magicbooking

How to add Emergency Contacts & Collectors

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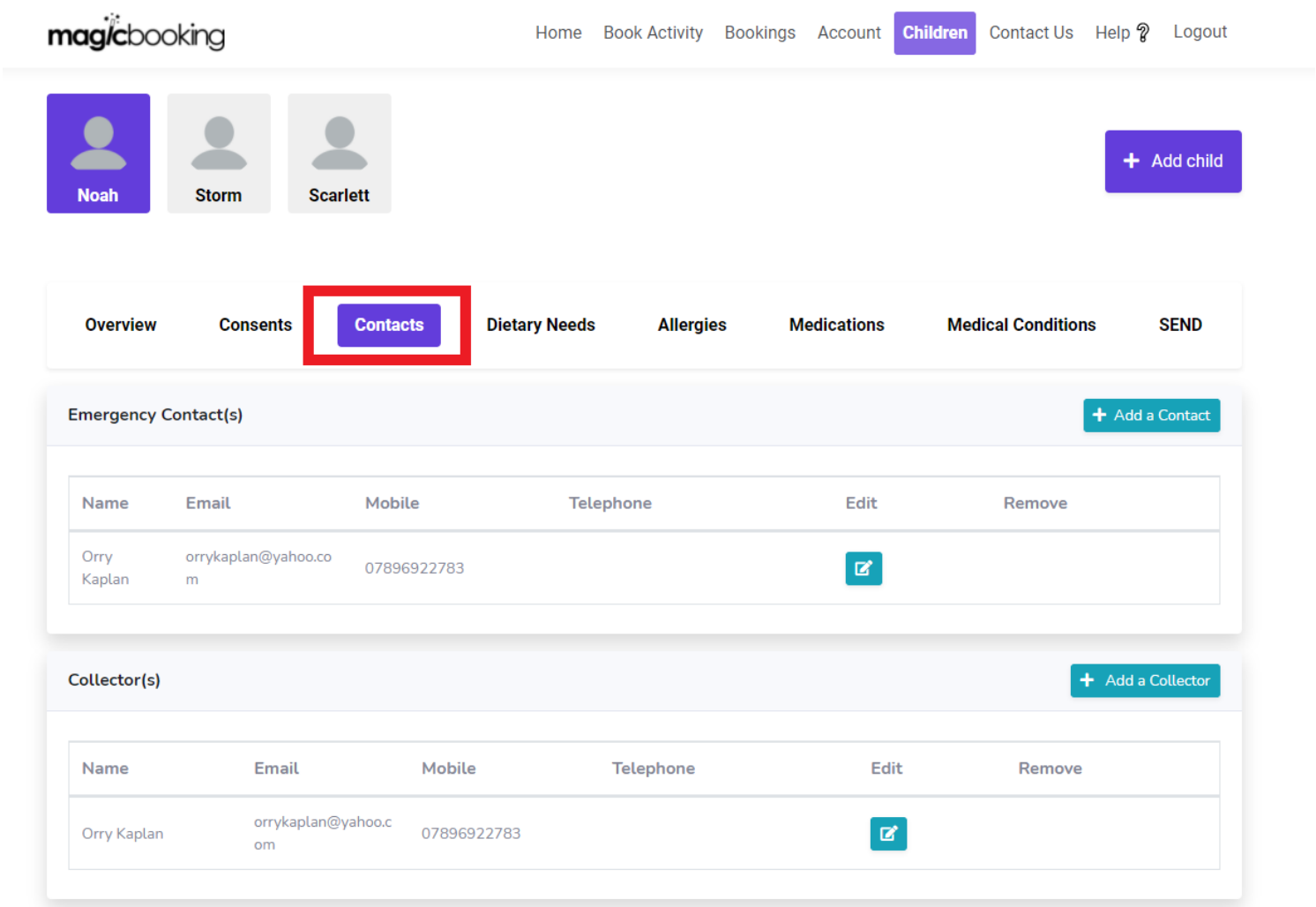
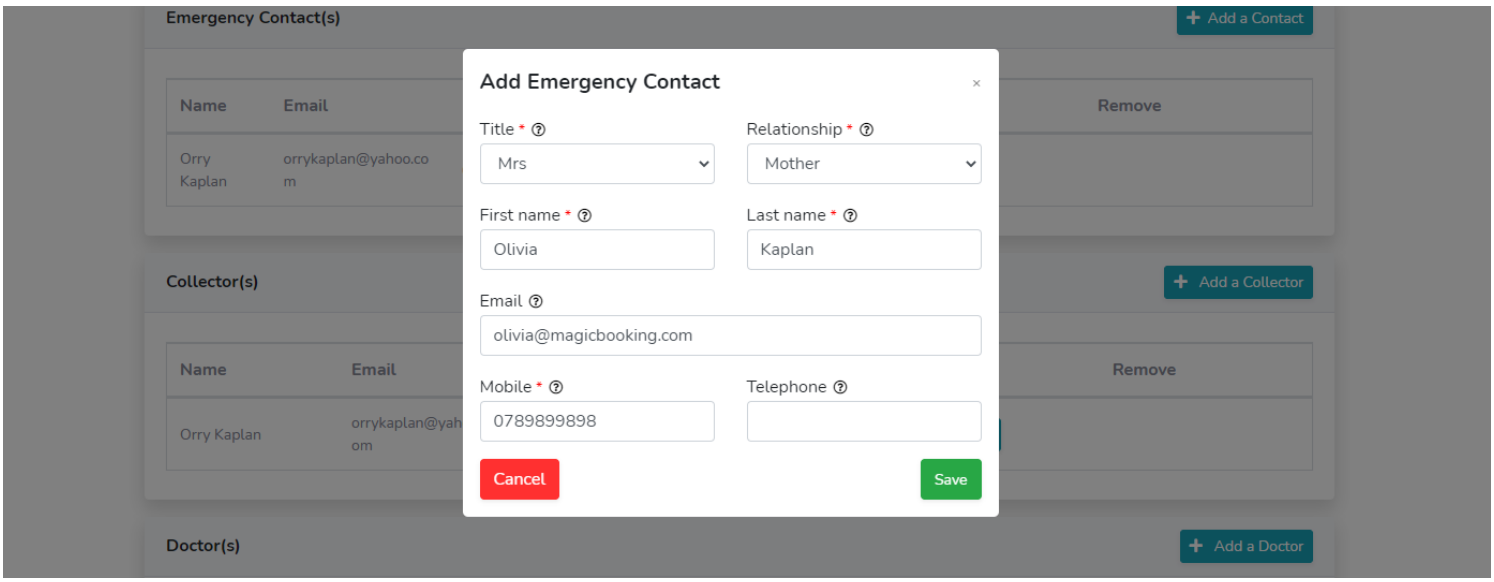
Additional contacts need to be manually added to each child if you want to set them up as an **Emergency Contact** , and/or **Collector** .

