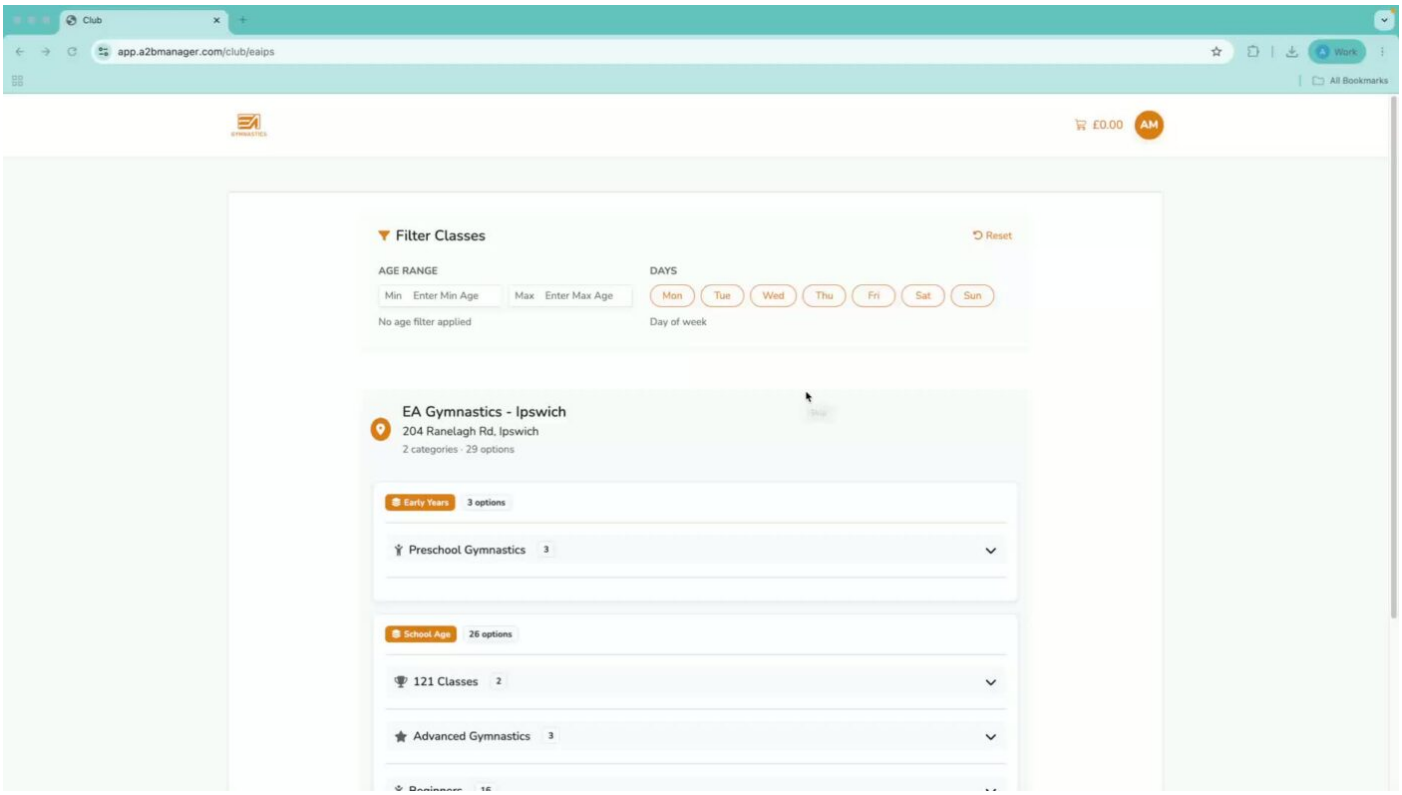
How parents add emergency and additional contacts

