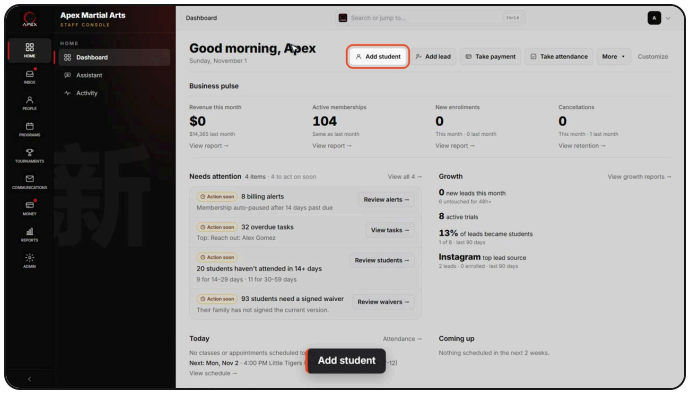
Add a new family

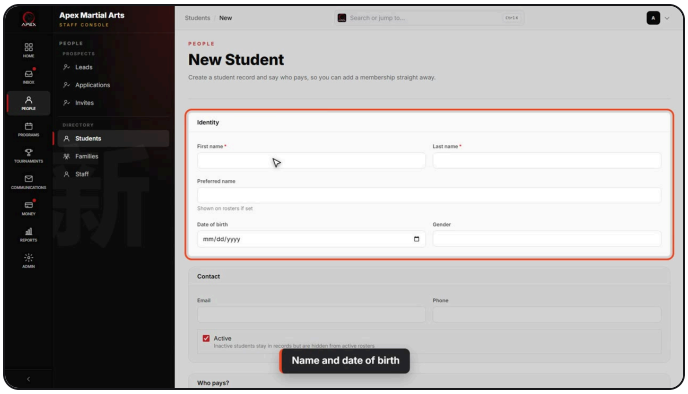
Add a student and the parent who pays in one form, set who to call in an emergency, and find the family page.

20 steps



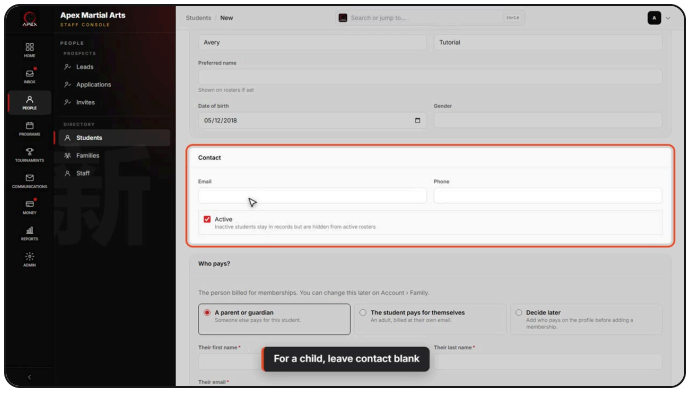
1 Add student

Start on the dashboard and click Add student. The Students page has the same button.



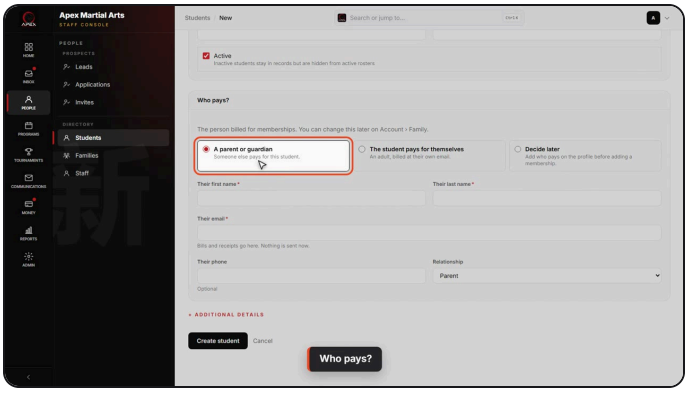
2 Name and date of birth

Type the student's first and last name and their date of birth. The birthday is used for age-based classes and programs.



