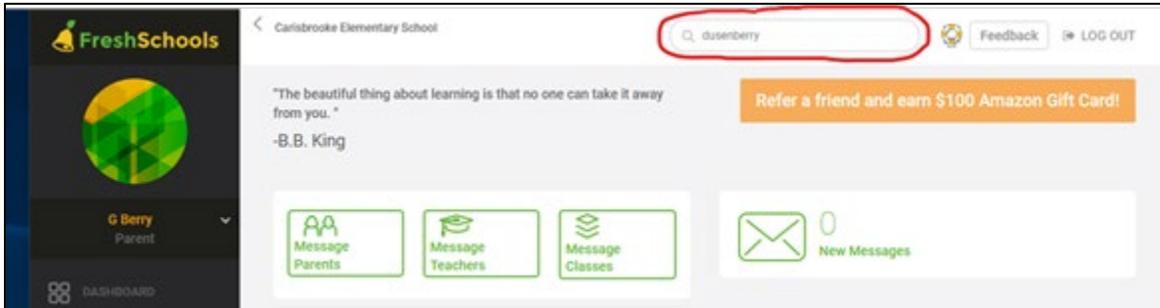
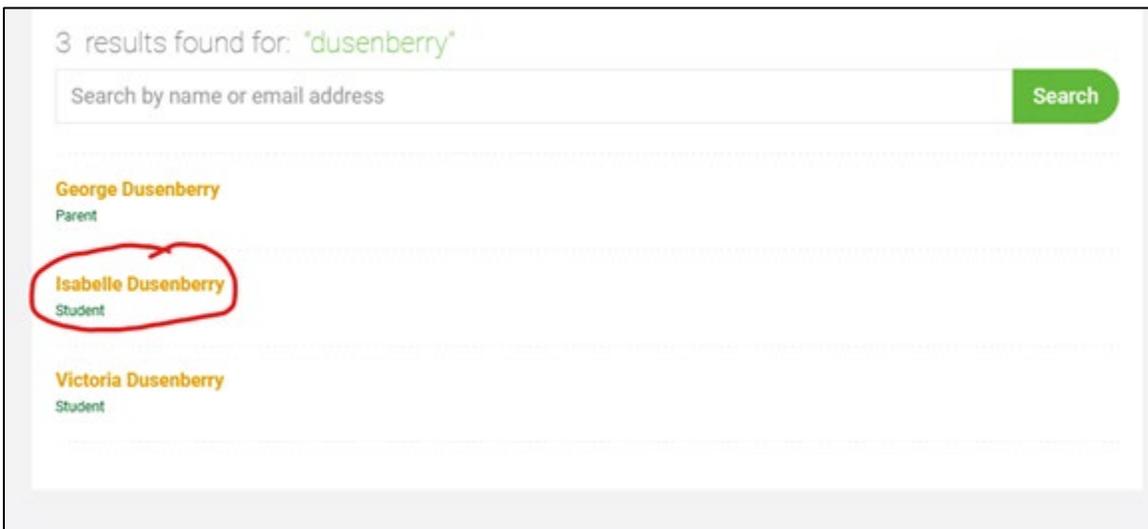


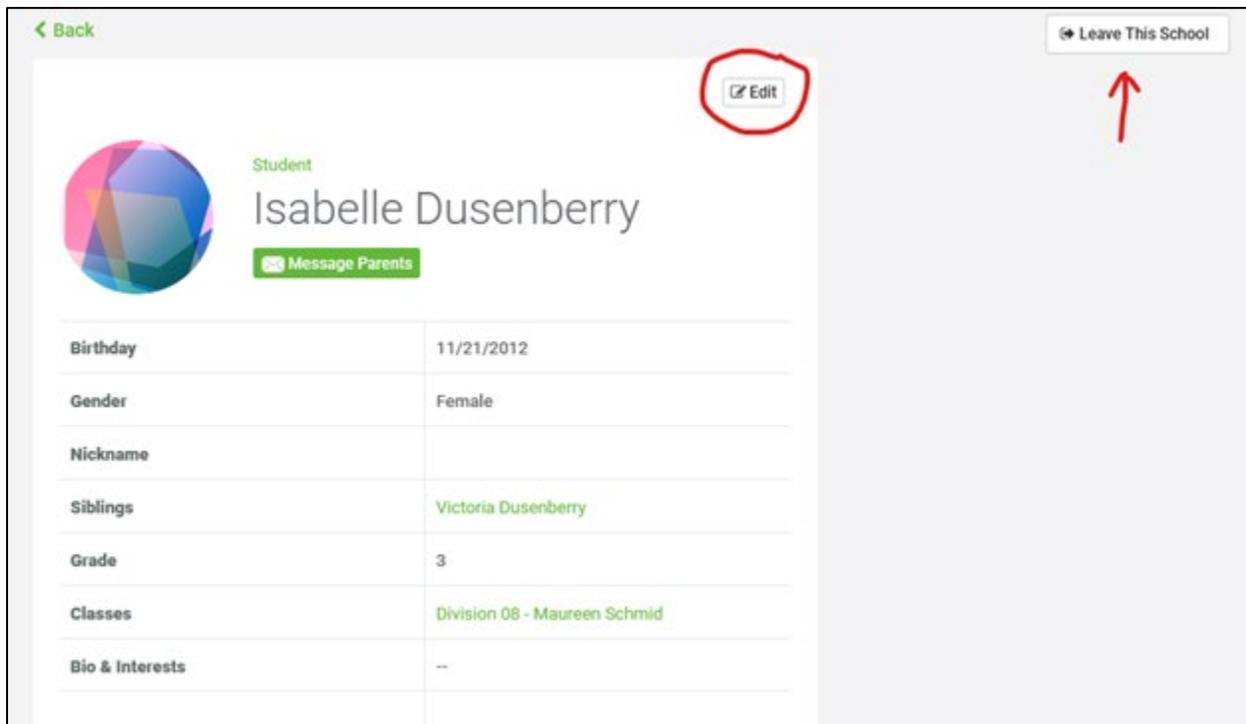
Search for your child in the search bar at the top:



