

# Instructions for Parents



## Contents

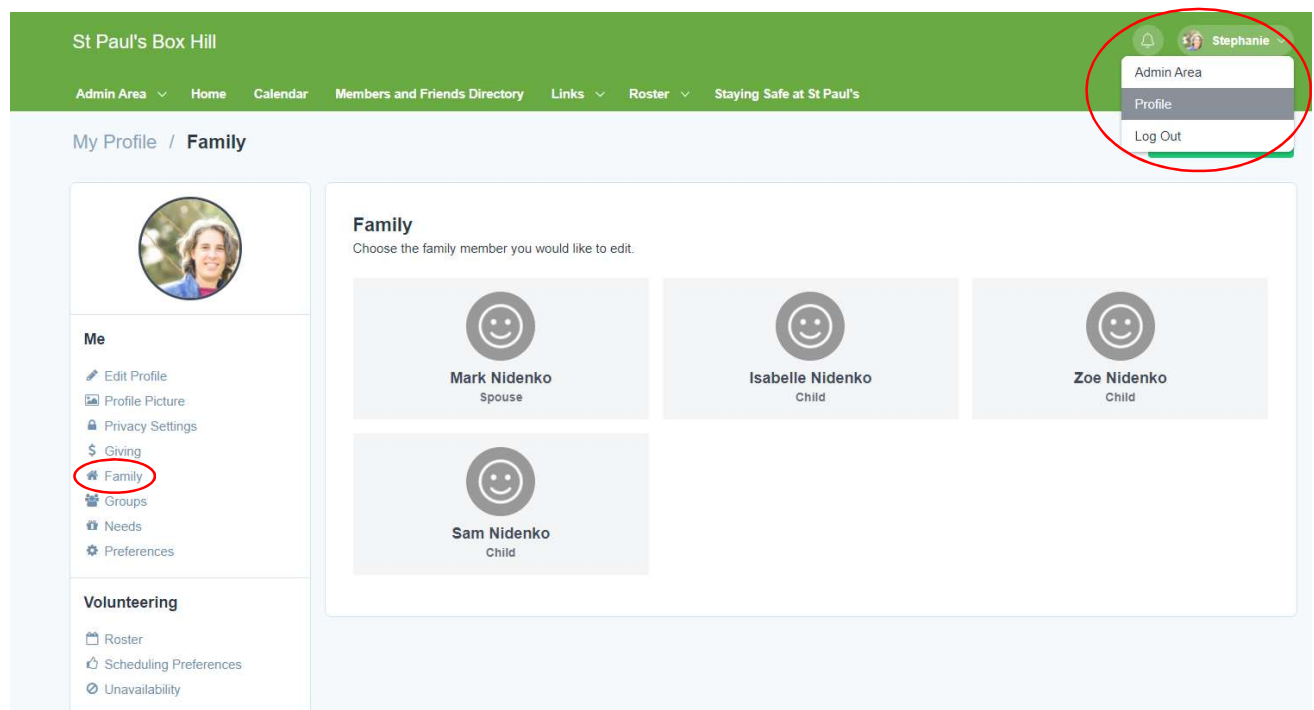
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Information for children is kept in an individual profile which you as a parent can administer through your login or if your children are older and would like to engage, they can access through their own login.

## Updating profile information

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

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



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.

St Paul's Box Hill

Admin Area Home Calendar Members and Friends Directory Links Roster Staying Safe at St Paul's

My Profile / Unavailability

Submit Unavailability

Start Date: 16 / 03 / 2021 End Date: 16 / 03 / 2021

Time: All Day

Repeat: Do Not Repeat Location: All Locations

Reason:

Submit for myself only

Submit all family members

Submit selected family members

Nidenko, Stephanie

Nidenko, Mark

Nidenko, Isabelle

Nidenko, Sam

Nidenko, Zoe

+ Add

Submit

Don't forget to click on the green submit button!

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.

My Profile / Hi Stephanie!

Your Information

First Name \*  
Stephanie

Preferred Name

Last Name \*  
Nidenko

Email Address  
stephanie.n@st

Receive general messages

Receive scheduling emails

Phone Number

Mobile Number  
0417 133 973

Receive general messages

Receive scheduling messages

Gender  
Female

Uncheck this box to unsubscribe you from service scheduling emails we send out.

## Updating privacy settings for children

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

My Profile / Privacy

### Privacy Settings

Configure your privacy settings for each section below.

Click on a field to change its setting. Fields shown in green will be visible. Fields shown in gray will be hidden.

Members and Friends Directory

- Show my profile

Photo	Last Name	Email Address
Mobile Number	Phone Number	Full Home Address
Full Mailing Address		

Click on any of the green buttons to make that item Private

My Profile / Privacy

### Privacy Settings

Configure your privacy settings for each section below.

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Members and Friends Directory

- Show my profile

Photo	Last Name	Email Address
Mobile Number	Phone Number	Full Home Address
Full Mailing Address		

When the green button turns white that detail is now Private  
It automatically saves