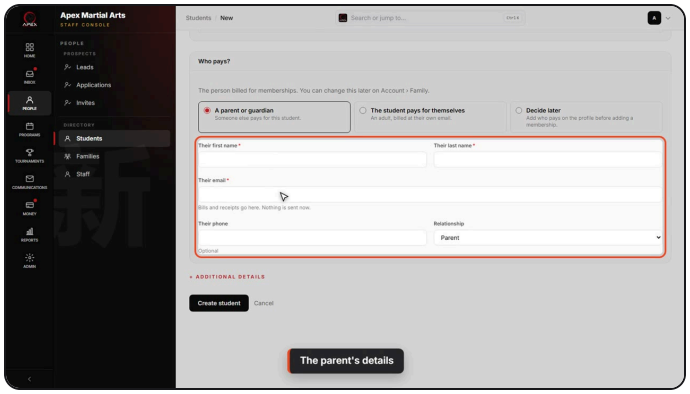
3 For a child, leave contact blank

Email and phone here are the student's own. For a child, leave them blank: the parent goes in Who pays, just below.



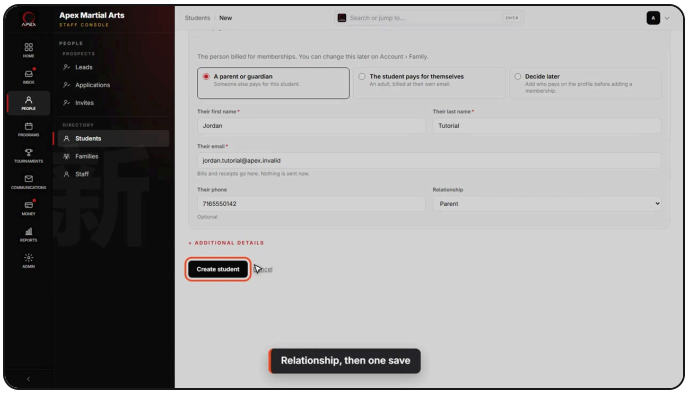
4 Who pays?

Who pays? is the person billed for memberships. Avery is a child, so A parent or guardian is already picked.



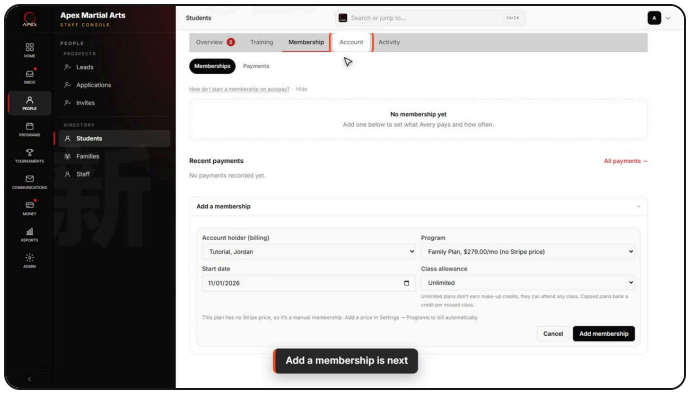
5 The parent's details

Type the parent's name, email and phone. The email is where bills and receipts go, and nothing is sent now.



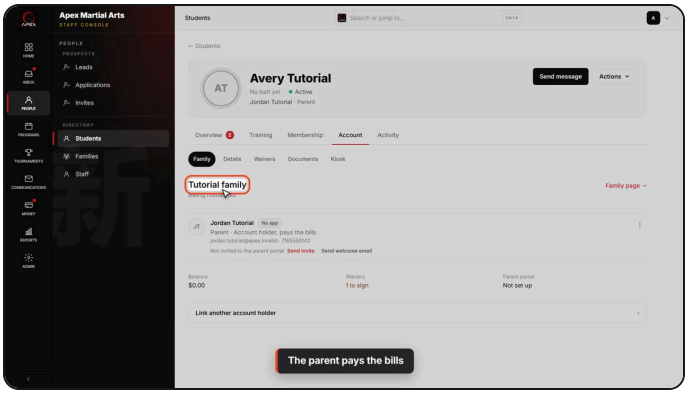
6 Relationship, then one save

Relationship is Parent. Then click Create student: the student, the parent and the link are saved together.



