#### How to update Household/Children Profile on Church Center

Step 1: Open Church Center Step 2: Click the profile button



### Step 3: Click Contact and Profile Information



#### Step 4: Click My profile & settings



## Step 5: Select Child to update



# Step 6: Update information if needed

## Step 7: Click on grade

	10:08		
	Cancel Edit I	Profile Update	
	+ Add Phone		
	EMAIL		
	+ Add Email		
	ADDRESS		
	+ Add Address		
	PROFILE INFORMATION		
	<sup>Name</sup>		
	Gender Male	Birthdate	
(	Grade	School	
	Medical Notes Please use a comma-separated list for brevity. Ex: Pollen, nuts, and dairy.		
	Allergic to sweet potato		
	Locked fields can only be edited by a church administrator. Contact us for help.		

Step 8: Select the child's upcoming school year's grade.

Step 9: Press Save.

10:08	
Cancel	Save
	×
Pre-K	
К	
1st	
2nd	
3rd	
4th	
5th	
6th	

Step 10: When completed with changes click the Update button.

