the screen.

## Updating a Contact’s Email and Phone Numbers

You can do three things to the email addresses and phone numbers:

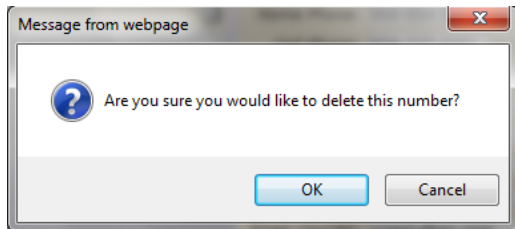
- Change the information
- Remove (i.e. delete) the information
- Add new phone numbers and email addresses

**Deleting a phone number or email address:** Find the delete trashcan icon corresponding to the phone number or email you wish to delete and click it:



A screenshot of a contact information field. The field is labeled "Cell Phone:" and contains the number "732-598-0687" with a small "x" icon to its right. Below the number is a dropdown menu with "Alltel" selected. To the right of the field are several icons: a checkmark, a checkmark, a trashcan, a trashcan, a trashcan, and a dropdown menu. The trashcan icon on the far right is highlighted with a red square.

A confirmation dialog will appear:



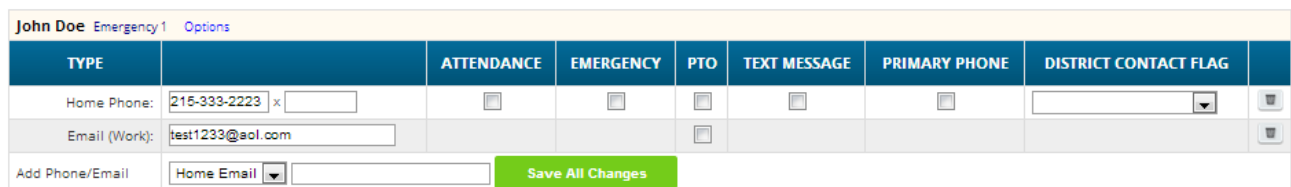
Click the OK button to continue and delete the email address or phone number. Click Cancel to abandon the deletion and keep the information.

**Adding a phone number or email address:** To add a new phone number or email address locate the “Add Phone/Email” tool at the bottom of the Contact’s information:



A screenshot of the "Add Phone/Email" tool. It features a dropdown menu with "Home Email" selected, a text input field, and a green "Save All Changes" button.

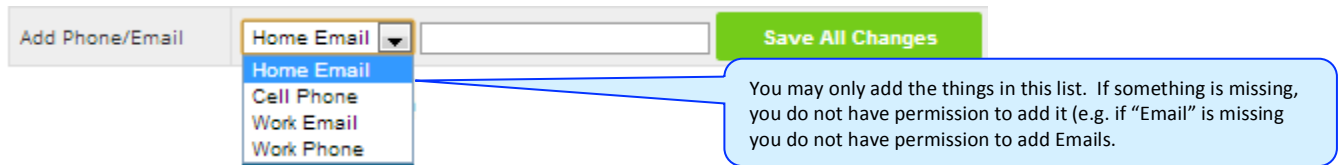
Make sure you locate the Add Phone/Email for the correct Contact. Each Contact has their own Add Phone/Email field:



A screenshot of a contact information table for "John Doe". The table has columns for "TYPE", "ATTENDANCE", "EMERGENCY", "PTO", "TEXT MESSAGE", "PRIMARY PHONE", "DISTRICT CONTACT FLAG", and a delete icon. The rows show "Home Phone" (215-333-2223), "Email (Work)" (test1233@aol.com), and "Add Phone/Email" (Home Email). A green "Save All Changes" button is visible at the bottom.

TYPE	ATTENDANCE	EMERGENCY	PTO	TEXT MESSAGE	PRIMARY PHONE	DISTRICT CONTACT FLAG	
Home Phone:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email (Work):			<input type="checkbox"/>				<input type="checkbox"/>
Add Phone/Email							<input type="checkbox"/>

The drop down contains the list of things that you can add to the Contact:



Select the type of information you want to add.  
 Then move to the blank text field and enter the phone number or Email address.  
 Go to the top or bottom of the screen and click the **Save All Changes** button.

