



Parent Invites

Introduction

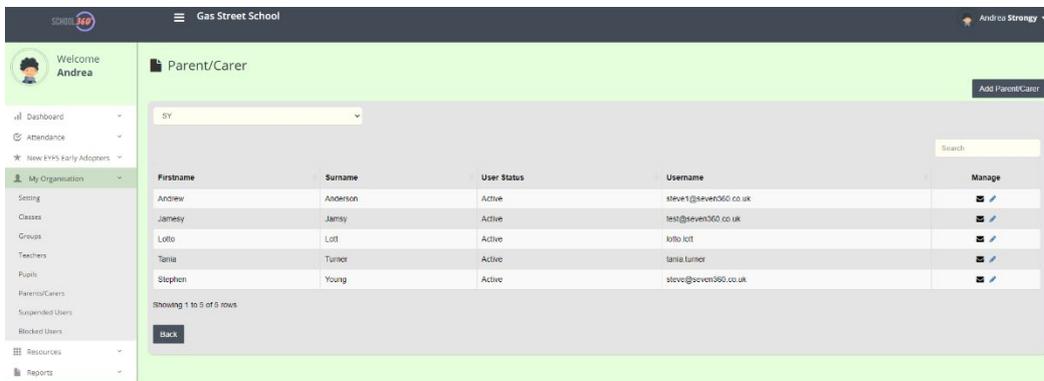
You can invite your parents to register and create their own EYFS account. You can do this in two ways: -

- Create a parent account manually (you will need the parent’s details including their email).
- We have provided a facility to upload your pupil contacts details from SIMS (or other setting admin system).

Note* we do not store any contact information (other than the email) in EYFS360.

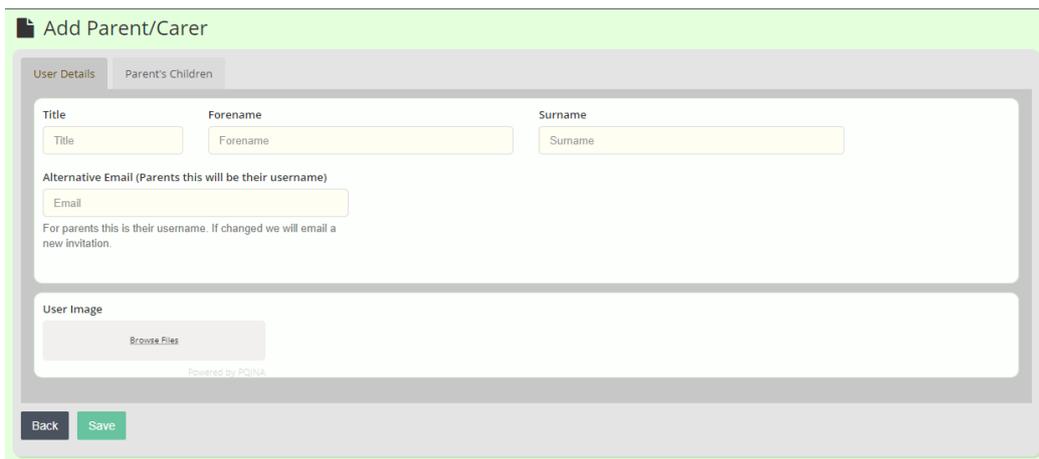
Create Parents Manually

Select ‘My Organisation’, ‘Parents / Carers’ from the admin menu on the left-hand side.



This will show a list of all the current parents in your setting. To add a new parent, click the ‘Add Parent/Carer’ button top right.

This will open the ‘Add Parent/Carer’ screen below.



Enter the parent’s details. You will need to click on the ‘Parent’s Children’ tab at the top to get the screen below, where you can connect the parent to their child/children. You can find the child you want to connect using the ‘Year’ or ‘Class’ dropdown lists. This will produce a list in the left-hand pane. To add a child, click on the child’s name and they will be transferred to the right-hand pane. To



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remove a child, click on the child's name the right-hand pane and they will be transferred back to the left-hand pane.

Add Parent/Carer

User Details | Parent's Children

Select from Year: [dropdown] SY: [dropdown]

Select a Year/Class then click to add pupil to parent

- Sophie Aaron
- Liz Aaron
- Basher Bates
- Bill Bell
- Bill Ben
- Jane Doe
- Jenny Kins
- Allan Young

Parents Children

Back Save

Click 'Save' when you are done. An 'Invite' email will be sent to the parent with a link to start the registration process (described later in this document).

