

Work with Contacts in the Family Record

Last Modified on 06/17/2019 8:57 pm EDT

A Family can contain as many contacts as needed and is not limited to parents. Additional contact types can be added using **Tools > Edit Settings > Drop-down Lists > Contact Types**.

Add additional contacts to a family by using the **Add Contact** button located on the Family's Page.

The Contact page is where you can Manage PINs and Pickups. The **Manage PIN** button allows you to enter a new PIN or delete the current PIN. The **Manage Pickups** button allows you to determine which students the contact is authorized to pickup with their PIN.

By default, the first contact added becomes the Billing Contact. The *Billing Contact* is used when sending statements. Change the *Billing Contact* by selecting **Billing Contact = Yes** or **Billing Contact = No** as applicable and **Save Changes**.

Contact: Lisa Hanson

[← RETURN](#) [SAVE CHANGES](#) [DELETE](#)

General Information

[Manage PIN](#) [Manage Pickups](#)

Click link to return to Family record

Manage contact's PIN code and/or student pickups here

Family [Click link to return to Family record](#)
First Name Last Name
Type
Member ID
PIN 1028
 Primary Contact
 Billing Contact

Email, Phone Numbers, & Address

Email Mass Email Opt-Out [?](#)
Home Phone [🌐](#)
Work Phone [🌐](#)
Cell Phone [🌐](#)
Fax [🌐](#)
Other Phone [🌐](#)
Address 1
Address 2
City State/Prov Zip/Post Code

Contact address and telephone information is dependent from the address/phone fields on the Family Summary tab. Changes made to these fields in the Contact record are not affected to the Summary tab and vice versa.

Portal Information

[Reset Portal Password](#)

Login ID [Parent Portal passwords can be reset from the Contact record](#)
 Allow to login to Parent Portal
Last Login
Logins

Additional Information

Contact Birth Month Contact Birth Day
Drivers Lic.#
SSN/SIN
Employer
Job Title
Employer Phone [🌐](#)
Employer Notes
Notes [More...](#)

Last Updated 9/1/2010 3:33:08 PM
Date Created 9/1/2010 3:31:54 PM
ID 24369297



See the [3rd Party Agency and Split Family Billing](#) Help article for information on setting up split billing between multiple parties.

See [Multiple Cards Per Family](#) for information on how to process a different credit card within a family.

Additional information that can be entered on a Contact's page includes employer details, driver's license #, birth month & day, social security #, address, and phone numbers, etc.



The Address on the Family Summary tab and the Address on each



Contact page are independent of each other, i.e., address changes to the Family's Summary tab will not update the contact address and vice versa.
