

Cut Time How To

Link A Parent Relationship

1. Find the **“Relationship”** tab at the bottom of your profile screen and select **“Add Relationship”** button
2. Enter your parent/guardian first and last name, email address, birth date, and relationship to you and select the **“Save”** button
3. Choose to either add a new person, or use an existing profile
 - If your parent/guardian already has a profile, find their name in the provided list and select “add this person” button
 - If the parent/guardian does not already have a profile created for them, select the “Add as a new person” button and they will receive an email to set up their new Cut Time profile

The screenshot shows a web interface for adding a relationship. At the top, there are tabs: Medical, Relationships, Uniform sizes, Password, Inventory assigned, and Notes. The main heading is 'Relationships: Bill Kangas'. Below it, a modal form titled 'Add a relationship for Bill Kangas' is open. The form has fields for First name (Dee), Last name (Kangas), Birth date, and Email (na@gmail.com). A dropdown menu for 'The person above is the' is set to 'Parent/Guardian' of 'Bill'. A red arrow labeled '1' points to the 'Add relationship' button in the top right of the modal. A red arrow labeled '2' points to the 'Save' button at the bottom left of the modal. Below the modal, a table lists existing people. A red arrow labeled '3' points to the 'Add this person' button next to 'Dee Kangas' in the table. A yellow warning box above the table states: 'The person you entered may already exist in the data for Every Town H.S. West Music Program. If they ARE NOT one of the people listed in the table below, click on the "Add this record as a new person" button.' Below the table, instructions state: 'If they ARE listed in the table below, click on the "Add this person" button to the right of their name.' and 'If you DO see the person you were trying to add in the table, click on the "Add this person" button to the right of their name.' and 'If you DO NOT see the person you were trying to add in the table, click on the "Add this record as a new person" button above the table.'

Relationships: Bill Kangas

No relationships found

Add relationship

Add a relationship for Bill Kangas

First name: Dee

Last name: Kangas

Birth date: [calendar icon]

Email: na@gmail.com

The person above is the Parent/Guardian of Bill

Save

The person you entered may already exist in the data for Every Town H.S. West Music Program. If they ARE NOT one of the people listed in the table below, click on the "Add this record as a new person" button.

Add Dee Kangas as a new person

If they ARE listed in the table below, click on the "Add this person" button to the right of their name.

Name	Location	
Dee Kangas	Pottstown PA	Add this person

If you DO see the person you were trying to add in the table, click on the "Add this person" button to the right of their name.

If you DO NOT see the person you were trying to add in the table, click on the "Add this record as a new person" button above the table.