Account Management · https://a2bmanager.com/docs/adding-contacts/

Embedded media: https://www.loom.com/embed/966767cc909b48509ef072aa492d020f

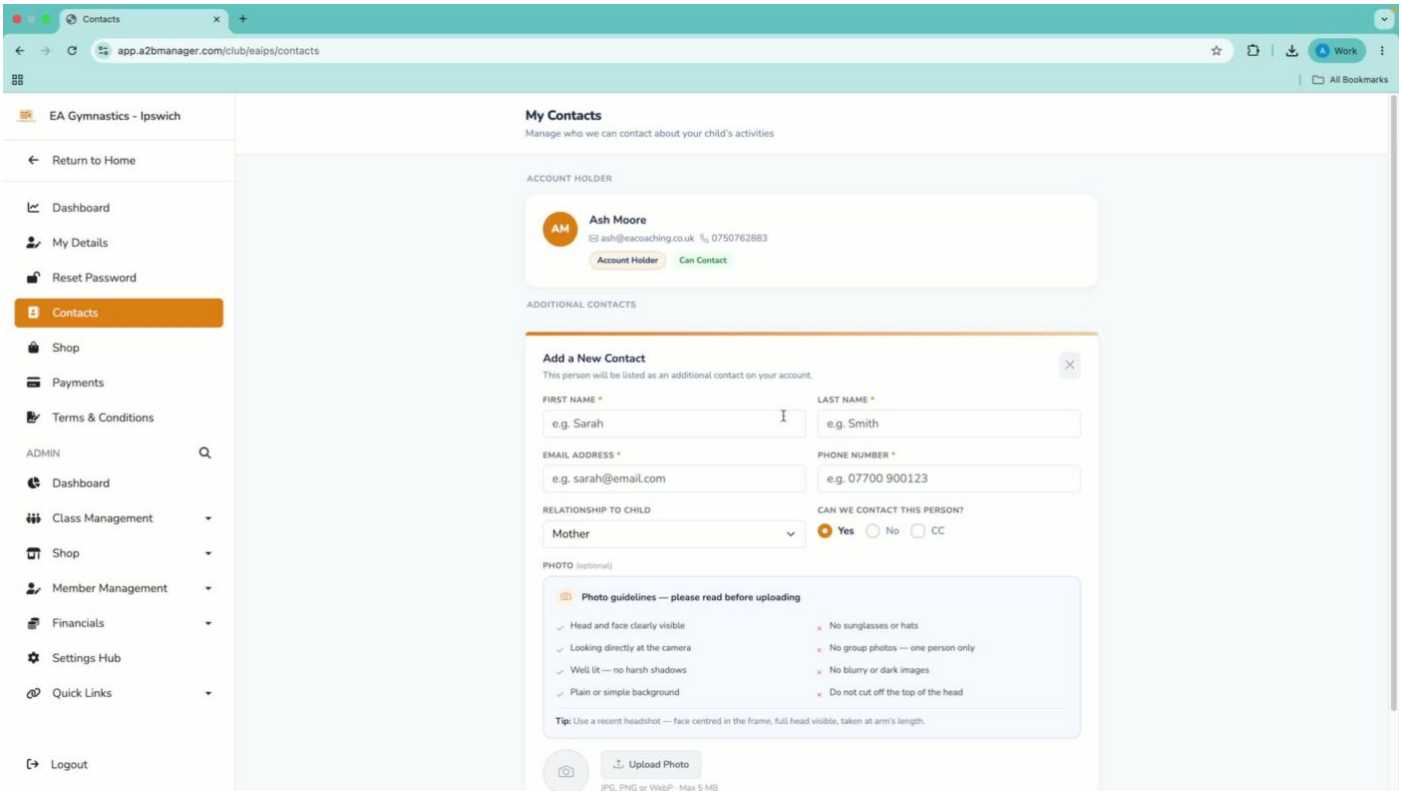
How a Parent Can Add and Manage Additional Contacts

