



How To – Add a New Listing

1. From “Home” hover over the **Add Children** box and click the **Add Child/Children** link.
2. The first form is to make sure the listing doesn’t already exist in our database.
3. If the search finds any children they will be displayed and you can either select your child or click the **Not one of these. Add the child** button.

Fill out the forms as completely as possible, including photos and videos. Hover your cursor of the question marks to get a description of what data should be in each field.

If you have more children to create select the **Save/List Next Child** button.

If you do not have any more children to create select the **Save/Done** button.