

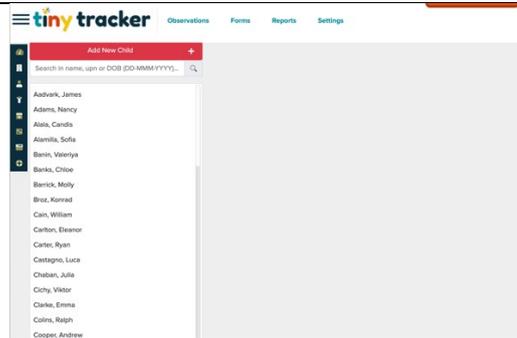
## How to ...Update Child's Details

Notes: Children's details are imported from your MIS or they can be added or updated in Tiny Tracker. See also: 'How to ...Add a New Child'.

### 1. Selecting Children

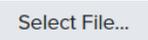
Select the name of the child or use the search bar to search by:

- Name
- DOB
- UPN



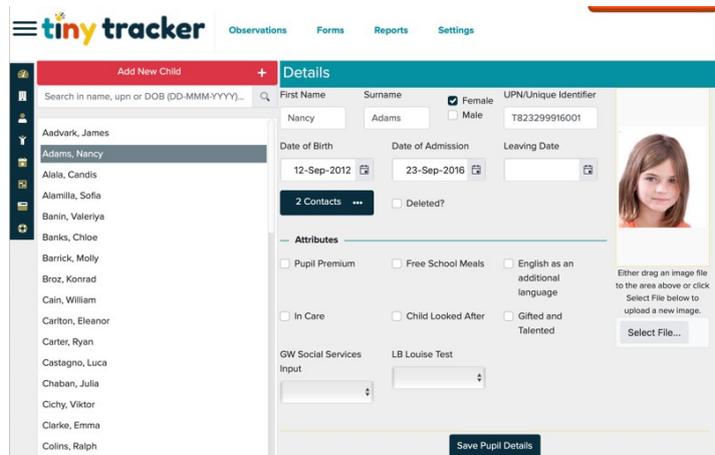
### 2. Editing Children

Edit any of the details on the screen.

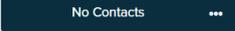
Upload a child's photograph by selecting 

- When using a laptop, this will ask you to find a photograph you have already taken.
- If you are using a tablet or mobile device, this will give you the option to take a new photograph or locate one you have already taken.

Select  to confirm changes

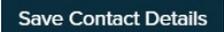


### 3. Adding a Child's Contact Details

Select  to add or edit a child's contacts. Select  to add a new contact

*Note: Tiny Tracker will use this information to share the child's Learning Journey and Achievements through the Parent Passport, if you have this switched on.*

Input the contact's main details, then use the check boxes to add enhanced information. For example, whether they have granted permission to be contacted by email, or if they have been granted access to the Parent Passport.

Select  to confirm changes.

### 4. Additional Information

Further information about each child can be added in Attributes.

*Note: To customise attributes see 'Attributes'.*

Select 