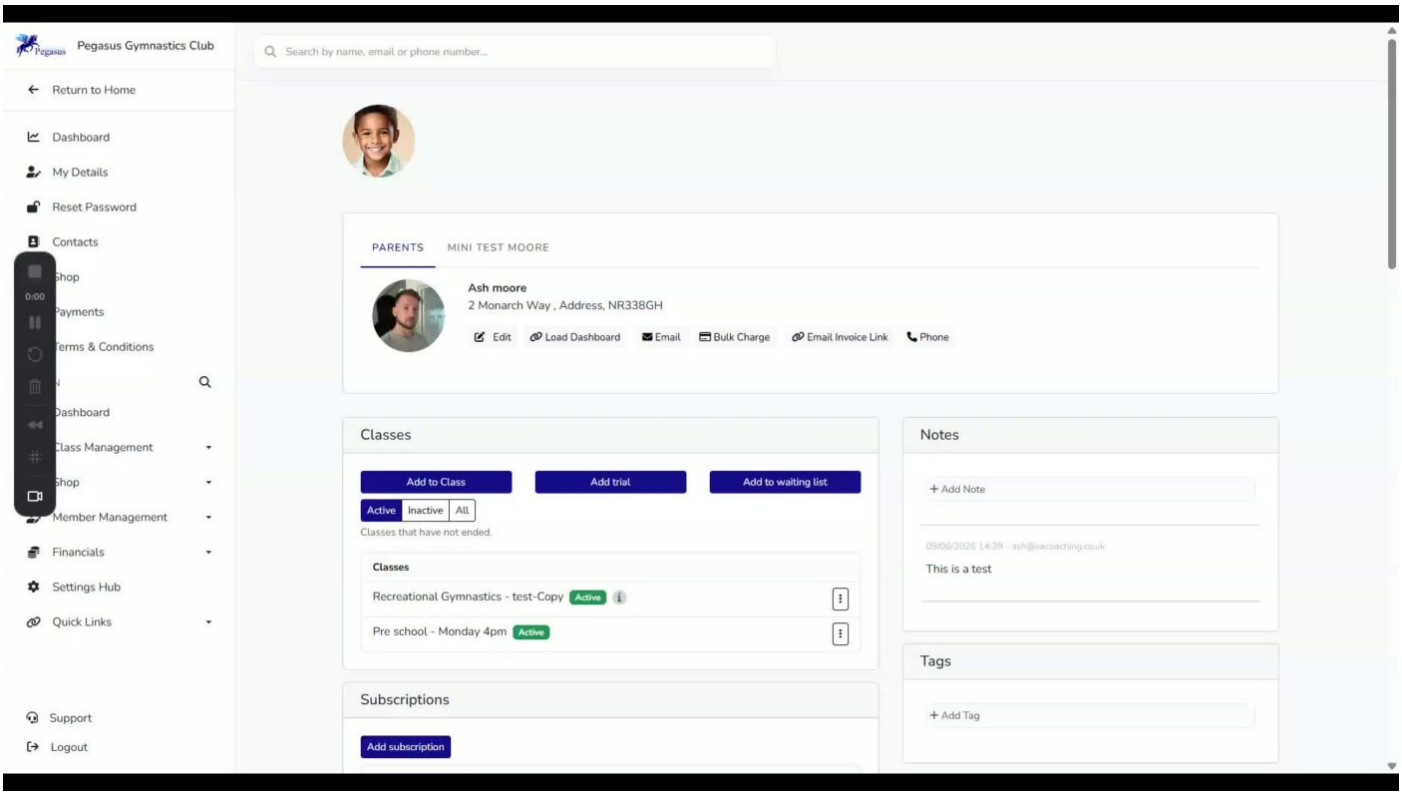
Editing Parent and Student Profile Details

Student Profile · https://a2bmanager.com/docs/editing-parent-and-student-profile-details/

