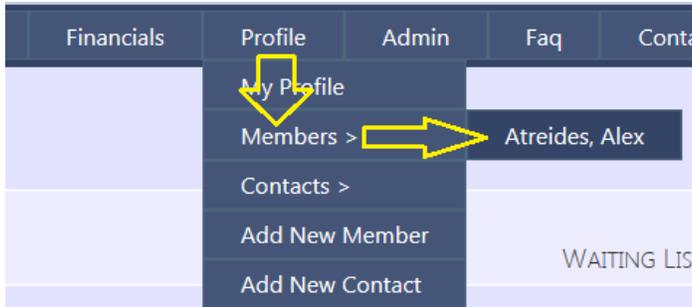




## Parent Portal – How to Remove a Contact

1. Select the member's profile by going to Profile > Members > MemberName from the top navigation menu.



2. Select the Contacts tab and click the Modify/Remove Contact Relationships button.



3. Uncheck the person as a contact that you want to remove and click Save Changes.