Then select one of your students:



Click "Edit" in the upper right corner:



Note that parents can also remove their students and themselves from the school database.

Once you are in edit mode, please select a 'class' for your student. Once you click into the classes line, a drop-down list should appear:

The screenshot shows a student profile edit form. At the top left is a green '< Back' button. On the right, there is a 'Grade:' field with the value '3'. The main form area has a 'Name (First, Middle, Last)' field containing 'Isabelle' and a 'Photo Upload' button. Below this is a 'Dusenberry' field. Further down are fields for 'Birthday:' (11/21/2012), 'Nickname:' (Nickname), and 'Gender:' (Female). The 'Classes:' section is highlighted with a red circle and contains a dropdown menu with the following options: 'Division 08 - Maureen Schmid' (selected), 'Division 06 - Heien Carmichael and Emma Cromack', 'Division 07 - Olivia Jackson and Cheryl Toms', 'Division 08 - Maureen Schmid', 'Division 09 - Jennifer Kribbs', and 'Division 10 - Deb Anderson and Kim Campbell'. A red arrow points to the selected 'Division 08 - Maureen Schmid' option. At the bottom, there is an 'Email:' field and an 'Emails?' button.

There are data fields for the student's email address and phone numbers IF they have either and IF the parent wants the information in the database. Marking the contact information as "Private" prevents anyone but the application managers (PAC Executive) from viewing it:

The image shows a screenshot of a user profile form. It contains two main sections: one for Email and one for Phone. Each section has a text input field, a dropdown menu for 'Private?' (set to 'No'), and a dropdown menu for 'Forward Emails?' (set to 'Yes'). The 'Forward Emails?' dropdown for the email section is circled in red. Below each section is a green button with a plus sign and the label '+ Email' or '+ Phone'. There are also red underlines under the 'Private?' dropdowns.

Marking your email or phone number 'Private' hides them from all FreshSchools users except the PAC administrators. Setting Forward Emails to No will stop FreshSchools from sending messages to the email address. All messages sent in FreshSchools will arrive ONLY in the user's FreshSchools mailbox.

Each child profile contains all the parent information for all the student's guardians/parents/caregivers, and it allows for more than two parents. I have successfully added a total of 5 to my student's profile. You must update each student profile with additional guardian/parent/caregivers and once added, only a PAC administrator can remove them from a student profile

Parent 1	 Michelle Tribe
Phone	 (604) 351 4839 [Mobile]
Email	 dusen.tribe@gmail.com
Home Address	
Occupation	
Employer	
Preferred Language	
Volunteer Skills	
Parent 2	 George Dusenberry
Phone	 (604) 889 4439 [Mobile]
Email	 george@dglconsulting.ca
Home Address	998 Dempsey Road, North Vancouver, BC, Canada
Occupation	
Employer	
Preferred Language	
Volunteer Skills	
Parent 3	 G Berry
Email	 gberry67@gmail.com  
Home Address	
Occupation	
Employer	
Preferred Language	
Volunteer Skills	
Parent 4	 Nana

The rosters for each class will show all the students in each classroom as the parents update their students.

Some reminders:

- 1. Only approved users (parents) have access to the data, either by invitation from us or self-registration via a link provided by us and then approved by us.**
- 2. The FreshSchool school directory would replace our printed one and would be available and updated as information about the student population is edited by parents**
- 3. The only information needed is the parent email address and student name, and what class they are in. All other information is optional.**
- 4. Previous years' information only retains parents still at Carisbrooke. The parent access to the site ends if they have no other students at Carisbrooke.**