Embedded media: https://www.loom.com/embed/b61dc9fc361a41a2a67af5a4b1a79167

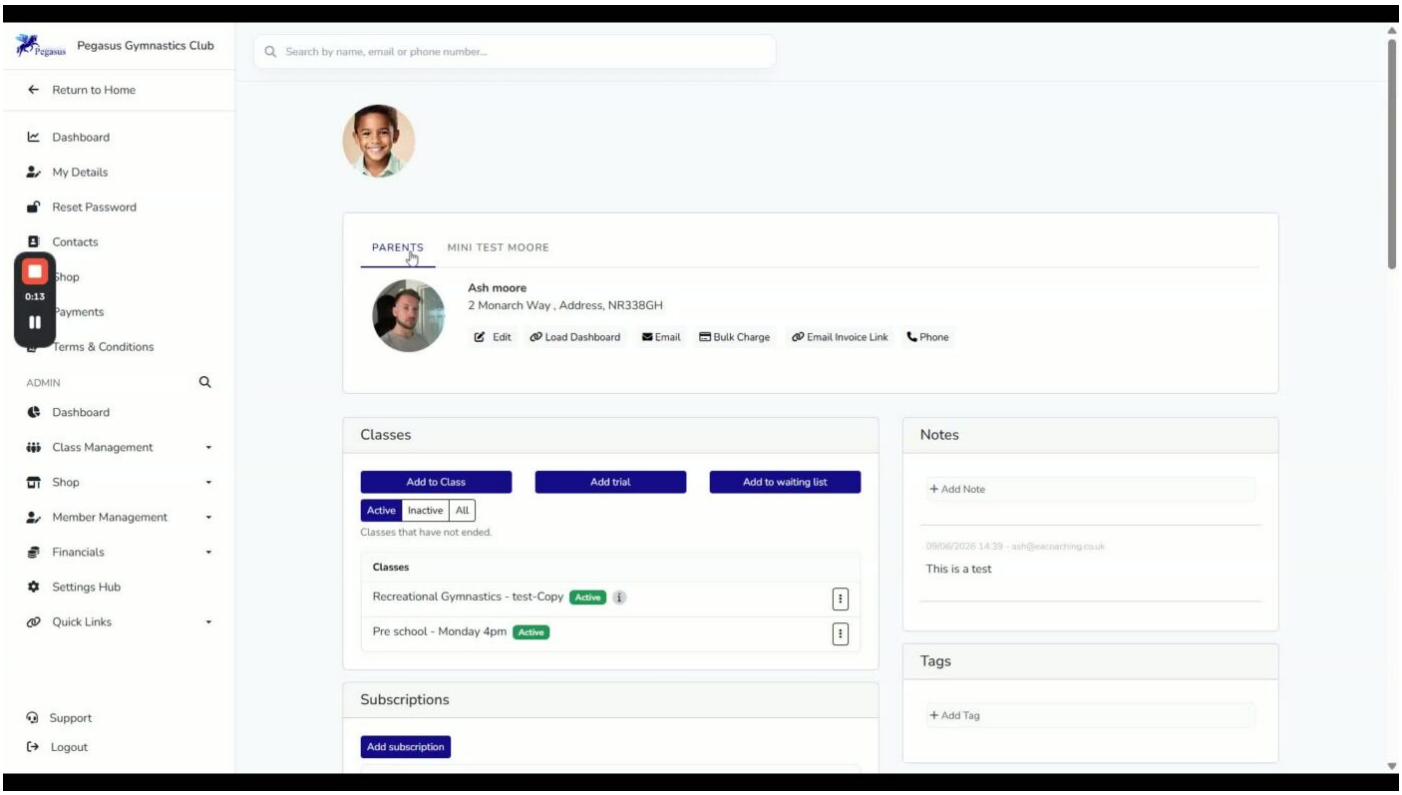
How to Edit Parent and Student Details in the Profile Area

