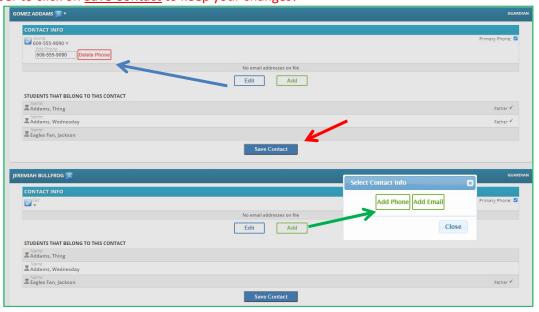**For An Existing Contact**

- To change or delete a phone number or email, click on the Edit button.
- To add a phone number or email, click on the Add button and select Add Phone or Add Email button.
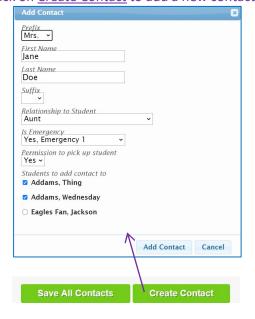- Remember to click on Save Contact to keep your changes!

Note: When you add a cell phone, be sure to select a provider in order to be able to receive text messages.
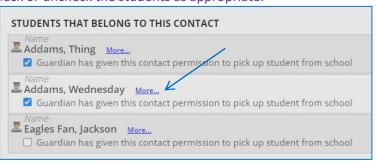
Remember: When you change a guardian's phone number, be sure to update Instant Alert.

To Add a New Contact

Click on Create Contact to add a new contact. Check or uncheck the students as appropriate.

Click on "**More…**" for more options, including how to remove contact. Remember to Save your changes!

DO NOT DELETE or change the names of any contacts against whom a *Custody Alert* has been previously identified. The name and relationship to a student of that contact must remain in order to protect the child. Contact the school office if you have any questions.