1. Open the Contacts section 0:00



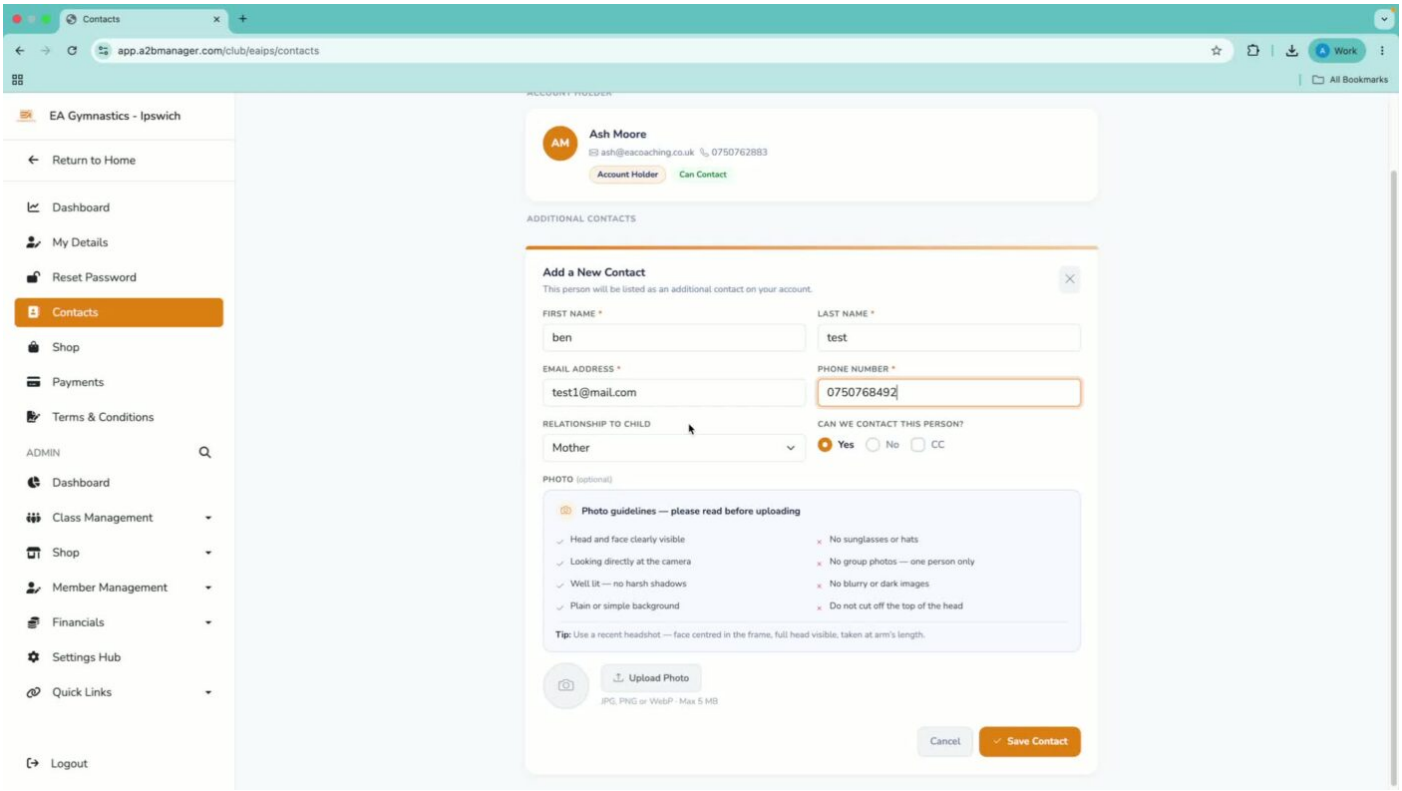
- From the parent account, click the **Contacts** icon/menu.
- This is where all additional contacts for the account are managed.
- If no contacts have been added yet, the list will appear empty.