This can be located by navigating to **Children > Select** your **Child > C ontacts**

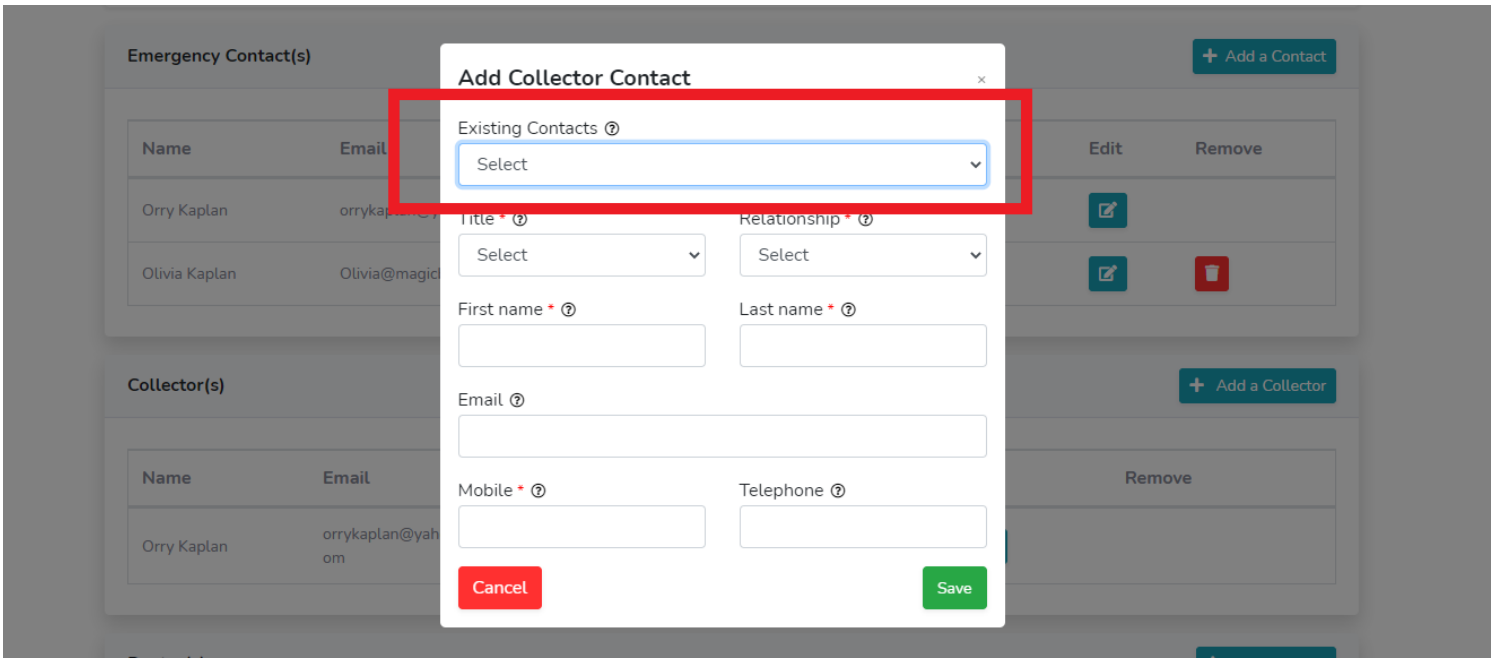


Then click **+Add a Contact** to add a contact, or/and, **+Add a Collector** to add a collector. Fill in the form, and once completed click **Save**.

