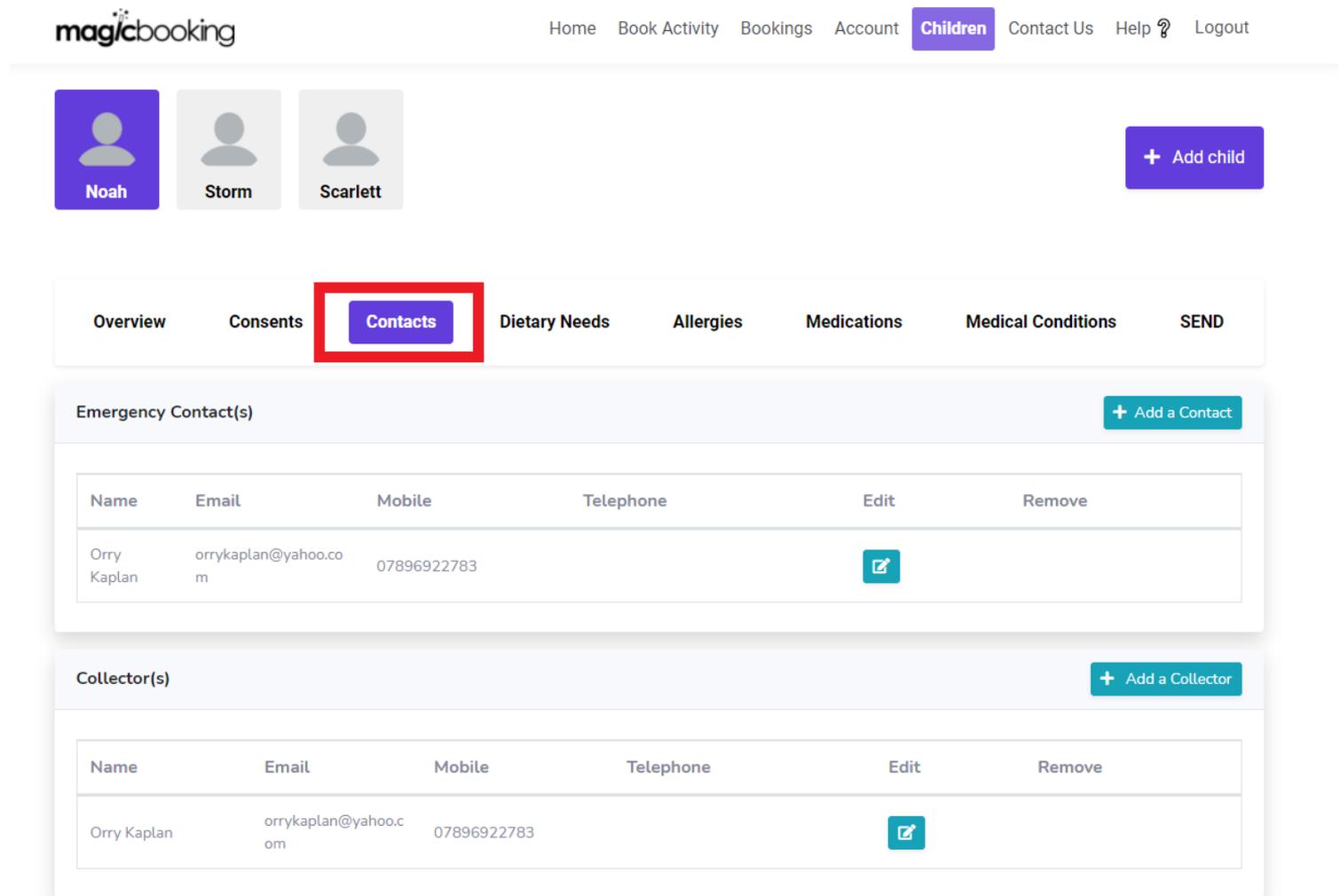


How to add Emergency Contacts & Collectors

How to add Emergency Contacts & Collectors

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**



The screenshot shows the Magic Booking interface. At the top, there is a navigation bar with the logo and links for Home, Book Activity, Bookings, Account, Children (highlighted), Contact Us, Help, and Logout. Below the navigation bar, there are three child profile cards for Noah, Storm, and Scarlett, each with a person icon and a name. To the right of these cards is a '+ Add child' button. Below the child cards is a horizontal menu with tabs: Overview, Consents, Contacts (highlighted with a red box), Dietary Needs, Allergies, Medications, Medical Conditions, and SEND. Below the 'Contacts' tab, there are two sections: 'Emergency Contact(s)' and 'Collector(s)'. Each section has a '+ Add a Contact' or '+ Add a Collector' button. The 'Emergency Contact(s)' section contains a table with one contact: Orry Kaplan, with email orrykaplan@yahoo.com and mobile 07896922783. The 