



ADVENTURE KIDS

Adding New Family into CCB Required Information

Adding New Families

We want to make adding a new family as fluid and efficient as possible to avoid congesting the check-in area. In addition, we want to be certain we have the information necessary for proper check-out and in service security. In order to ensure we have relevant information we made a checklist for anyone to follow when adding new families.

1. Click “add family” using a manned station. (this option will not be available using a self check-in station.)
2. Add parents first. Please add both in case dad or mom is picking up in the future. Be sure to specify under the “info” area who the parents and the kids are.
3. Critical information:
4. **First/Last name**
5. **Email**
6. **Mobile phone number & Carrier**
7. **Full Address (in- case we need to check Identification)**
8. **Gender, Martial Status, Spouse or Child**
9. **Date of birth for Child Only**
10. **Allergy information or special instructions for child**

After you complete entering each person click “+ ADD PERSON” for the next person. Once you are complete with the family click “SAVE ✓”.