



## Create Students in CPP

Once Parent Contact record is created, from that Contact Page, select 'Add a student to this profile'.

Dashboard | Contacts | Students | Broadcast | Calendar | Colleges

Eddard Stark  
Other  
Add to Quick List

Edit Parent's Details | Edit Student List | Create New Payment Plan

+ Add some tags to this profile

Profile Status

Dormant | Deferred | **Recruiting** | Client

Permanently delete this profile

Parent's Contact Information

111-222-3333 (Home)  
000 (Mobile)  
estark@kinginthenorth.com  
Email (Contact preference)  
123 Main Street  
Winterfell, KY  
11111

Calendar Items

There are currently no meetings to display

Student Information

There are currently no students associated with this profile.

Add a student to this profile

Files and Folders

Enter Information for the Student. If more than one student in the family, enter all.

1. First Name
2. HS Grad Year
3. Last Name
4. Select 'Save Students'

Edit Family Student List

1	First Name: Sansa	HS Grad Year: 2022	Prospect
	Last Name: Stark		
2	First Name:	HS Grad Year:	Prospect
	Last Name:		
3	First Name:	HS Grad Year:	Prospect
	Last Name:		
4	First Name:	HS Grad Year:	Prospect
	Last Name:		
5	First Name:	HS Grad Year:	Prospect
	Last Name:		

Cancel | **Save Students**



Once you receive payment from the student you can select the '+Client' button from the Parent Contact page. Prior to that, the Parent and Student should be in Recruiting status which indicates 'On The Fence' for our reporting.

**Eddard Stark**  
Other  
Add to Quick List

Edit Parent's Details Edit Student List Create New Payment Plan

+ Add some tags to this profile

**Profile Status**

Dormant Deferred **Recruiting** Client

Permanently delete this profile

**Parent's Contact Information**

111-222-3333 (Home)  
000 (Mobile)  
estark@kinginthenorth.com  
Email (Contact preference)  
123 Main Street  
Winterfell, KY  
11111  
United States

Contact Notes  
Alt. Address:  
1 Castle Road  
Kings Landing, Westeros 00001

**Calendar Items**

There are currently no meetings to display

**Student Information**

Sansa Stark  
Class of 2022

Edit + Client

Add a student to this profile

**Files and Folders**

General Folder

You will receive a confirmation message once you hit +Client. Select 'Create Student Profile'

Create active student profile

Please confirm you'd like to create a client profile for this student.

Once created, this student's profile will be accessible under the "Students" tab.

Cancel Create Student Profile

The Profile status for both the Contact (Parent) and Student should now be changed.

**Eddard Stark**  
Other  
Add to Quick List

Edit Parent's Details Edit Student List Create New Payment Plan

+ Add some tags to this profile

**Profile Status**

Dormant Deferred Recruiting **Client**

Permanently delete this profile

**Parent's Contact Information**

111-222-3333 (Home)  
000 (Mobile)  
estark@kinginthenorth.com  
Email (Contact preference)  
123 Main Street  
Winterfell, KY  
11111

**Calendar Items**

There are currently no meetings to display

**Student Information**

Sansa Stark  
Class of 2022

Active profile

Add a student to this profile