Invite Contacts Loaded from SIMS

Note* You will only see this facility if you have signed up to the school360 WONDE admin integration service (contact Jennifer.Harris@northumberland.gov.uk for more details).

Click on 'My Organisation', 'Groups/Classes' and view the class (click the eye icon).

View 7A

Group/Class Details | Group/Class Pupils | Pupil Contacts

Name: 7A Year: Year 1 Person Responsible: Katie Burrows

Pupil Name	Contact Name	Email	Relationship	Responsible	Status	Last Action	Action
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Back Edit Group/Class

Click on the 'Pupil Contacts' tab. This will create a table and upload all the contacts for each child in the selected class.

Note* This contact data is uploaded from your school's SIMS (or other school admin) system. If you need to change any of this data, you will need to log into SIMS do the changes then repeat the above steps.

View 7A

Group/Class Details | Group/Class Pupils | Pupil Contacts

Search

Pupil Name	Contact Name	Email	Relationship	Responsible	Status	Last Action	Action
Laura Adams	Patrick Adams	Adams@example.com	Father	true	NOT INVITED	16-Mar-2019	Invite
	Katrina Adams	Adams@example.com	Mother	true	NOT INVITED	16-Mar-2019	Invite



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Each child can have multiple contacts, the table shows the relationship and whether this contact is responsible for the child. The 'status' field shows the contacts 'Invite Status' this will be one of: -

- NOT INVITED: You have not invited this contact to create an EYFS account.
- INVITED: You have invited this contact to create an EYFS account, but they haven't activated it yet.
- ACTIVE: The contact has activated their EYFS360 account (they can log into EYFS360).
- SUSPENDED: You have suspended the contact's EYFS360 account (they cannot log into EYFS360).

The 'Last Action' column shows the date of the last action you performed on this contact (more about actions in a minute).

The 'Action' column shows the next action you can take in the invite contact process, this will be one of: -

- Invite: Send an invite email and create the contact's EYFS360 account.
- Invite Again: Send an invite reminder.
- Suspend: Suspend the contact's EYFS360 account (they will then not be able to log into EYFS360).
- Activate: Activate the contact's EYFS360 account (they will then be able to log into EYFS360).

Click invite and the account status will be set to 'INVITED'. An 'Invite' email will be sent to the parent with a link to start the registration process (described below).

Jessie Giles	steve@seven360.co.uk	Mother	true	INVITED	16-Mar-2019	Invite Again
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Registration Process

When you invite a parent/contact they will receive an invite email asking them to register with EYFS360 (see below)

Registration email

Hi Jessie, you have been invited by your child's teacher to register for EYFS360. This will enable you to add observations to your child's learning journal.

Please click the link below to register.

[Register for EYFS360 here](#)

You will receive another notification to activate your account once you have set your password.

When the contact clicks the link, they will be directed to the EYFS360 Registration page and asked to set their password.



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EYFS 360

Register for EYFS360

Please enter a password for your new account
(Passwords must be at least 8 characters and include a capital letter and number.)

Enter a Password

Confirm Password

Register

Once they set the password and click register, we send an activation email to their email account (this is a security measure).

EYFS 360

Congratulations

Your EYFS360 Account has been created.
An activation email has been sent to you. Please click the link in the email to access your new account.

Activation email

Hi Jessie, your EYFS360 account has been created successfully.

Please click the link below to activate your account.

[Activate your EYFS360 account here](#)

When the contact clicks the link, their EYFS360 account will be activated and they will be taken to the EYFS360 login page.

EYFS 360

Username

Password

Log in

[Forgot Password](#)

The contact's status will be set to 'ACTIVE'.



