



Managing Family/Guardian Links

Connect Guardians and Dependents so the right people have the right access, and so the right members show up in team sheets, payments and attendance.

Why is this important?

As errors are occasionally made in setting up of Dependent/Guardian accounts, this feature allows you as an admin to correct them. This can prevent further administrative issues down the line when it comes to availability, selection and payments.

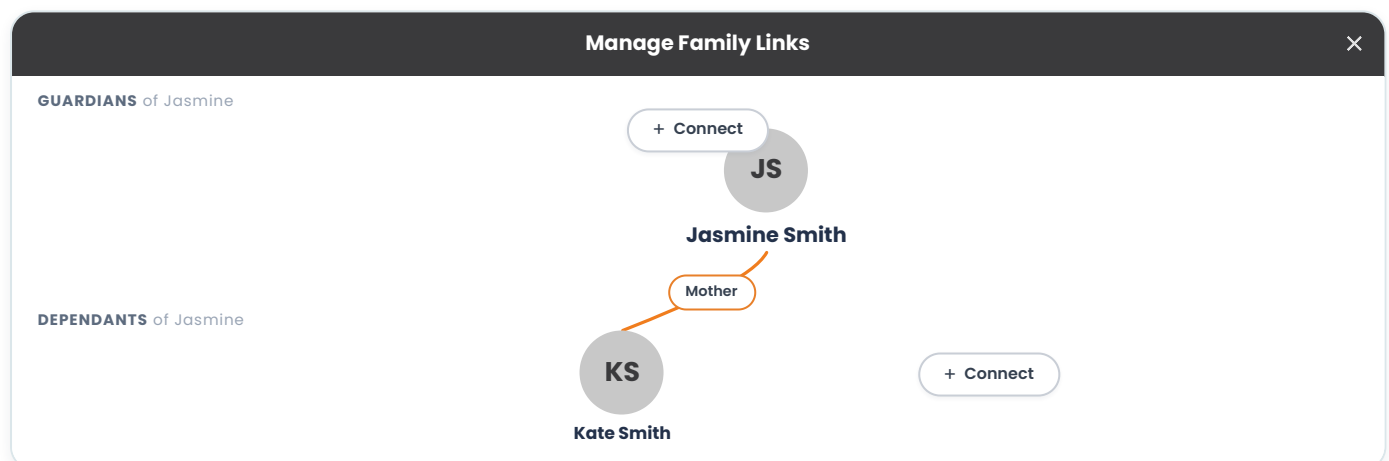
Linking Guardians and Dependents

Admins can connect Guardians and Dependents to ensure that the users have the right access to the right places in the app. It also helps admins make sure that the right members appear when creating team sheets, managing payments and managing attendance.

Members Center

Select a user

Family relationships icon



The **Manage Family Links** view - Guardians above, Dependants below, joined by the orange link line. Legal guardian status is not shown here; open the link itself to see it.

Checking the link

When in the Members Center, Admins can click on the family relationships icon on the right-hand side of a User's profile in order to manage the link between them and their Guardians/Dependents. This view shows who is linked to whom, but not whether a link carries legal guardian classification. To see that, click the link between the two users and choose **Edit Relationship type**.

On that panel, the **Is Legal Guardian** row reads as follows.



Filled circle with a tick – legal guardian

The Guardian will have full visibility of all their Dependent's Teamo activity, and be present in all their teams.



Blank circle – not a legal guardian

The link exists, but without the full visibility and team presence that legal guardian classification gives.

Need a hand? Email info@teamo.chat

Amending a link

The links between users are marked by orange link lines, and these can be clicked on in order to amend the name, relationship or legal guardian status. The panel that opens offers **Save** and **Cancel** only.

Once any changes have been made, it's important to refresh the Members Center to ensure that the desired updates are now showing correctly.

Edit Relationship

Parent/Guardian

 **Jasmine Smith**

Dependant

 **Kate Smith**

Jasmine is Kate's

Mother

Is Legal Guardian ☒

Cancel **Save**

The **Edit Relationship** panel, opened by clicking a orange link line.



Remember to refresh. Changes won't appear in the Members Center until it is refreshed – if an update looks like it hasn't saved, refresh before changing it again.