

## Updating Contacts

### 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!

The screenshot shows two contact records. The top record is for Gomez Addams, with a primary phone number 609-555-9090. A red arrow points to the 'Delete Phone' button next to the phone number. Below the phone number is a 'Save Contact' button, with a red arrow pointing to it. The bottom record is for Jeremiah Bullfrog, with a primary phone number 609-658-1111. A green arrow points to the 'Add Phone' button in the 'Select Contact Info' dialog box that is open over the contact record.

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.

The 'Add Phone' dialog box shows a 'Phone Type' dropdown set to 'Cell Phone', a 'Phone Number' field containing '609-658-1111', and a 'Provider' dropdown set to 'Verizon'. There are 'Add' and 'Close' buttons at the bottom.

### To Add a New Contact

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

The 'Add Contact' dialog box has fields for 'Prefix' (Mrs.), 'First Name' (Jane), 'Last Name' (Doe), 'Suffix', 'Relationship to Student' (Aunt), 'Is Emergency' (Yes, Emergency 1), and 'Permission to pick up student' (Yes). It also has checkboxes for 'Students to add contact to' with 'Addams, Thing' and 'Addams, Wednesday' checked, and 'Eagles Fan, Jackson' unchecked. 'Add Contact' and 'Cancel' buttons are at the bottom.

Two green buttons: 'Save All Contacts' and 'Create Contact'.

The section lists three students: 'Addams, Thing', 'Addams, Wednesday', and 'Eagles Fan, Jackson'. Each has a 'More...' link. Checkboxes indicate guardian permissions: 'Guardian has given this contact permission to pick up student from school' is checked for 'Addams, Thing' and 'Addams, Wednesday', and unchecked for 'Eagles Fan, Jackson'.

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

The 'More...' options for 'Addams, Wednesday' show 'Guardian has given this contact permission to pick up student from school' checked, 'Student has this contact' checked, and 'Relationship' set to 'Aunt'. A red box highlights the 'Remove Contact' button. Below are options for 'Eagles Fan, Jackson'.

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.