



ParentMail User Manual Parent Registration

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1. Introduction

ParentMail is a state-of-the-art, next generation communication and payment collection service used by thousands of schools across the UK to save time, money and improve parental engagement. With ParentMail you can send email or text messages to parents, collect online payments for trips and dinner money, share the school calendar with your parents and much much more.

ParentMail is designed for parents too, giving them one single account where they can receive information and make payments to every schools, nursery or children's clubs their children attend.

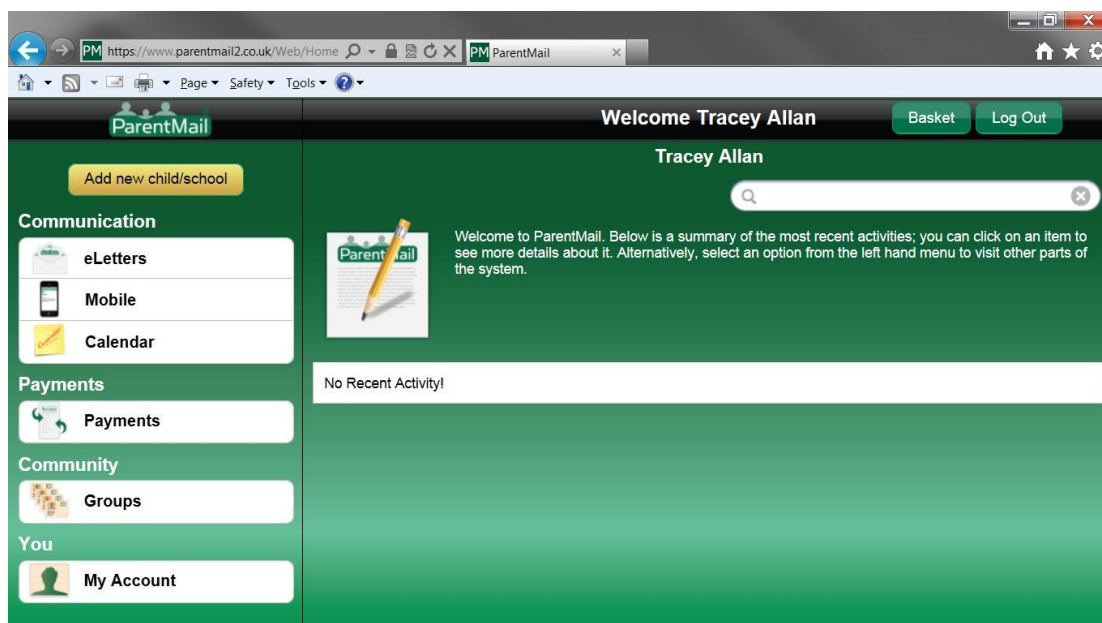
2. Log in And Home Page

Once you have successfully registered with ParentMail and Verified your account you will be able to login and start enjoying the benefits that ParentMail has to offer. You can log in by typing www.parentmail2.co.uk into your browsers address bar and typing in your username and password. Your username is the email address that you used to register with ParentMail and the password will be the password that you specified when you registered.



Once successfully logged in you will be presented with your home page. The parent home page includes:

