CHAMPIONS

HOW TO ADD OR REMOVE A CONTACT

Use this guide to add or remove an authorized adult or emergency contact. This can only be done on the website, not in the app.

The primary account holder can't edit information; they can only add or remove contacts. If the information for one of your contacts needs updating, that individual must sign in to their account to edit it.

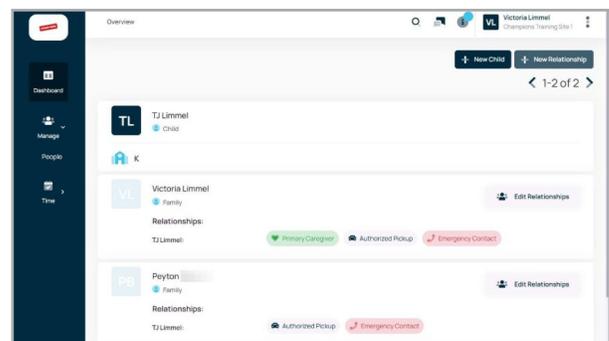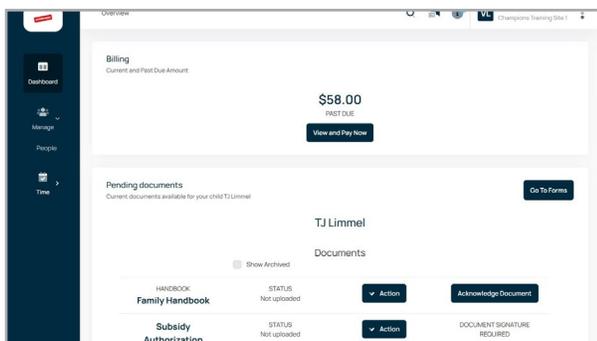## STEP-BY-STEP INSTRUCTIONS

STEP 1:

Sign in at my.discoverchampions.momentpath.com.

STEP 2:

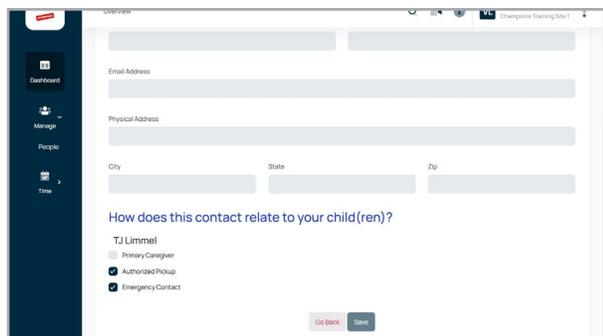In the left sidebar, click **Manage > People**.

STEP 3:

The Primary Contact can see all family members, emergency contacts, and authorized adults associated with the account. Click "**New Relationship**."

STEP 4:

Enter the contact's information. Be sure to include their specific email. **NOTE:** If an email is already in use by another user, it may cause accounts to merge.


STEP 5:

Select the appropriate role of the adult.

Primary Caregiver: The family member who can access all of the child's information.

Authorized Pick-Up: Has access to pick up the child and is assigned an individual PIN code.

Emergency Contact: Contacted in case of an emergency when parents cannot be reached. Does not have a PIN code to pick up. If you want this person to be able to pick up your child, select Authorized Pick-Up in addition to listing them as an Emergency Contact.
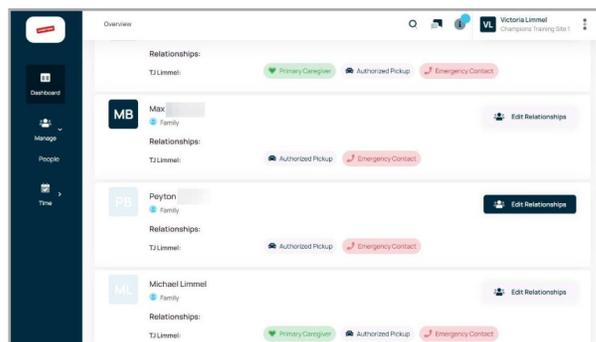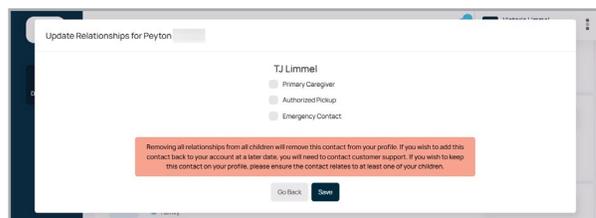
STEP 6:

Click "**OK.**"
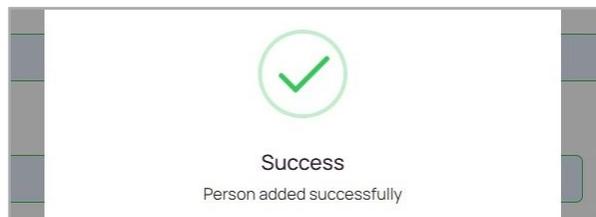
STEP 7:

To remove an existing contact, click "**Edit Relationships.**"

STEP 8:

Uncheck all roles to remove the contact from the account, then click "**Save.**"

TROUBLESHOOTING

Reach out to your site director to update any contact information.

Need to change your email? Reach out to Family Support at ChampionsHelp@KC-Education.com or 800-246-2154.

QUESTIONS? Email ChampionsHelp@KC-Education.com, call 800-246-2154, or contact your site director.