1. Open the member profile and locate the parent/student tabs 0:00



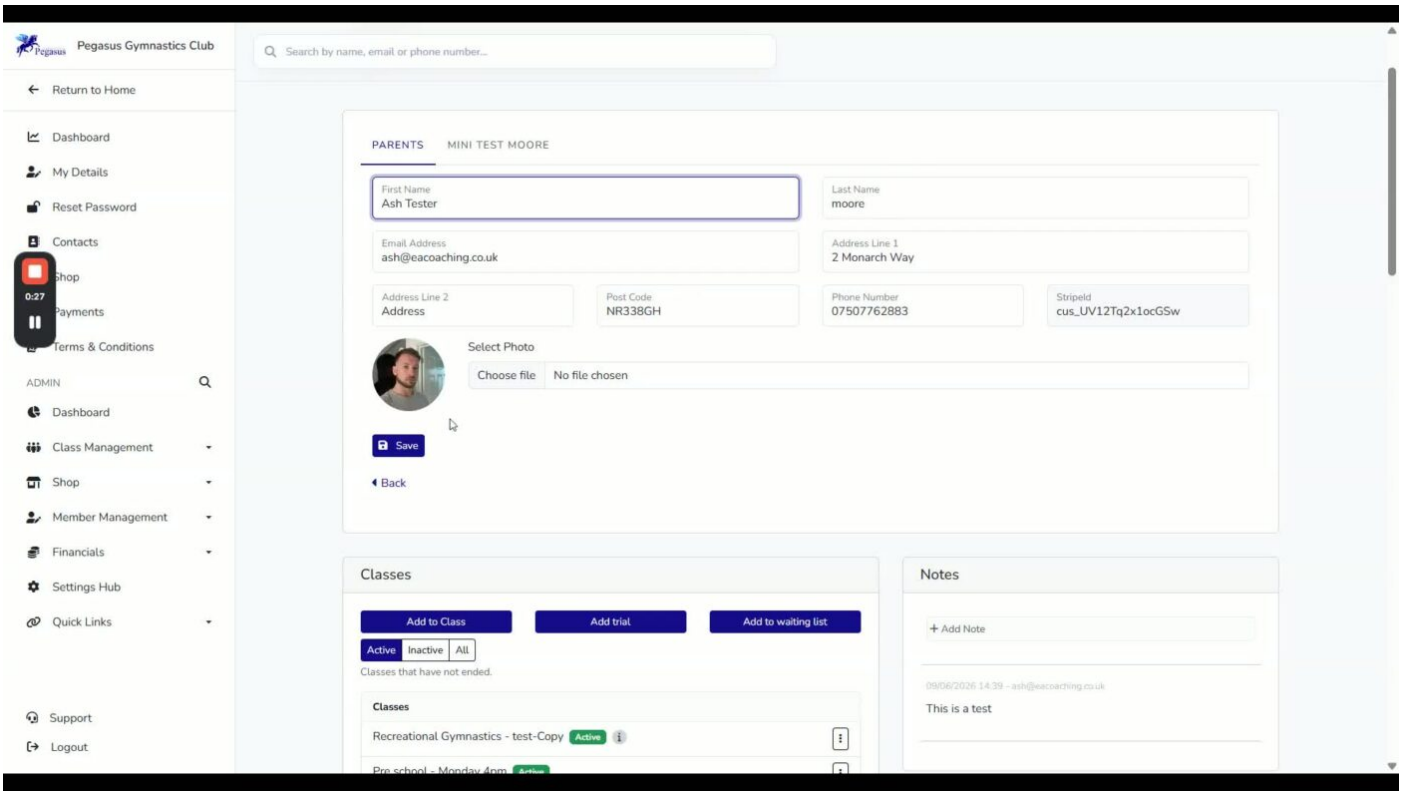
- Go to the **member's profile** area.
- At the top of the profile, you'll see separate tabs for:
  - **Parent**
  - **Member/Student**
- Use these tabs to switch between the two sets of details.