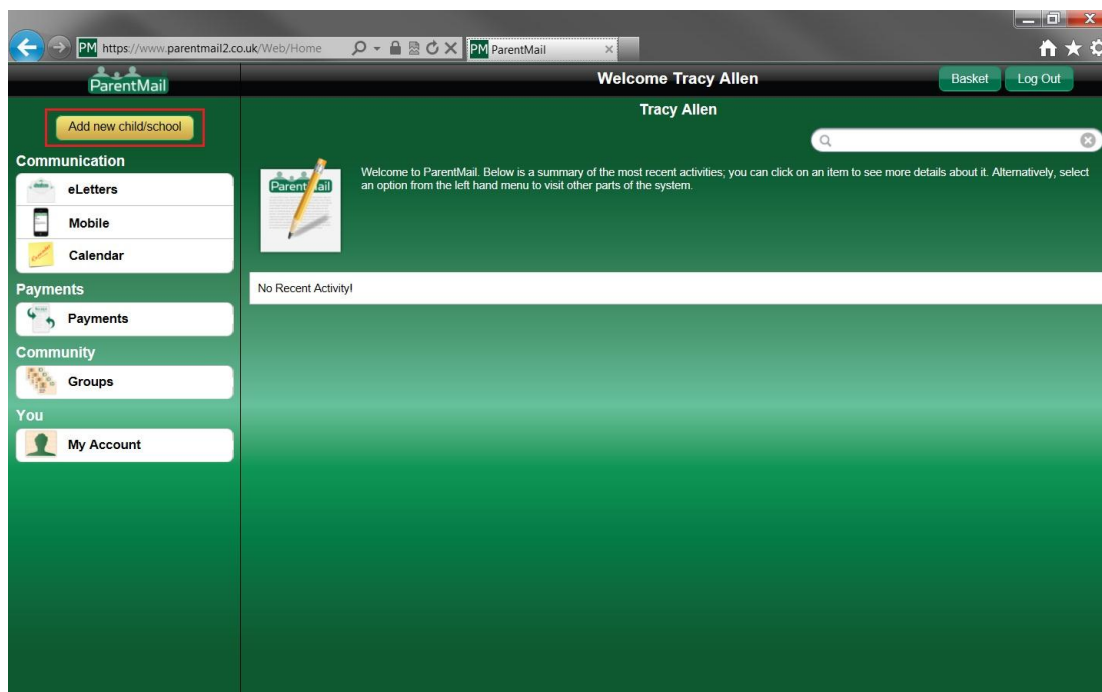
- The personalised Welcome tool bar at the top of the page
- The Menu Options panel on the left hand side of the page including
 - o eLetters: to view received letters from the school. These will also arrive in your email inbox.
 - o Mobile: to view received SMS messages from the school. These will also arrive on your mobile phone
 - o Calendar: To view any calendar events that you may have been invited to from your childrens school
 - o Payments: You will be able to make online payments to your childrens school
 - o Groups: You will be able to see the groups to whicc your children are members
 - o My Account: Your personal account details and settings
- The Active Functional Area panel on the right hand side of the page



3. Link to Multiple Children

One of the first tasks you may wish to complete is to add an additional child to your account. To do this you will need the registration code from the school that your child attends, each code is specific to a child at a school and can be used twice to link to 2 people. If more people need to be linked to a child then an additional code will need to be generated by the school.

To add an additional child please log into your account and click the Add new child / school button at the top left of the Home page



Enter the code provided to you by your community (School), enter your child's Date of Birth and set your relationship type to your child. Then click Confirm to complete the process.

Code Verification

Close

Code	LK35V4 E5MQWWY 7VW7RD N74WNUX																		
Child's date of birth	11/12/1998 ?																		
Type	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 80%;">Father</td><td style="width: 20%; text-align: center; color: #008000;">?</td></tr> <tr><td>Mother</td><td style="text-align: center;">✓ ?</td></tr> <tr><td>Grandfather</td><td style="text-align: center; color: #008000;">?</td></tr> <tr><td>Grandmother</td><td style="text-align: center; color: #008000;">?</td></tr> <tr><td>Uncle</td><td style="text-align: center; color: #008000;">?</td></tr> <tr><td>Auntie</td><td style="text-align: center; color: #008000;">?</td></tr> <tr><td>Stepfather</td><td style="text-align: center; color: #008000;">?</td></tr> <tr><td>Stepmother</td><td style="text-align: center; color: #008000;">?</td></tr> <tr><td>Guardian/Other</td><td style="text-align: center; color: #008000;">?</td></tr> </table>	Father	?	Mother	✓ ?	Grandfather	?	Grandmother	?	Uncle	?	Auntie	?	Stepfather	?	Stepmother	?	Guardian/Other	?
Father	?																		
Mother	✓ ?																		
Grandfather	?																		
Grandmother	?																		
Uncle	?																		
Auntie	?																		
Stepfather	?																		
Stepmother	?																		
Guardian/Other	?																		