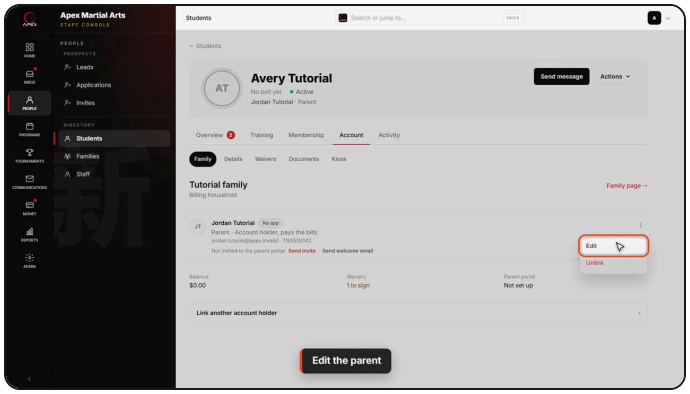
7 Add a membership is next

With someone paying, the profile opens on Add a membership, the next step: the next video covers it. First, the rest of the family: click Account.



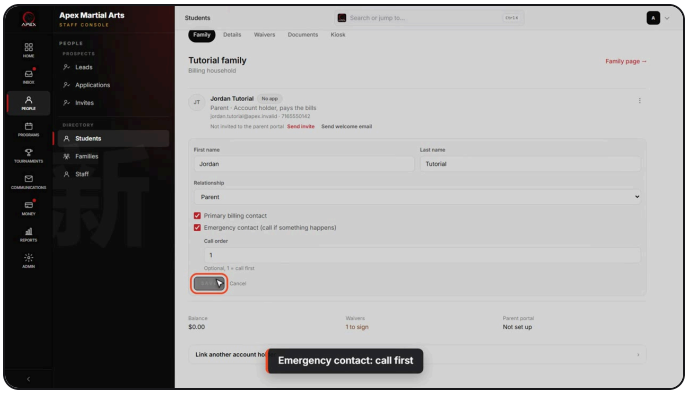
8 The parent pays the bills

Account opens on Family. Jordan is the account holder: the adult you bill and contact. The family is named after them.



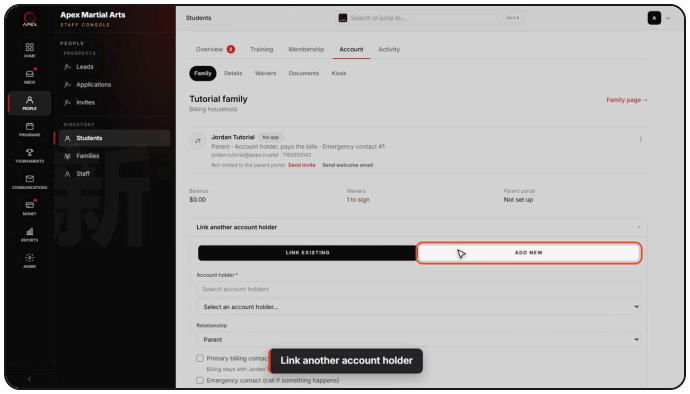
9 Edit the parent

To have staff call Jordan first, open the menu on their row and click Edit.



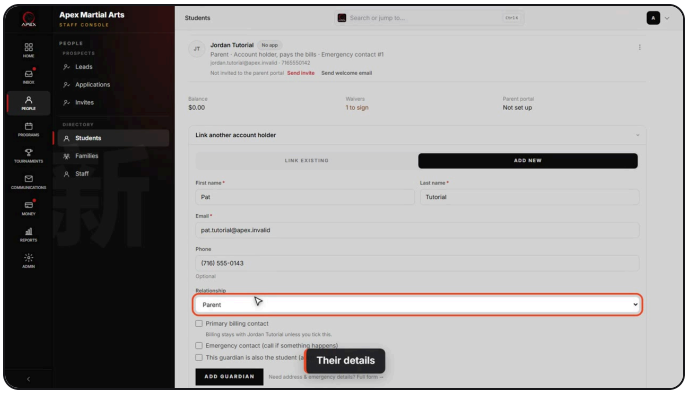
10 Emergency contact: call first

Tick Emergency contact, so staff know to call this parent. Type one in Call order, so they're called first, and click Save.



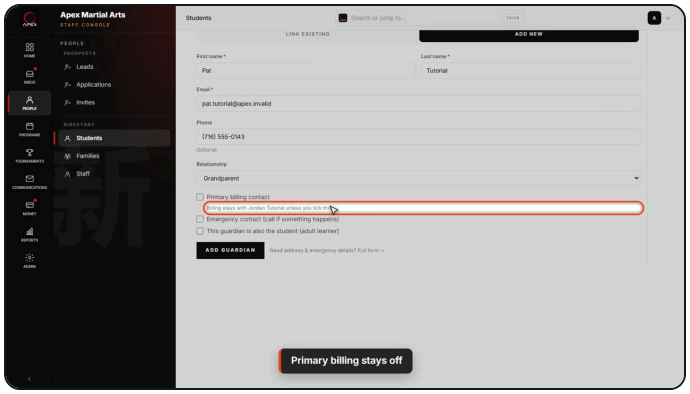
11 Link another account holder

To add a grandparent or another adult to call, click Link another account holder, then Add new.