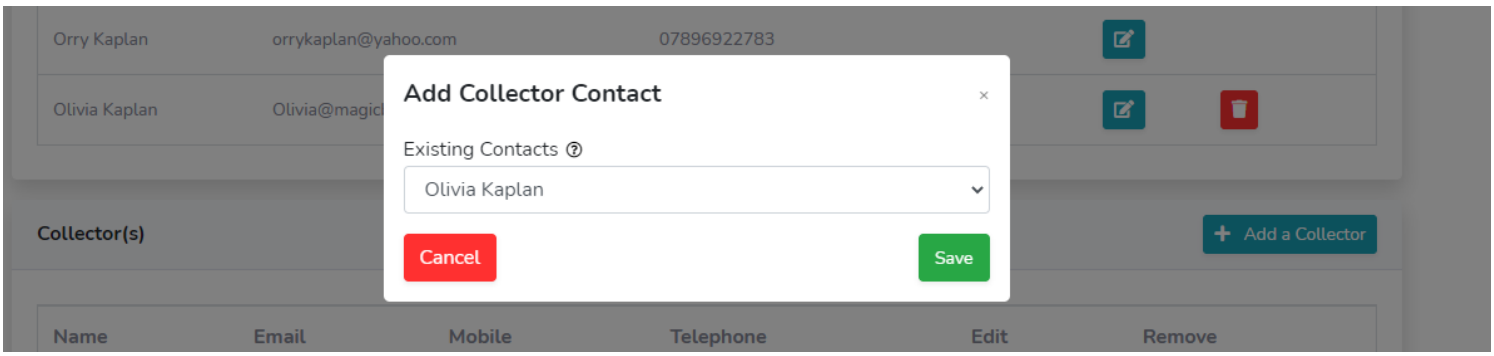


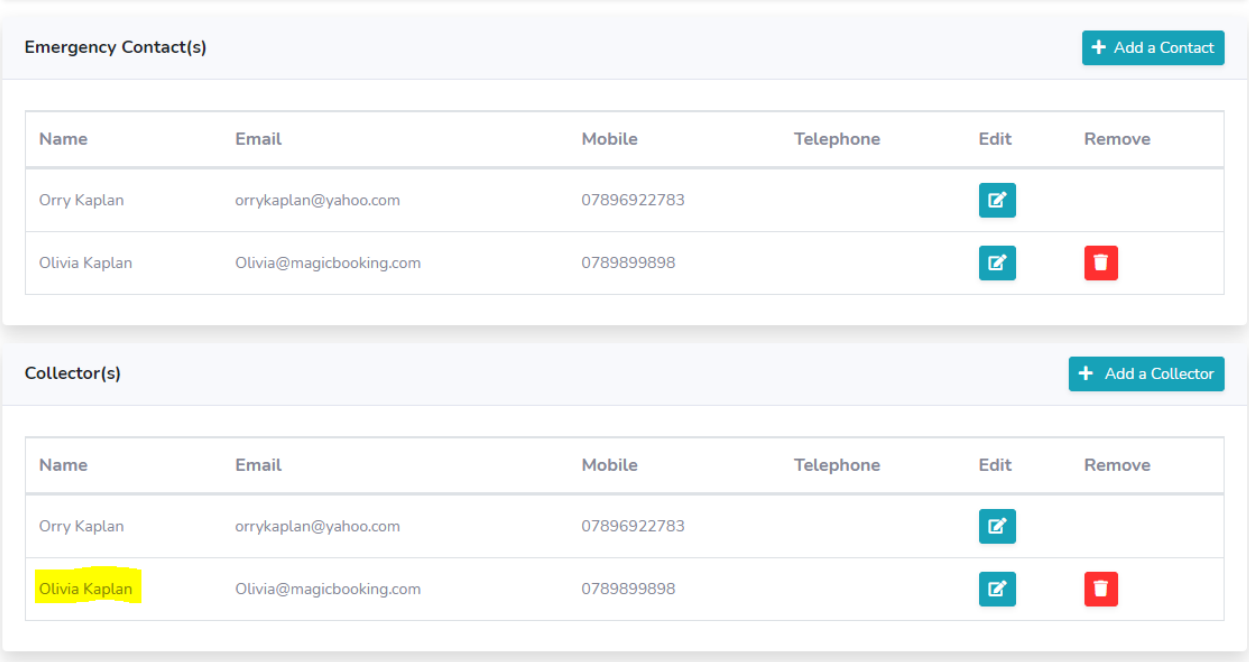
Once a new contact has been added to either the Emergency Contact or Collector section, you can quickly add them to the other section if required without needing to fill in the form. Simply click **+Add a Contact** to add a contact (if missing), or, **+Add a Collector** to add a collector (if missing).

You will now find a drop-down that's labelled **Existing Contact:**



Select your Existing Contact to add, and click **Save**:





Once a contact has been added manually. You will be able to add them to all children on a parent account by using the Existing Contact Drop-down, thus saving you from having to fill in the form every time!