

Instructions For Parents

In order to join Remini, you will need to be invited by your school's admin or teachers to join. You should have received an invitation to join via email. If you do not see an invitation in your inbox check your junk folder in case it was accidentally marked as spam. If you do not see the invitation in your inbox or in your junk mail folder you should check in with the teacher/ admin to see which email address they sent the invite to and you can ask them to resend it to the correct email address.

Once you open the email you will see an "accept" or "accept invite" button. If you click the button on your smartphone it will bring you to the App/ Playstore to download the app, and if you're viewing from the computer it will bring you to the website.

After the app is downloaded click the "**Register**" button (Not **Login**). **You will need to register with the same email address that you were invited to the system with.** If you wish to change the email address associated with Remini you can do so after you complete registration.

When registering you will input your email address, password, first & last names, as well as cell number. The email needs to be the same as the one you were invited to Remini with and the password must be at least 6 characters long. The password cannot contain symbols or be something easy to guess like 123456. The cell number is optional but we recommend that you input it so that the school can send you an emergency SMS if they need to.

Inviting Co-Parent & Grandparents From Parent Perspective

Once registered you will be brought to the invitation page and you will see an invitation to be the parent of (your child's name), then click accept. Upon accepting the invitation you will see a pop-up to invite family and friends to view content in Remini. Click "invite your spouse/ partner"

and send an invitation via email so that your co-parent can view their child if they weren't sent an invitation from the school or you want to be certain that they receive it.

Click "Invite Family & Friends" if you want to invite grandparents or other close family/ friends to view your child's photos & videos via a "Fan Account". The "Fan Account" enables people to securely view content on your child's individual page but not directly on the class page. Parents have the ability to bring posts (photos, videos, and text) that weren't shared privately, from the class page to the individual child's page. This is done by finding posts you like and clicking "Copy post to private page" and once copied the post can be viewed by "Fans."

What To Do After Registering

After accepting the invitation you can view content shared by teachers & admin on the class page and your child's page. Staff are able to share content (photos, videos, & text) program-wide, by class, child, or to select groups of parents in a class. When a staff member shares content you will receive a notification within the app as well as via push notification and email.

Parents can view content on the calendar, sign-up sheets, and communicate with staff via instant messenger.

How Communication Should Work Within The App

The platform enables staff to staff to share photos, videos, and text posts with the entire program, individual classes, individual sets of parents, and groups of select parents privately. Parents can receive communication/ posts but not create entirely new posts on a class page. However, parents can heart and comment on class page posts and other parents can view comments and comment back & forth with other parents. Parents can not view children's pages that aren't their own children.

Parents can have a live conversation with staff via the messenger. They can access the messenger by clicking the text bubble to the right of their child's class name on their home page. After clicking the text bubble parents will be brought to the conversation page where messages can be sent to teachers. Parents can also access the messenger from the sidebar. Once the message is sent **all of the teachers with a teacher account in that class** will receive the message and notifications. The admin can see all of the messages and jump in at any time during the conversation. When staff sends you messages within messenger you will receive notifications in the app and via email unless you disabled your notifications.

General Explanation of Features

Teachers and admin can add events to a calendar within Remini that you can view by opening up your sidebar and clicking the calendar. Once in the calendar you can toggle between a traditional calendar and an event calendar view by clicking either of the two buttons near the top-right of the calendar. When the teachers create an event they can choose to notify you immediately via email or not send you a notification. The system will automatically send parents an email about the event 7 days & 24 hours prior to the event. As soon as the event is added to the calendar you will be able to view the event regardless of whether they sent that initial notification or not.

Staff can create a sign-up sheet where you can leave your name and a visible comment. The event can be a one-time event like parent-teacher conferences or a repeating event that occurs on a certain day of the week regularly. The sign-up sheet is accessible via the sidebar like the calendar and when a staff member creates a sign-up sheet you will receive an email notification. The sign-up sheet will send an initial notification but you will need to click onto the sign-up sheet because there aren't subsequent notifications.

How to Disable Notifications

At the moment, you can not specifically filter/ disable notifications within Remini from the parent perspective. Currently, a parent can disable push notifications for Remini by going into their phone settings and going into the notifications sections. If you are using an iPhone go into the settings -> notifications -> Remini -> and then you can alter how push notifications appear or disable them altogether.

If you wish to disable email notifications you can click unsubscribe at the bottom of an email from Remini.

How Parents/ Guardians Add Approved Pick-ups

Once you have registered in the Remini Platform (App & Website) and accepted the invitation for your child's class you can add an approved pick up in the system. This approved pick up will be able to sign your child in and out of school once you grant them permission in the system. The instructions for parents are listed below.

- 1) From your home page (the first visible screen once you log in) click "Invite" in the top right corner.
- 2) Click "Invite Family" then select the children that you want the approved pick up to be able to sign in/ out. A green check will appear in the top right corner of each child's profile picture then tap the "OK" button.
- 3) From the Select invitation channel page click on the "no" button next to "Enable new user to check your child in/out?" so that the button displays a "yes", then tap "By email"
- 4) Enter the approved pickup's email address then click send.

The person you sent the invitation to will receive an email invitation to join Remini and will then download the app or be brought to the website where they will register with the same email address they were invited with. Once the approved pick up accepts the invitations and

downloads the app, they will be able to use the QR code to sign the child in/ out (if contactless attendance is in use).