



How to Create a Relationship Link

Once both the child and parent/guardian have registered to your club's database in ENGage, you will be able to link them. The following information should help with this:

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1. First, ensure you can find both the parent/guardian and the child in your **People** tab. To do this, select **People**, followed by **Everyone**. You can add filters to aid your search by clicking on the funnel icon to the far right of the screen, followed by the plus sign "+". If you're unable to see either individual, you will need to ask them to join your club's database. To do this, they'll need to log into their ENGage account and search for your club in the **Directory** tab, click **Join**, followed by **Save**.
 2. Once you have successfully found them both in **Everyone**, select the circle to the left of their names, then select **More**, followed by **Add Relationship** and **Confirm**.
 3. The parent should now be able to access their child's profile through their own ENGage login.
 4. Please note: you can only add one relationship at a time. Please repeat this process for each relationship.
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