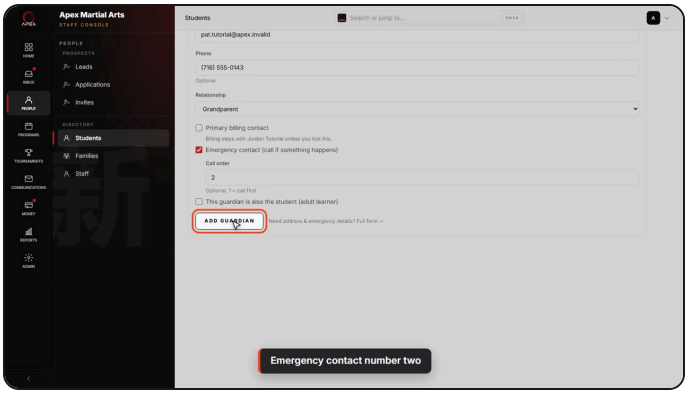
12 Their details

Type their name, email and phone. The email is how they would sign in to the parent portal, if you invite them. Then choose Grandparent as the relationship.



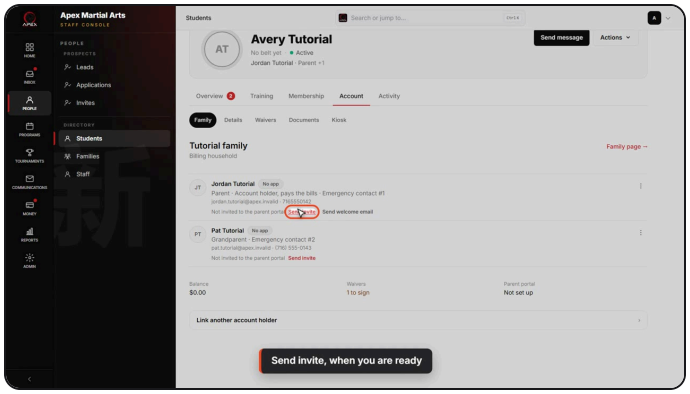
13 Primary billing stays off

Primary billing contact starts unticked, because Jordan already pays: the line under it says billing stays with Jordan.



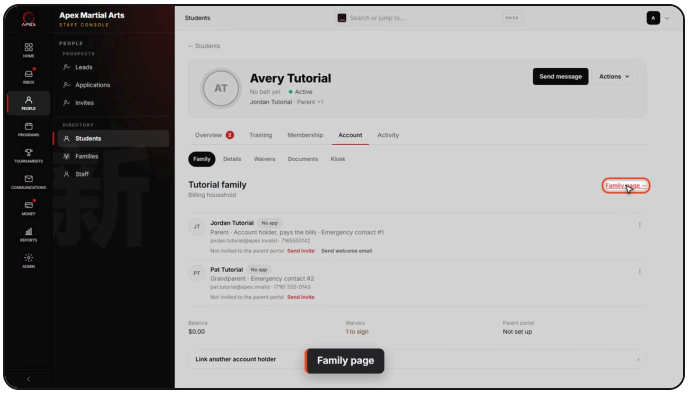
14 Emergency contact number two

Tick Emergency contact: they're someone to call if something happens. Type two in Call order, so staff call them after Jordan, then click Add guardian.



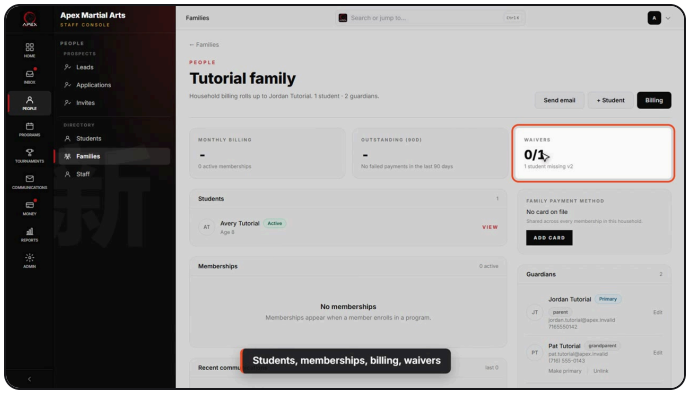
15 Send invite, when you are ready

Each adult with an email can be invited to the parent portal. Send invite emails them a link to set up their login. Nothing goes out until you click it.