### Adding a New Contact

To add a Contact, click on the **Show Add Contact...** button. This brings up the “New Contact” area right below the button:

Enter the following fields:

- Contact First Name – The person’s last name
- Contact Last Name – The person’s first name
- Relationship to Student – Select the new Contact’s relationship to the student: Friend? Neighbor? There are dozens of relationships listed. It is important to select the correct one.
- Is the person an Emergency Contact for your child? Do you want them to be contacted in an emergency? If yes, select one of the Emergency Contact options.

You can enter up to six emergency contacts for each of your students. Emergency contacts are people you wish to be called in the event of an emergency. Enter in the order in which you would like these people to be contacted.

Once you have entered all the information, click the **Add Contact** button to add the new Contact.

**WARNING:** If you have more than one student, and you wish the new contact to be used for all your students, you must add them separately to each child's contacts.

## Changing Relationship Information for or Deleting an Existing Contact


To update the name information for a contact or to delete the contact entirely, use this [Options](#) button:

Ann Smith Aunt Aunt <a href="#">Options</a>		ATTENDANCE	EMERGENCY	PTO	TEXT MESSAGE	PRIMARY PHONE	DISTRICT CONTACT FLAG
Cell Phone:	908-987-8543 x T-Mobile	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Add Phone/Email	Home Email	<a href="#">Save All Changes</a>					

When you click [Options](#) , a popup appears:

Ann Smith Aunt Aunt <a href="#">Options</a>		ATTENDANCE	EMERGENCY	PTO	TEXT MESSAGE	PRIMARY PHONE	DISTRICT CONTACT FLAG
Cell Phone:	908-987-8543 x T-Mobile	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Add Phone/Email	Home Email	<a href="#">Save All Changes</a>					

[Close](#)  
[Change Contact](#)  
[Delete Contact](#)

The  popup gives you three options:

- [Close](#) - Clicking the Close button dismisses the popup and makes no changes.
- [Change Contact](#) - Clicking [Change Contact](#) lets you change the **name** and **relationship** information for this Contact. (Phone numbers and Email Addresses are changed as described above.)
- [Delete Contact](#) - Clicking [Delete Contact](#) removes the contact entirely. This removes the whole contact: name, phone numbers and email addresses. Warning: There is no UNDO button.

**Deleting a Contact:** When you click [Delete Contact](#) the following confirmation dialog appears:

[Close](#)  

This will delete this contact and all of their phone, email and address information.  
Are you sure you would like to proceed?

[Yes](#) [No](#)

you click [Yes](#), the contact and all their information is permanently removed. If you click [No](#), then the popup is closed and the contact is not deleted.

**Changing a Contact:** When you click [Change Contact](#) the following popup appears:

The screenshot shows a contact management interface. At the top, there is a header for 'Ann Smith' with links for 'Aunt', 'Aunt', and 'Options'. Below this is a table with columns: TYPE, PHONE, AVAILABILITY, EMERGENCY, PTO, TEXT MESSAGE, PRIMARY PHONE, and DISTRICT CONTACT FLAG. The 'EMERGENCY' column has a checked checkbox. A popup window is open over the table, titled 'Close'. The popup contains the following fields: 'First: Ann' (text input), 'Last: Smith' (text input), 'Relation: Aunt' (dropdown menu), and 'Emergency? Not an emergency contact' (dropdown menu). Below the popup, there is a 'Save All Changes' button. The background table also shows a 'Home Email' dropdown menu and another 'Save All Changes' button.

You can change the contact's **First** or **Last** name, and set whether they are an Emergency Contact or not. To make changes to the contact, update the information, then scroll to the top or bottom of the screen and click the [Save All Changes](#) button.

# Contact Management

The Contacts screen allows you to view and update the contact information for your students.