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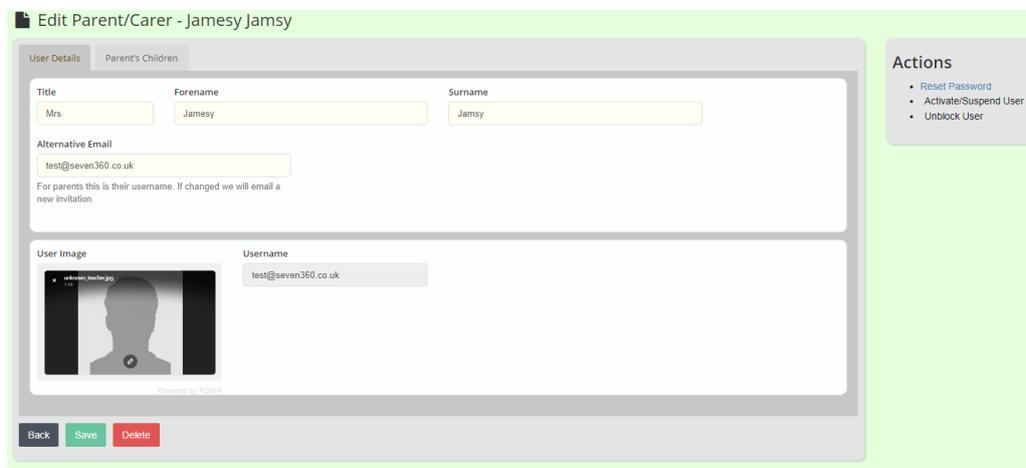
Managing Parents

Adding/Removing a parent – child connection

You can remove or add children from/to a parent. Just click the 'Edit' (pencil) button for the required parent in the list of parents.



You will see the 'Edit Parent/Carer' screen below.



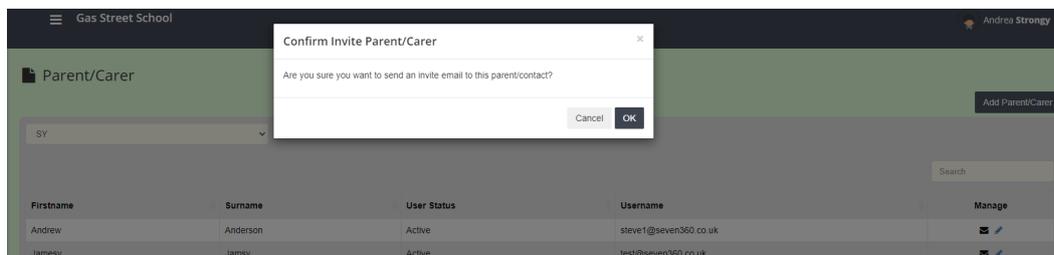
Click the 'Parents Children' tab where you can add/remove children (see 'Create Parent's Manually').

Suspend/Activate a Parent/Contact

If you need to stop someone using EYFS360 you can suspend their account. Edit the account as detailed above. Click the Activate/Suspend User Action option on the right-hand side of the screen. This will activate or suspend the user depending on their current state.

Re-invite a Parent/Contact

In the list of parents/carers click on the black envelope icon. You will be asked to confirm if you want to send an email to this parent/carers (see below).



Other Actions

You can also reset a parent's password and unblock them (users get blocked if they have multiple failed password attempts in a row).



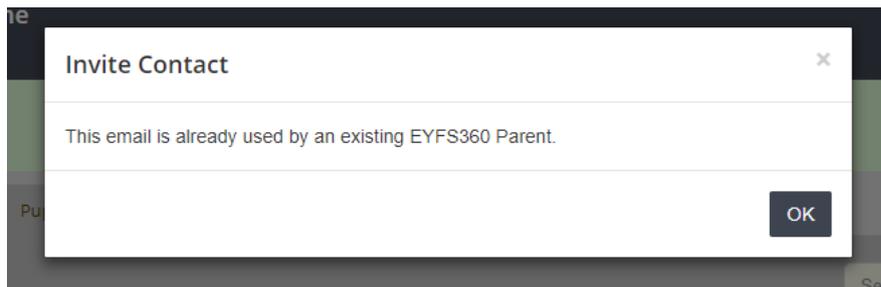
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Things to Look out for

Have a good look at the contact information before you invite a contact. We suggest you check: -

- The email address looks valid and is the correct email for the contact
- The contact's role, and if they are responsible for the child

Many contacts for the same child have the same email in SIMS. If you try to invite a contact and their email address is already associated with an EYFS360 Contact account, you will be stopped by the system and an error message will be displayed.



If the contact wants a separate account, they will need a unique email address.

Well, that's it for now, good luck connecting your contacts.

More Help Documents

Don't forget to read the other help documents to get the most out of EYFS360.

If you have any thoughts on how we could improve EYFS360 for you please get in touch

Contacts are...

info@school360.co.uk

Jennifer.Harris@northumberland.gov.uk