2. Edit the parent details 0:14



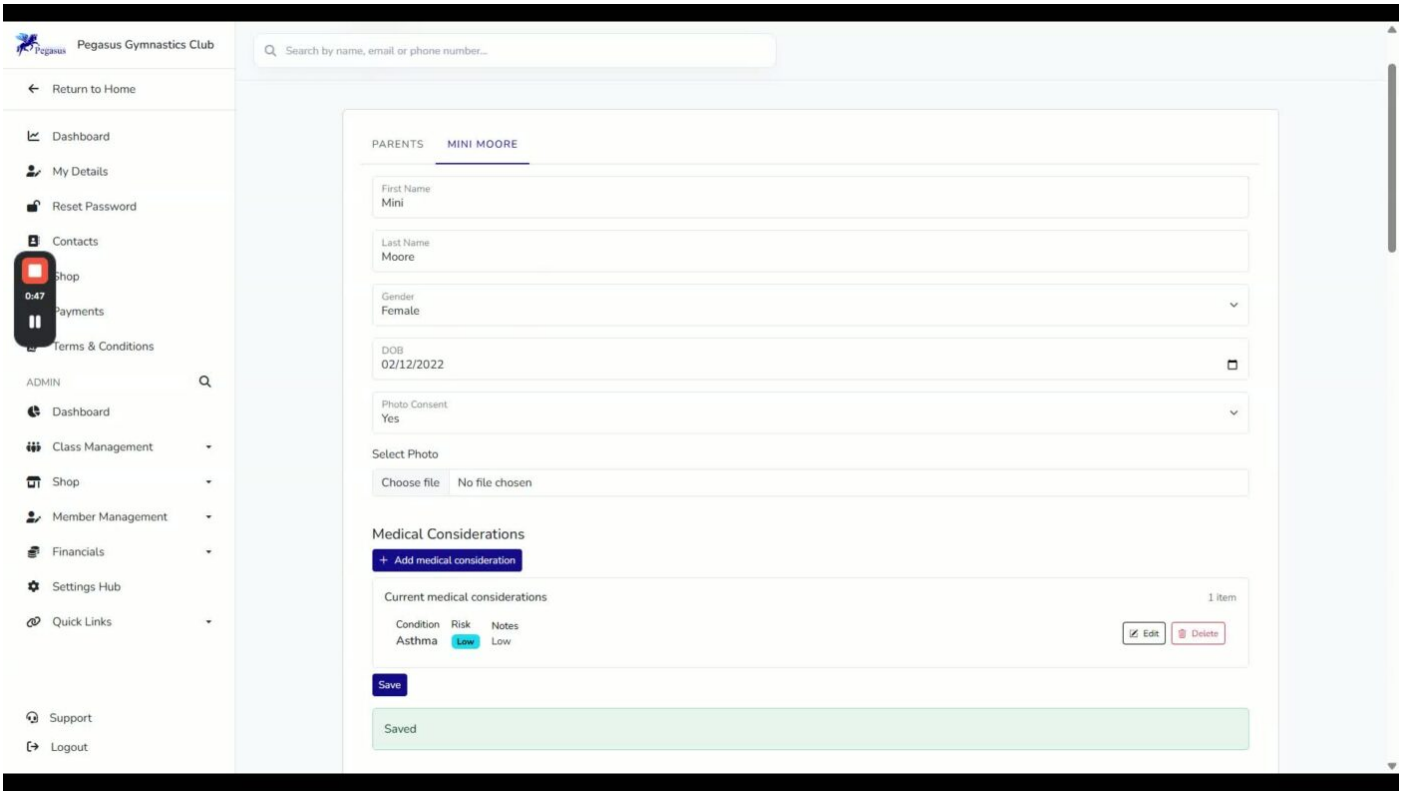
- Click the **Parent** tab.
- Select **Edit** in the parent details section.
- A form box will open with the parent's information.
- Update any fields as needed.
- Click **Save** to store the changes.

3. Edit the student details 0:24



- Click the **Student/Member** tab.
- The student's information will appear.
- Select **Edit** if needed and make your changes.
- Click **Save** when finished.

4. Return to the main profile view 0:43



- After saving, click back on the **Parent** tab.
- This returns you to the main profile/dashboard view.
- You've now finished editing the profile details.