Finding a Girl/Parent’s Information

1. Go to the Girls/Parents tab if the user is a parent (System User tab if the person is only a volunteer, not also a parent)

2. Fill in at least two letters of the Girl’s First and Last names. You can also use the parent first and last name if you wish. You are required to use at least 2 letters for the name fields. For best results, choose one category to search on and not multiple categories. Then click the “Search” button.

3. When you find the girl you are looking for, click on the parent last name to open the record.
In the Parent Details, you will see all of the info about the parent and what girls she is associated with as well as all of her user roles she has.

From here you are likely to:

- Resend a Registration Email
- Adding or Editing Parent Details

Please see the related tip sheets for information on those processes.