How to Update Contact Information and State Profile Information in the State Database
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- Go to the kidschance.org website (https://www.kidschance.org/)
- Scroll down to the blue banner at the bottom and click the white "STATE LOGIN" button on the left.
- Login using the unique login password (username is the state name).
- Once logged in, you are automatically redirected to the customized "state" dashboard.

To Update Contact Information:
- From the dashboard, click the "Work with State Contact Information" button.
- Verify all contacts by clicking the edit contact button after contact name and verifying the information listed. Do this for each contact. Add new contacts and/or make past contacts not active.
  - To edit existing contact, click on the "Edit Entry" button to the right of the contact name. Edit information as needed, scroll to bottom of page, *make sure the "Yes, Active" circle is chosen and click "Update."
  - To create new contact, click the "Add New Contact" button. Enter contact information, scroll to bottom of page, *make sure the "Yes, Active" circle is chosen and click "Update."
  - To make contact not active, click on the "Edit Contact" button to the right of the contact name. Scroll to bottom of page, click the "No, Not Active" circle and click "Update."
- To update a user's email address, you will need to take an additional step as this is the contact's unique identifier and cannot be edited.
  - To change an email address, you will need to create a new contact.
  - First, click on "Edit Entry" button to the right of the contact name.
  - Scroll to the bottom where it says, "Status" and select "No, Not Active". Then select "Update".
  - Then click on "Add a New Contact" and enter the person's information with their new, current email address and select "Yes, Active" for their status.
  - Both the inactive and active person will appear on the "Constituent Contacts".