Confirm

Now click the My Account button from the left hand menu and scroll down to the Children panel to see which children you are linked with.

ParentMail
Home
My Account Edit

- Payments
- Community
- Groups
- You
- My Account

Title	Mrs
First Name	Tracy
Surname	Allen
Date of Birth	10/10/1974
Email	tracyallen@mailinator.com
Mobile	07554288748
Skype (optional)	
Twitter (optional)	

Communication Preferences

Receive an SMS notification for non-emergency eLetters? NO

Receive an SMS notification for emergency eLetters? NO

Receive general/non-notification SMS messages? YES

Receive paper only (no eLetters) communications? NO

Group Membership

No Memberships Exists

Children

Community - Myborough School of the Arts

ID	Lilly Allen
ID	Roy Allen

4. My Account

The My Account menu option allows you to view and manage your personal account details and settings. Click on the My Account button from the left hand menu. You will be able to see your account details and message preference settings. Clicking the ? icons will display more information.

The screenshot shows the 'My Account' page in a web browser. The browser address bar shows 'https://www.parentmail2.co.uk/Web/Home'. The page has a green header with the ParentMail logo and 'Be Better Connected' tagline. The main content area is titled 'My Account' and features a sidebar on the left with links for 'Payments', 'Community', 'Groups', and 'You' (with 'My Account' selected). The main area contains a profile picture placeholder and a form for account details. The 'Edit' button in the top right corner is highlighted with a red box.

Field	Value
Title	Dr
First Name	Tracey
Surname	Allan
Date of Birth	10/10/1975
Email	tracyallen@mailinator.com
Mobile	07554288744
Skype (optional)	Tracy@Skype
Twitter (optional)	Twitter_Tracey

Communication Preferences

Receive an SMS notification for non-emergency eLetters? ☐ NO ☒ YES

Receive an SMS notification for emergency eLetters? ☐ NO ☒ YES

Clicking the Edit button will allow to make changes to any of your details and settings. You can also click the Change Image button to upload a picture of yourself.

The screenshot shows the 'My Details' page in a web browser. The browser address bar shows 'https://www.parentmail2.co.uk/Web/User/E'. The page has a green header with the ParentMail logo and 'Be Better Connected' tagline. The main content area is titled 'My Details' and features a sidebar on the left with links for 'Edit Security Details' (highlighted with a red box), 'Cancel', and 'Save'. The main area contains a profile picture placeholder, a 'Change image' button, and a form for account details. The 'Edit Security Details' button is highlighted with a red box.

Field	Value
First Name	Tracey
Surname	Allan
Date of Birth	10/10/1975
Email	tracyallen@mailinator.com
Mobile	07554288744
Skype (optional)	Tracy@Skype
Twitter (optional)	Twitter_Tracey