A PDF icon appears next to the name of each of your children to allow you to print out their current contact information.

Genesis Parent Resources  
Genesis Parents Module 2.0

HOME STUDENT DATA CONTACTS PAYMENT SETTINGS LOGOUT

Save All Changes

Contacts for Caitlin Daily

Caitlin Daily Student

TYPE	ATTENDANCE	EMERGENCY	PTO	TEXT MESSAGE	PRIMARY PHONE	DISTRICT CONTACT FLAG
Cell Phone: 733-555-9897   Verizon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cell Phone: 856-999-1928   Select Provider	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email (Home): ewdaily@home.com			<input type="checkbox"/>			
Add Phone/Email: Home Email						

Save All Changes

Dolores Smith Guardian 1 Mother

TYPE	ATTENDANCE	EMERGENCY	PTO	TEXT MESSAGE	PRIMARY PHONE	DISTRICT CONTACT FLAG
Cell Phone: 733-555-9876   Verizon	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cell Phone: 732-998-0667   Alltel	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cell Phone: 809-777-0001   Alltel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email (Home): gdolano@genesisedu.com			<input type="checkbox"/>			
Email (Home): fwd@aol.com			<input type="checkbox"/>			
Email (Home): jrussak@gmail.com			<input type="checkbox"/>			
Add Phone/Email: Home Email						

Save All Changes

John Doe Emergency 1 Options

TYPE	ATTENDANCE	EMERGENCY	PTO	TEXT MESSAGE	PRIMARY PHONE	DISTRICT CONTACT FLAG
Home Phone: 215-333-2223	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email (Work): test1233@aol.com			<input type="checkbox"/>			

Part of the Contacts Screen listing all Contact Information for your students

## What is listed on the Contact Management Screen?

The Contacts screen lists all telephone and email contact information for:

- The student themselves – your children’s own cellphone and email addresses
- The student’s Guardians – The legal guardians – such as yourself – who are allowed to view the children’s information.
- Other contacts – all other people whom you wish the school to be aware of in your children’s lives, including:
  - o Emergency contacts – People you wish to be contacted should an emergency arise and you are not available.
  - o Doctors
  - o Dentists
  - o Hospital to use in an emergency if hospitalization is required.
  - o Other people it is important that the school know about.

The Contacts screen has an area for each of your children and within a child’s area; there is a separate section for each Contact.



### Interpreting Information for a Contact

Each “Contact” represents one person in a student’s life (e.g. Mother, Grandmother, Uncle), or a single organization (e.g. Doctor’s practice, Hospital).

Caitlin Daily Student								
TYPE		ATTENDANCE	EMERGENCY	PTO	TEXT MESSAGE	PRIMARY PHONE	DISTRICT CONTACT FLAG	
Cell Phone:	733-555-9897 x [ ] Verizon [ ]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[ ]	[ ]
Cell Phone:	858-999-1928 x [ ] Select Provider [ ]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[ ]	[ ]
Email (Home):	ewdaily@home.com			<input type="checkbox"/>				[ ]
Add Phone/Email	Home Email [ ]	<a href="#">Save All Changes</a>						
Dolores Smith Guardian 1 Mother								
TYPE		ATTENDANCE	EMERGENCY	PTO	TEXT MESSAGE	PRIMARY PHONE	DISTRICT CONTACT FLAG	
Cell Phone:	733-555-9876 x [ ] Verizon [ ]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[ ]	[ ]
Cell Phone:	732-598-0887 x [ ] Alltel [ ]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[ ]	[ ]
Cell Phone:	809-777-0001 x 587 Alltel [ ]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	[ ]	[ ]
Email (Home):	gclano@genesisedu.com [ ]			<input type="checkbox"/>				[ ]
Email (Home):	rwd@aol.com [ ]			<input type="checkbox"/>				[ ]
Email (Home):	jussak@gmail.com [ ]			<input type="checkbox"/>				[ ]
Add Phone/Email	Home Email [ ]	<a href="#">Save All Changes</a>						