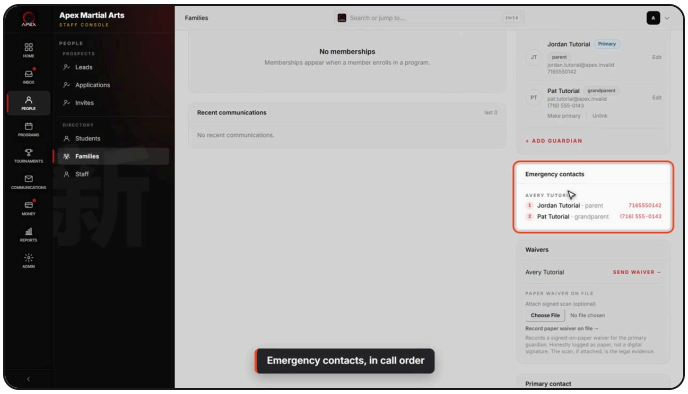
16 Family page

Click Family page to see the whole household in one place.



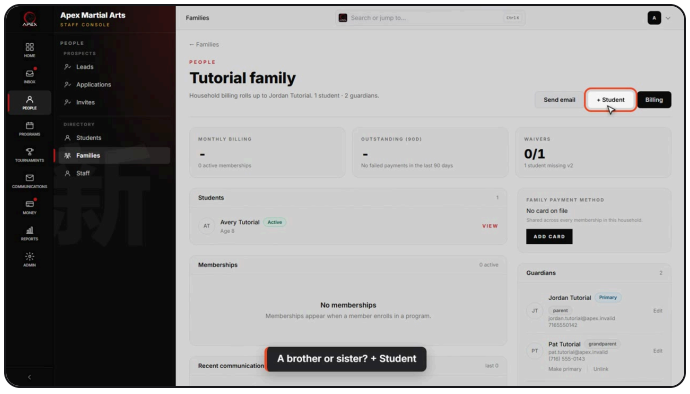
17 Students, memberships, billing, waivers

It shows every student in the family, their memberships, what the family is billed each month, and their waivers.



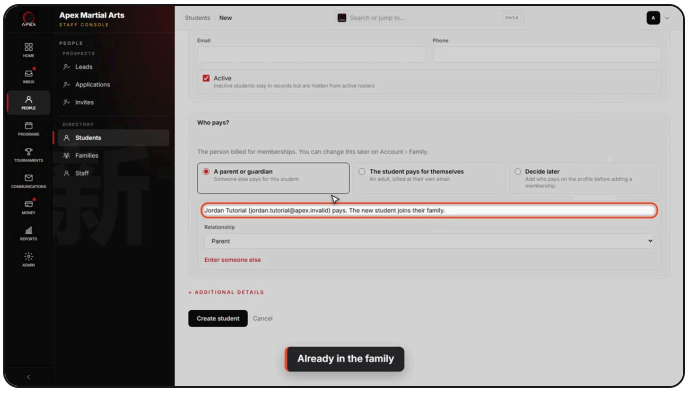
18 Emergency contacts, in call order

Emergency contacts are listed for each student, in call order, with their phone numbers.



19 A brother or sister? + Student

For a brother or sister, click plus Student. New Student opens with this family already paying, so it's one save again.



20 Already in the family

Who pays? already names the parent, and the new student joins their family. We'll leave this one unsaved.

What happens next

1. **Next: Track progress on the mat**
   Mark techniques from Mat view during class, check one student's progress, and see who is ready to test. Watch it at quickkicks.app/learn/schools/track-progress-on-the-mat

Watch the video

Point your phone's camera at the code, or go to quickkicks.app/learn/schools/add-a-family

Stuck?

In QuickKicks, open **Admin**, then **Support** (or **Help**, in the simpler menu), and send us a message. Or email **hello@quickkicks.app**.

Shown with a demo school. Your screens show your own school, and may look a little different.