'Collector(s)' section contains a table with one collector: Orry Kaplan, with email orrykaplan@yahoo.com and mobile 07896922783. Both tables have columns for Name, Email, Mobile, Telephone, Edit, and Remove.

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**.

Add Emergency Contact

Title * ⓘ Relationship * ⓘ

First name * ⓘ Last name * ⓘ

Email ⓘ

Mobile * ⓘ Telephone ⓘ

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**:

Add Collector Contact

Existing Contacts ⓘ

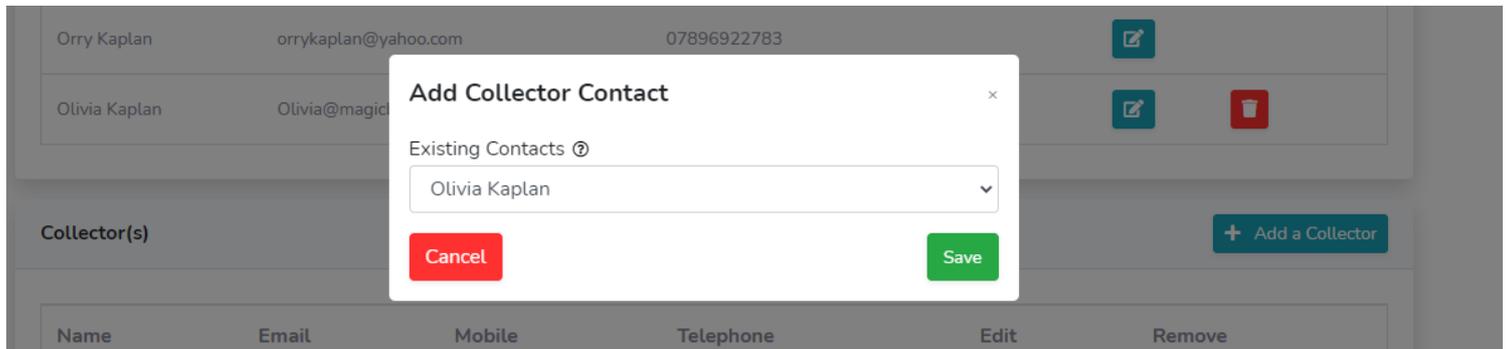
Title * ⓘ Relationship * ⓘ

First name * ⓘ Last name * ⓘ

Email ⓘ

Mobile * ⓘ Telephone ⓘ

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



Emergency Contact(s) + Add a Contact

Name	Email	Mobile	Telephone	Edit	Remove
Orry Kaplan	orrykaplan@yahoo.com	07896922783			
Olivia Kaplan	Olivia@magicbooking.com	0789899898			

Collector(s) + Add a Collector

Name	Email	Mobile	Telephone	Edit	Remove
Orry Kaplan	orrykaplan@yahoo.com	07896922783			
Olivia Kaplan	Olivia@magicbooking.com	0789899898			

 **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!**