

Administrator Site / Administration Tab

How to Add Children

Adding New Children Manually

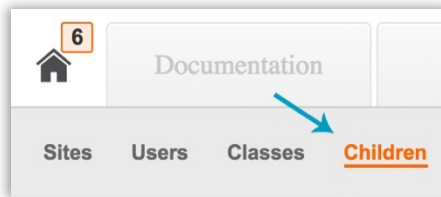
Step 1

Select the [Administration](#) tab.



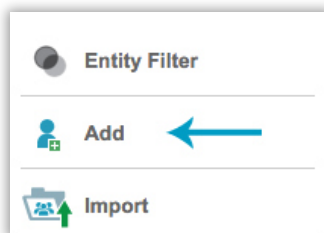
Step 2

Select [Children](#).



Step 3

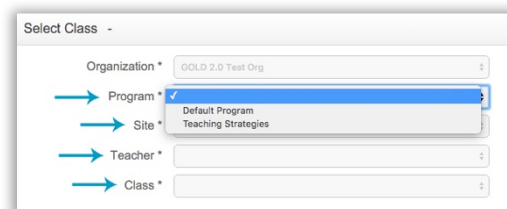
Select [Add](#) in the left-hand navigation.



Step 4

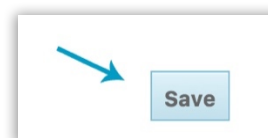
Use the following areas to provide information on the child and her placement in the program:

- **Select Class.** Use the drop-down menus, to identify the [Program](#), [Site](#), [Teacher](#), and [Class](#) to assign the new child into.
- **Class Details.** Use the drop-down menu to identify the child's [Age](#) or [Class/Grade](#). Also provide the child's [First Day in Program](#).
- **Child Details.** Use the drop-down menu to provide information on the child.
- **Fund Sources.** Select any funding sources for the child.
- **IEP.** Identify if the child is enrolled in an Individualized Education Program by selecting [Yes](#) or [No](#).
- **Free and Reduced Lunch.** Check this box if the child qualifies for the free and reduced lunch program.



Step 7

Select [Save](#) in the bottom right-hand corner and confirm the new child.



Adding New Children Through the Import Tool

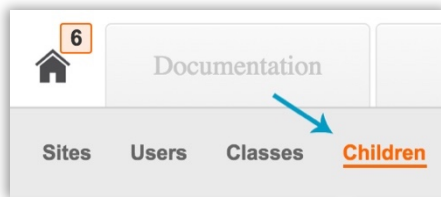
Step 1

Select the [Administration](#) tab.



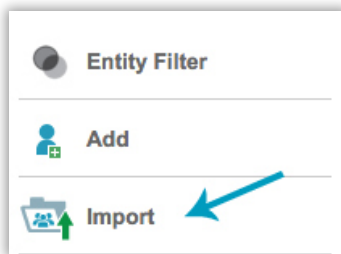
Step 2

Select [Children](#).



Step 3

Select [Import](#).



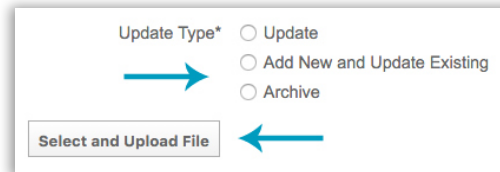
Step 4

Click [Student Import CSV Template](#) to download and create a [.CSV](#) file with the required fields included.

- Refer to the "Instructions for Importing Children" document to import children into GOLD™.
- Use the [Student Import CSV Template](#) to create a [.CSV](#) file.

Step 5

Select either [Update](#), [Add New and Update Existing](#), or [Archive](#) to best match your upload document, and click [Select and Upload File](#).



Step 6

Choose the [.CSV](#) file created using the template in step 4, and click [Open](#).

Step 7

On the next screen you will see confirmation of your import. Click [Download](#) to view detailed information about the results of the import.

File Name	Upload Type	# of Records	# of Invalid Records	# of Warnings	Upload Date	Upload Status	Status Update Date and Time	Download Result
Import_Template_11.csv	update	1	0	0	April 20, 2016	Queued	04-20-2016 12:24:25	Download