Instructions for Parents



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Information for children is kept in an individual profile which you as a parent can administer through your login or if your children are older and would like to engage, they can access through their own login.

Updating profile information

2.

Once you have logged into your account, you can access your profile and your family members' profiles by following these steps.

- Select *Profile* from the top right menu under your name
 i. Update your details and click save
 - Select Family from the left menu bar
 - i. Select a family member
 - ii. Update their details and click save

St Paul's Box Hill			🛆 🧐 Stephanie
Admin Area 💛 Home Calend	ar Members and Friends Directory Links \vee Rost	er ∨ Staying Safe at St Paul's	Admin Area Profile
My Profile / Family			Log Out
	Family Choose the family member you would like to edit.		
Me		(3)	
 Edit Profile Profile Picture 	Mark Nidenko Spouse	Isabelle Nidenko Child	Zoe Nidenko Child
 Privacy Settings Siving 			
Family Groups			
NeedsPreferences	Sam Nidenko Child		
Volunteering			
🛱 Roster			
 Scheduling Preferences Unavailability 			

You can also update essential information that our CYFM leaders need on your children by filling in these forms.

Youth Registration Form Child Registration Form

Volunteering with your family

You can enter dates you or your family members are unavailable by selecting Unavailability and choosing whether the dates are applicable to just yourself, all your family members or particular family members.

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dmin Area 🗸 Home Calend	ar Members and Friends Directory Links $arphi$ Roster $arphi$ Staying Safe at St Paul's	
ly Profile / Unavailabili	ty	
	Submit Unavailability	
	Start Date End Date	
	16 / 03 / 2021 📋 16 / 03 / 2021 📋	
Me	Time	
Edit Profile	All Day 💠	
Profile Picture	Repeat Location	
Privacy Settings	Do Not Repeat All Locations	
\$ Giving	Reason	
# Family		
📽 Groups		
Preferences	Submit for myself only Submit all family members	Don't forget to
Volunteering	 Submit selected family members 	click on the greer
-	Nidenko, Stephanie	click off the greet
C Roster	Nidenko, Mark	submit button!
 Unavailability 	Nidenko, Isabelle	Subinit Sutton.
	Nidenko, Sam	
Social Login	Nidenko, Zoe	
Link Facebook		
G Unlink Google	+Add	Submit
Security		Submit

The *Add* button is for when you have more than one date/date range you wish to mark unavailable.

Please ensure that if your child is serving on a roster that they are receiving scheduling emails from us so that either they or you can confirm their dates via email.

	Your Information
	First Name *
	Stephanie
Me	Preferred Name
Edit Profile	
Profile Picture	Last Name *
Privacy Settings	Nidenko
\$ Giving	Email Address
# Family	stephanie.n@st Uncheck this box to unsubscribe
📽 Groups	vou from service scheduling Receive gene emails we send out.
Needs	Receive scheduling emails
Preferences	Phone Number
Volunteering	
🛱 Roster	Mobile Number
Roster Scheduling Preferences	0417 133 973
	Receive general messages 6

<u>Updating privacy settings for children</u>

Currently children are visible in the Members and Friends Directory

If you do not wish your child's information to be visible you can choose from the following options.

- 1. Login to their account and hide the information you do not want to show
- 2. Ask the office or a CYF Ministry Staff member to update your preferences

You can choose to hide specific information e.g. mobile phone or to remove them from the directory altogether

	and Friends Directory Links		🗘 🙆 Sita ~	
Home Calendar Members and Friends Directory Links V My Profile / Privacy Privacy Settings Configure your privacy settings for each rection below.		arrow h	need to click the e ere to see the fie	
Me	Click on a field to change us setting. Fields shown Merrours and Friends Directory Show my profile		y will be hidden.	
Edit Profile	Photo	Last Name	Email Address	
Profile Picture	Mobile Number	Phone Number	Full Home Address	
 Privacy Settings Giving Family Preferences 	Full Mailing Address		1	
	Click on any of the green buttons to make that item Private			

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Home Calendar Membe	ers and Friends Directory 🛛 Links ${\scriptstyle\lor}$		
My Profile / Privacy			
\bigcirc	Privacy Settings Configure your privacy settings for each section bell Click on a field to change its setting. Fields shown i		ay will be hidden.
	 Members and Friends Directory 		
Me	Show my profile		
	Photo	Last Name	Email Address
Profile Picture	Mobile Number	Phone Number	Full Home Address
Privacy Settings			
\$ Giving	Full Mailing Address		
✿ Family			
Preferences			
	When the green b	utton turns w	hite
	that detail is	now Private	
	It automati	cally saves	
	lt automati	cally saves	