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How do I remove a person from the Emergency Contacts and Release Authorizations?

Richard Woolf - 2024-09-23 - [ChildPlus](#)

TO DELETE A NAME FROM EMERGENCY CONTACTS AND RELEASE AUTHORIZATIONS

In DESKTOP:

1. Go into the FAMILY INFORMATION section
2. Scroll down to the EMERGENCY CONTACTS & RELEASE AUTHORIZATIONS section
3. Click on the name you want to delete
4. Click on the DELETE button

IN ONLINE:

1. Click into the SERVICE tab
2. Select a specific child
3. Scroll down to FAMILY INFORMATION
4. Click on VIEW/EDIT
5. In the EMERGENCY CONTACTS section click on the name of the individual you wish to delete
6. In the top right corner of the popup box there is the MORE button (3 dots)
7. Click on that and select DELETE CONTACT

However, it should be noted that if a person has ever signed a child in our out using the new ATTENDANCE tab in ChildPlus Online, then they cannot be deleted. Instead, mark them as "DO NOT RELEASE TO" and they will not be shown in the dropdown box in the ATTENDANCE tab.

[Click here for a knowledgebase article that explains that process](#)

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