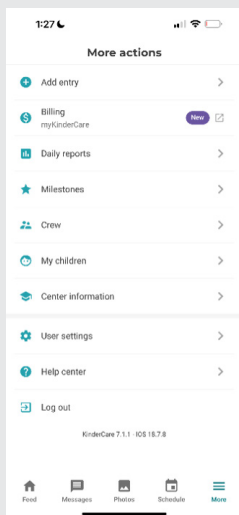


How to add a family member to the KinderCare App

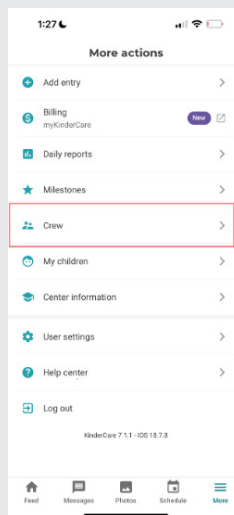
Use this guide to give a family member access to the app. This allows another family member to sign your child in and out of the center.

Reminder:

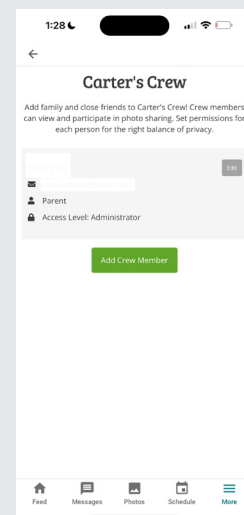
Only authorized adults are approved to pick up your child. Adding a family member to the KinderCare app will generate a unique PIN for that person. Families are NOT allowed to share PINs as they are electronic signatures.



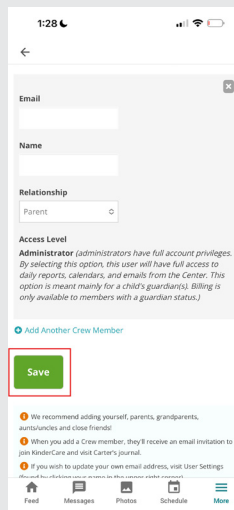
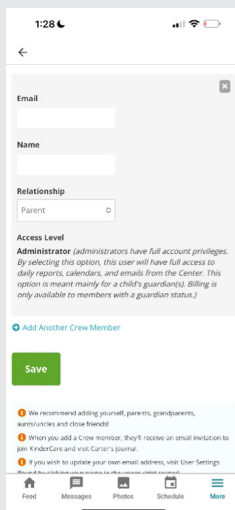
1: Open KinderCare app and navigate to More Tab



2: Click on Crew option



3: Click on Add Crew Member



4: Enter their email address + name. Select "relationship" as either **parent** or **guardian** (users are required to have administrator access).

5: Click on Save Button and the contact should receive an email to set up their account!