Communication Preferences

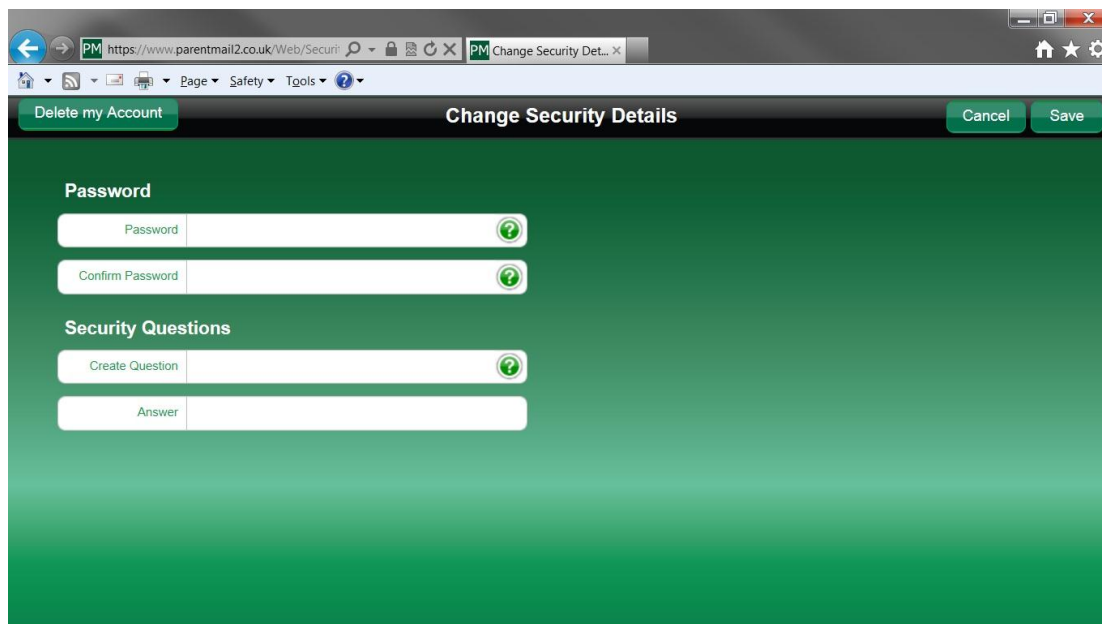
Receive an SMS notification for non-emergency eLetters? ☐ NO ☒ YES

Receive an SMS notification for emergency eLetters? ☐ NO ☒ YES

Receive general/non-notification SMS messages? ☒ YES ☐ NO

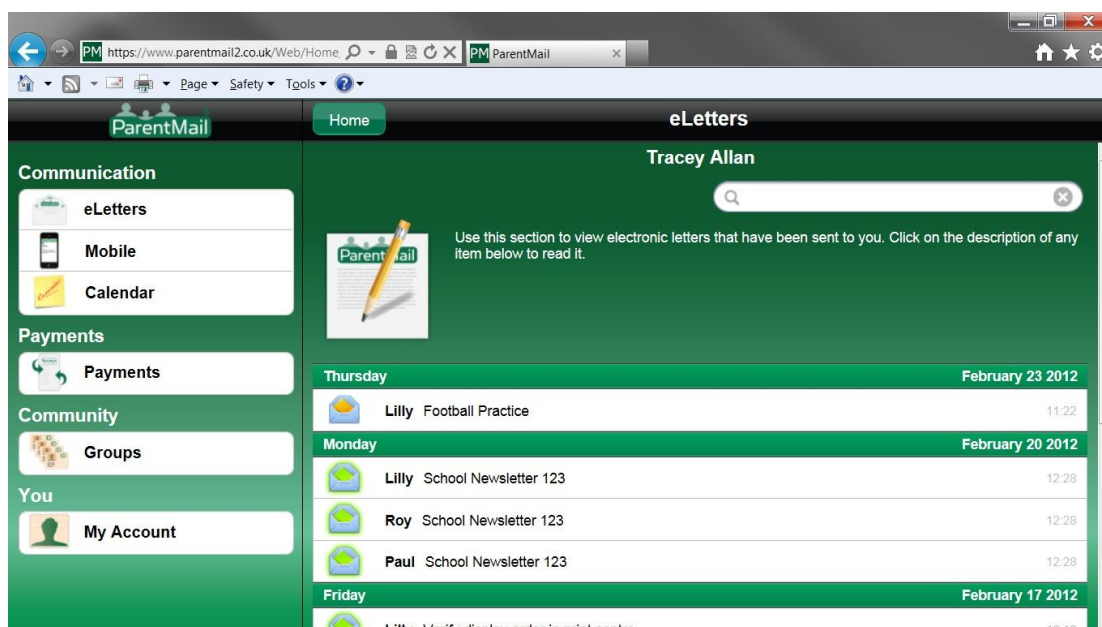
Receive paper only (no eLetters) communications? ☐ YES ☒ NO