The top line shows the Contact’s name and “contact type” and relationship to the student:

Dolores Smith Guardian 1 Mother								
TYPE		ATTENDANCE	EMERGENCY	PTO	TEXT MESSAGE	PRIMARY PHONE	DISTRICT CONTACT FLAG	
Cell Phone:	733-555-9876 x [ ] Verizon [ ]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[ ]	[ ]
Cell Phone:	732-598-0887 x [ ] Alltel [ ]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[ ]	[ ]
Cell Phone:	809-777-0001 x 587 Alltel [ ]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	[ ]	[ ]
Email (Home):	gclano@genesisedu.com [ ]			<input type="checkbox"/>				[ ]
Email (Home):	rwd@aol.com [ ]			<input type="checkbox"/>				[ ]
Email (Home):	jussak@gmail.com [ ]			<input type="checkbox"/>				[ ]
Add Phone/Email	Home Email [ ]	<a href="#">Save All Changes</a>						

There are multiple contact types that are possible:

- Student
- Guardian 1
- Guardian 2
- Guardian 3
- Guardian 4
- Emergency
- Other

**Phone Numbers:** A Contact may have an unlimited number of phone numbers listed for them. To remove phone numbers, a trashcan icon will appear at the far right of each phone number:




TYPE		ATTENDANCE	EMERGENCY	PTO	TEXT MESSAGE	PRIMARY PHONE	DISTRICT CONTACT FLAG	
Cell Phone:	733-555-9897 x <input type="text"/> Verizon <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	

**Email Addresses:** A Contact can have multiple email addresses listed. If a small icon appears at the right side of the email address, it means that this email address is being used as the login for a Genesis login for your child. For example, it may be your email address and indicate that you have a Genesis login:

Email (Home):	lwd@aol.com 	<input type="checkbox"/>						
---------------	---	--------------------------	--	--	--	--	--	---

### The Student's Own Contact Information

Each student can have their own, personal phone numbers and email addresses listed under the "Student" contact. These would be ways for the school to contact the student, themselves, directly.

Caitlin Dally Student								
TYPE		ATTENDANCE	EMERGENCY	PTO	TEXT MESSAGE	PRIMARY PHONE	DISTRICT CONTACT FLAG	
Cell Phone:	733-555-9897 x <input type="text"/> Verizon <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	
Cell Phone:	856-999-1928 x <input type="text"/> Select Provider <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	
Email (Home):	lwdally@home.com			<input type="checkbox"/>				
Add Phone/Email	Home Email <input type="text"/>	<input type="button" value="Save All Changes"/>						

### **Updating Information for a Contact**

Each section contains information for a single Contact:

Dolores Smith Guardian 1 Mother								
TYPE		ATTENDANCE	EMERGENCY	PTO	TEXT MESSAGE	PRIMARY PHONE	DISTRICT CONTACT FLAG	
Cell Phone:	733-555-9876 x [ ] Verizon [v]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[ ]	[ ]
Cell Phone:	732-598-0887 x [ ] Alltel [v]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[ ]	[ ]
Cell Phone:	809-777-0001 x 587 Alltel [v]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	[ ]	[ ]
Email (Home):	gciano@genesisedu.com [v]			<input type="checkbox"/>				[ ]
Email (Home):	rwd@aol.com [v]			<input type="checkbox"/>				[ ]
Email (Home):	jussak@gmail.com [v]			<input type="checkbox"/>				[ ]
Add Phone/Email	Home Email [v] [ ]	<a href="#">Save All Changes</a>						

**Information for one Contact**

Each “Contact” represents one person in a student’s life (e.g. Mother, Grandmother, Uncle), or a single organization (e.g. Doctor’s practice, Hospital).

You are able to update the Contact information directly on the screen.