2. Start adding a new contact 0:20



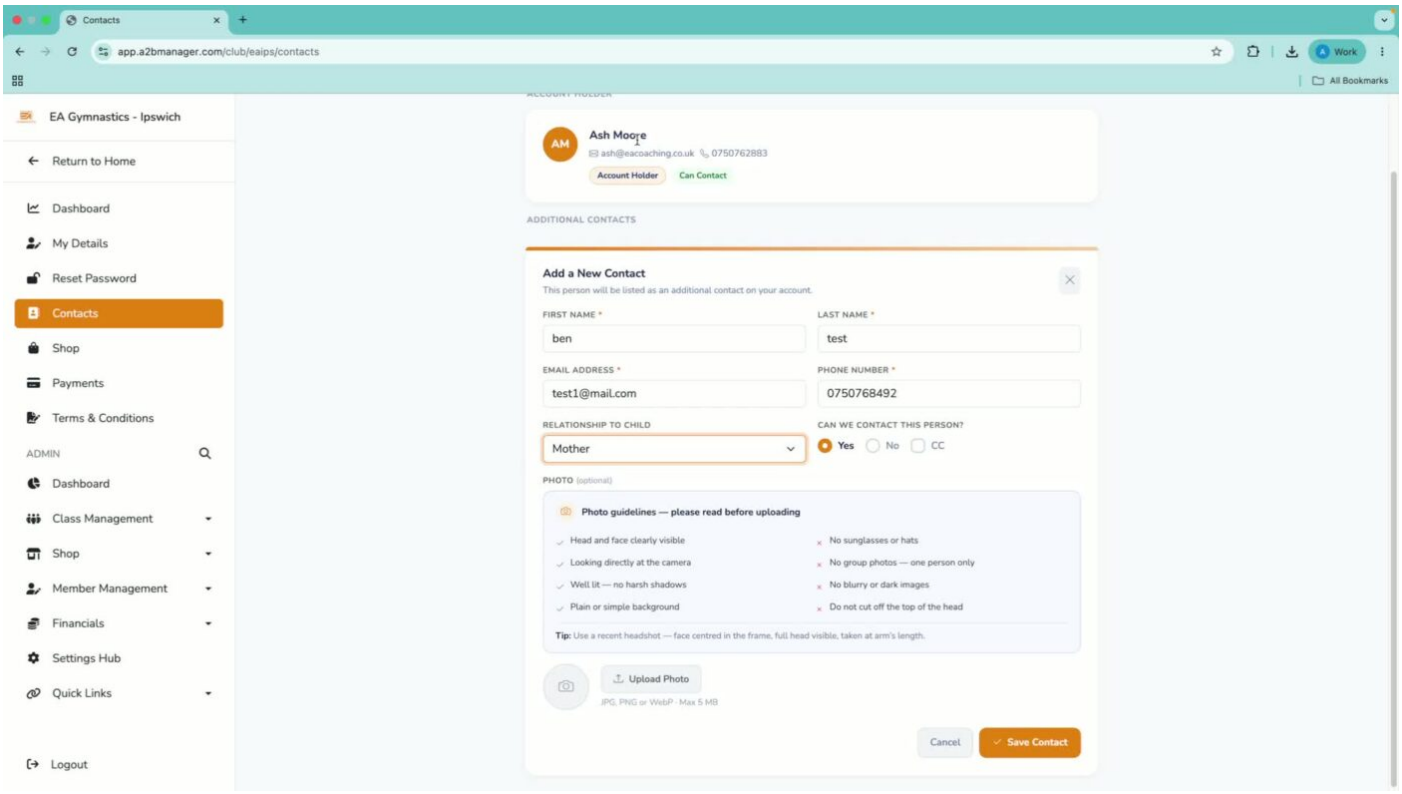
- Click the option to **add a contact**.
- Enter the contact's basic details:
  - **First name**
  - **Email address**
  - **Phone number**