Click the Edit Security Details button to change your password or security question and answer



5. eLetter Messages

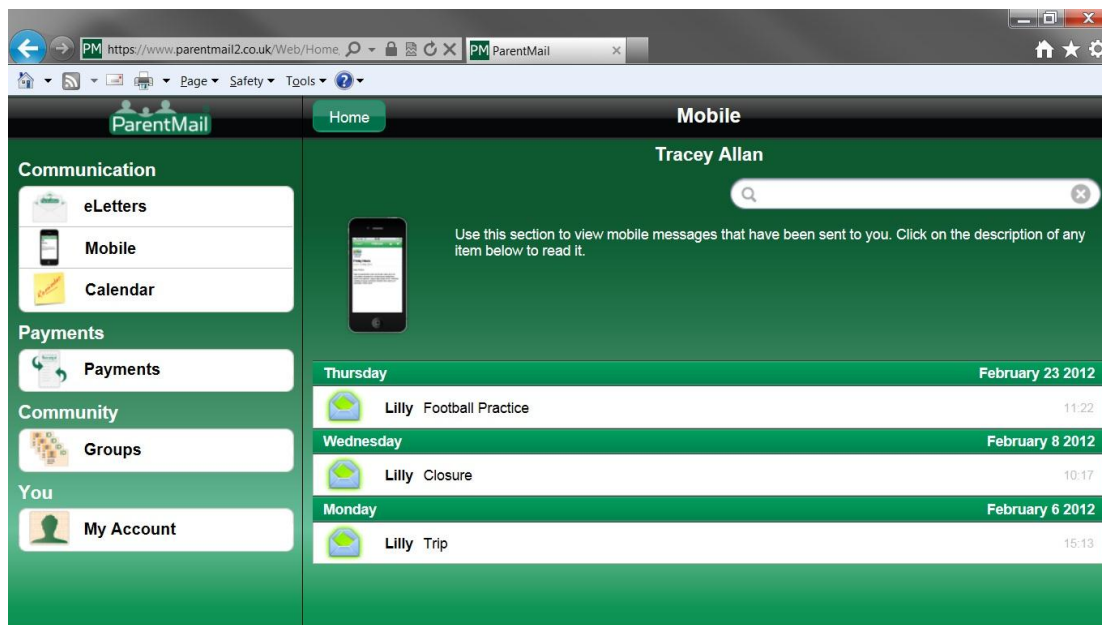
You can view a history of all mail messages sent to you from the school that your child attends by clicking the eLetters button from the left hand menu option. Messages are listed in chronological order, most recent message at the top. To view the content of a message, click on the selected message. You can also search for specific messages by typing all or part of the title in the search box at the top right of the page



Thursday		February 23 2012
Lilly	Football Practice	11:22
Monday		February 20 2012
Lilly	School Newsletter 123	12:28
Roy	School Newsletter 123	12:28
Paul	School Newsletter 123	12:28
Friday		February 17 2012
Lilly	Verivv disolav order in print centre	16:10

6. Mobile Messages

You can view a history of all SMS messages sent to you from the school that your child attends by clicking the Mobile button from the left hand menu option. Messages are listed in chronological order, most recent message at the top. To view the content of a message, click on the selected message. You can also search for specific messages by typing all or part of the title in the search box at the top right of the page



7. Calendar

Click on the Calendar menu option to view any events that you may have been invited to by the school. Each type of event is displayed using a different colour on the calendar view.

Event = Olive Green; Exam = Black; Holidays = Blue; Payments = Red

To view the diary click the Diary button in the tool bar on the Calendar Home page.