**Updating a Contact’s Email and Phone Numbers**

You can do three things to the email addresses and phone numbers:

- Change the information
- Remove (i.e. delete) the information
- Add new phone numbers and email addresses



ADD CONTACT TO CAITLIN:

First Name:  Last Name:

Relationship to Student:

Is Emergency Contact?:

Add Contact

Enter the following fields:

- Contact First Name – The person’s last name
- Contact Last Name – The person’s first name
- Relationship to Student – Select the new Contact’s relationship to the student: Friend? Neighbor? There are dozens of relationships listed. It is important to select the correct one.
- Is the person an Emergency Contact for your child? Do you want them to be contacted in an emergency? If yes, select one of the Emergency Contact options.

Is Emergency Contact?:

Not an emergency contact ▾

Add Contact

Not an emergency contact  
 Yes, Emergency 1  
 Yes, Emergency 2  
 Yes, Emergency 3  
 Yes, Emergency 4  
 Yes, Emergency 5  
 Yes, Emergency 6

You can enter up to six emergency contacts for each of your students. Emergency contacts are people you wish to be called in the event of an emergency. Enter in the order in which you would like these people to be contacted.

Once you have entered all the information, click the Add Contact button to add the new Contact.

**WARNING:** If you have more than one student, and you wish the new contact to be used for all your students, you must add them separately to each child’s contacts.

## Changing Relationship Information for or Deleting an Existing Contact

To update the name information for a contact or to delete the contact entirely, use this Options button:

TYPE		ATTENDANCE	EMERGENCY	PTO	TEXT MESSAGE	PRIMARY PHONE	DISTRICT CONTACT FLAG	
Ann Smith Aunt Aunt <span style="background-color: #f1c40f; padding: 2px 5px; border-radius: 3px; font-weight: bold;">Options</span>								
Cell Phone:	<input style="width: 100px;" type="text" value="908-987-8543"/> x <input style="width: 30px;" type="text"/> <input style="width: 100px;" type="text" value="T-Mobile"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 50px;" type="text"/>	<input type="checkbox"/>
Add Phone/Email	<input style="width: 100px;" type="text" value="Home Email"/>	<div style="background-color: #76b82a; color: white; padding: 5px 10px; border-radius: 3px; display: inline-block; font-weight: bold;">Save All Changes</div>						

When you click Options , a popup appears:

Ann Smith Aunt Aunt Options		Close	ATTENDANCE	EMERGENCY	PTO	TEXT MESSAGE	PRIMARY PHONE	DISTRICT CONTACT FLAG
TYPE		Change Contact Delete Contact	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Cell Phone:	908-987-8543 x							
	T-Mobile							
Add Phone/Email	Home Email		Save All Changes					

Close
Change Contact
Delete Contact

The popup gives you three options:

- **Close** - Clicking the Close button dismisses the popup and makes no changes.
- **Change Contact** - Clicking **Change Contact** lets you change the **name** and **relationship** information for this Contact. (Phone numbers and Email Addresses are changed as described above.)
- **Delete Contact** - Clicking **Delete Contact** removes the contact entirely. This removes the whole contact: name, phone numbers and email addresses. Warning: There is no UNDO button.

**Deleting a Contact:** When you click **Delete Contact** the following confirmation dialog appears:

Close
<p>This will delete this contact and all of their phone, email and address information.</p> <p>Are you sure you would like to proceed?</p> <p><a href="#">Yes</a>   <a href="#">No</a></p>

If you click [Yes](#), the contact and all their information is permanently removed. If you click [No](#), then the popup is closed and the contact is not deleted.

**Changing a Contact:** When you click **Change Contact** the following popup appears:

Ann Smith Aunt Aunt Options		Close	ATTENDANCE	EMERGENCY	PTO	TEXT MESSAGE	PRIMARY PHONE	DISTRICT CONTACT FLAG
TYPE		First: Ann Last: Smith	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Cell Phone:	908-987-	Relation: Aunt						
	T-Mobile	Emergency? Not an emergency contact						
Add Phone/Email	Home Email		Save All Changes					

You can change the contact's **First** or **Last** name, and set whether they are an Emergency Contact or not. To make changes to the contact, update the information, then scroll to the top or bottom of the screen and click the **Save All Changes** button.