1. Click Services tab
2. Select Participant name
3. Click on Application
4. Scroll to Emergency Contacts & Release Authorization
5. Click Add Contact
   1. Name: enter the name of the emergency contact
   2. Relationship: select from the list
   3. Select Emergency Contact box
   4. Enter address information
   5. Enter phone numbers
6. Notes: add any pertinent information
7. Show Photo: Optional
8. Click Save

* Be sure to have the parent complete a Disclosure with Parental Consent and upload it to CP under the Application