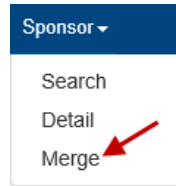# KinderConnect – Merge Parents

If a **Child** starts receiving care as a private pay child while eligibility is being determined, his/her **Attendance** is recorded. You can merge the child's parents records from the **Provider** or **Sponsor** pages. If merging from the **Sponsor** page:

A On the main KinderConnect menu, press **Merge** under Sponsor.

Sponsor ▾
Search
Detail
Merge

B The list of all new **Authorized Parent** names appears.

Authorized Parent

Match	Parent Name	Sponsor ID	Sponsored Children
○	Affleck, Ben	104	A'mos A'ppleton Amos Appleton
○	Coughlin, Tom	124	Child1803 Peterson Ed Peterson

C Click radio button next to the **Parent Name** you would like to merge in order to generate a list of **Potential Matches**. If no matching parents are found, the list displays all potential parents indicating the reason for this result in red bold letters.

Potential Matches

Match	Parent Name	Sponsor ID	Sponsored Children
○	Affleck, Ben	104	A'mos A'ppleton Amos Appleton
○	Coughlin, Tom	124	Child1803 Peterson Ed Peterson

* No matching Parents found. The Potential Matches has been expanded to show all eligible Parents.

D Click the radio button next to the **Parent's Name** to select the parent record to be merged into the first parent record selected.

Potential Matches

Match	Parent Name	Sponsor ID	Sponsored Children
○	Affleck, Ben	104	A'mos A'ppleton Amos Appleton

E Press **Next** to confirm the **Potential Match**.

Next   Cancel

F Verify the **Parent** records to be merged are correct.

Confirm Merge

Provider: AA Child Care   **Click Merge to complete merge process**

Parents to be Merged

Authorized Parent		Matched Parent
Appleton, Ashley A	➡	Bailey, Helen

Merge   Cancel

G Press **Merge**.

H KinderConnect issues a message informing you that the merge was successfully completed.

Records have been successfully merged, press OK to continue.

OK