3. Set contact details and permissions 0:31



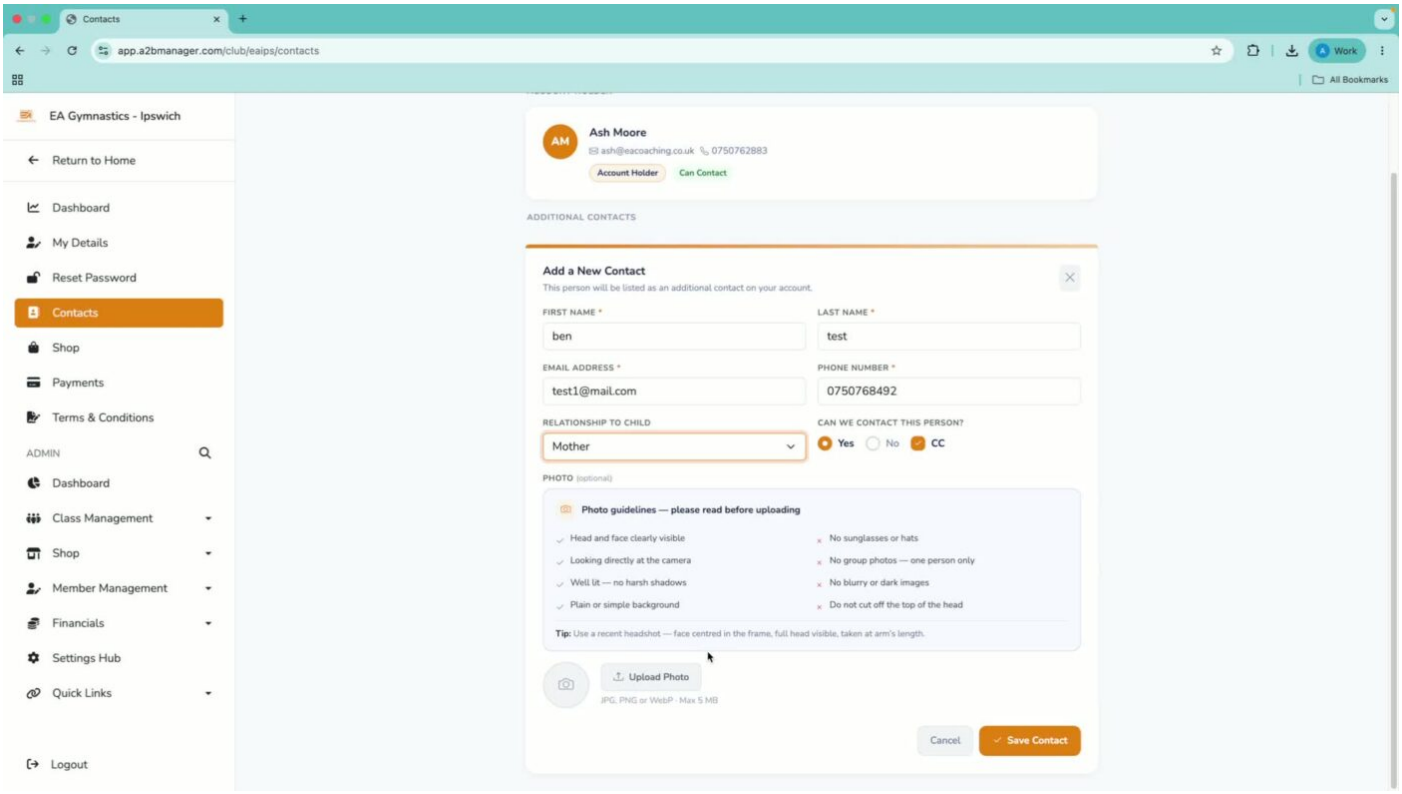
- Choose the contact's **relationship to the child**.
- Indicate whether this person **can be contacted**.
- Decide whether this person should be **CC'd on emails** sent to the parent.
- This is useful for situations where two parents are separated but both still need to receive updates.

4. Upload a photo if needed 0:49



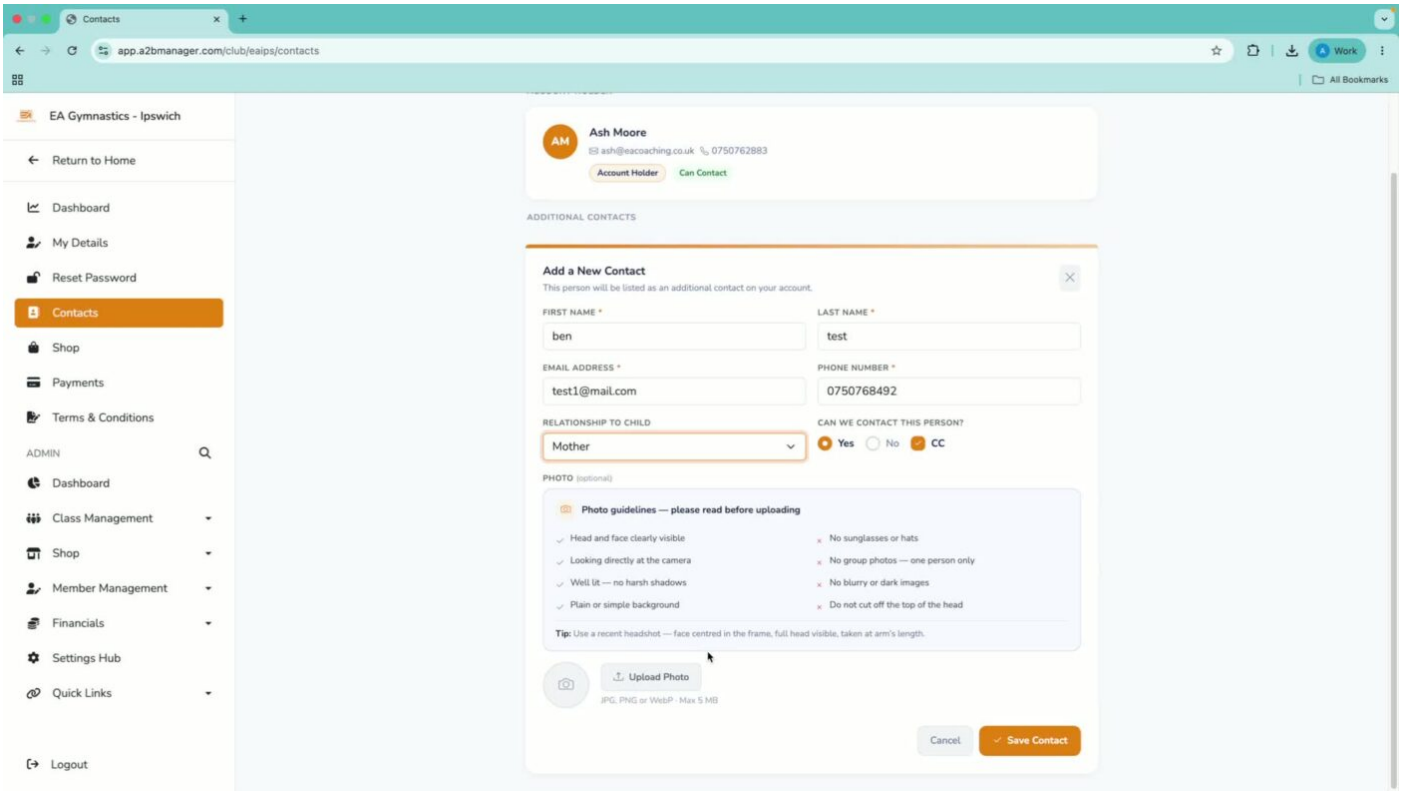
- Optionally upload a **photo of the contact**.
- This can help identify the person more easily, especially for parents or guardians who may not live together.

5. Save the contact 1:08



- Click **Save** to add the contact to the account.
- The new contact will now appear in the contacts list.

6. Edit or remove contacts later 1:08



- After saving, you can return to the contact at any time to **edit** their details.
- You can also **remove** the contact if they are no longer needed.
- New contacts can be added again whenever necessary.