**Families_Share Platform Walkthrough**

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1 Families_Share Platform Walkthrough

This document presents the final version of Families_Share platform and demonstrates the steps involved in three end-to-end scenarios, which cover the platform's main functionalities.
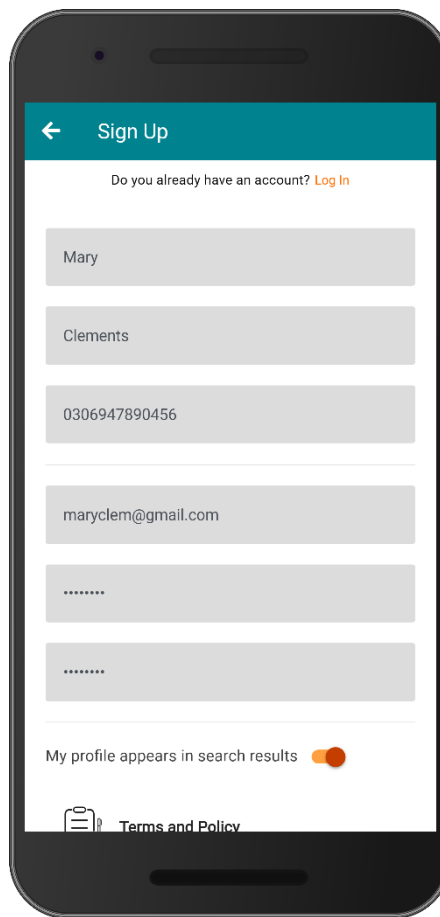
1. Register user and provide information
2. Create and join groups
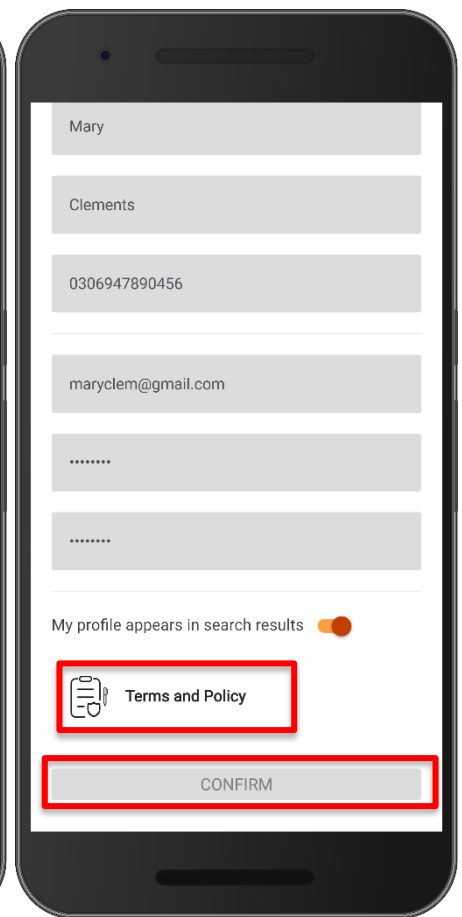3. Create and join activities

2 Register and provide information

A new user can access the platform by downloading the corresponding community app from the Google Play Store and installing it on her device.
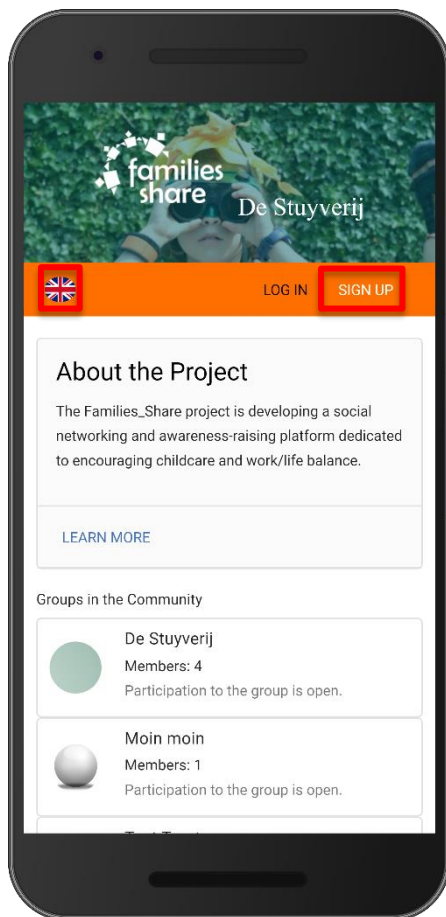
Figure 1 - Landing screen   *Figure 2 - Sign up screen (a)*   *Figure 3 - Sign up screen (b)*

2.1. Register

Figure 1 illustrates the landing screen of the Families Share app, where the user can either log in to an existing account or create a new one. Before proceeding, in case the user wants to change the language

of the app she can do so by clicking the flag icon at the left side of the navigation bar. Upon clicking Sign Up, the user is redirected to the sign-up screen, where she can create a new account (Figure 2, Figure 3). The user is then prompted to provide the following pieces of information:

1. Name
2. Surname
3. Phone number (optionally)
4. Email address
5. Password

The successful completion of the sign-up process involves a series of validation checks related to the proper input of the requested parameters (e.g. the password must contain at least eight characters). Upon filling the requested information, the user must then read and accept the terms of use and the privacy policy of the platform and finally confirm the provided information. Figure 4 demonstrates the home screen of the app, where the user is redirected after completing her registration.
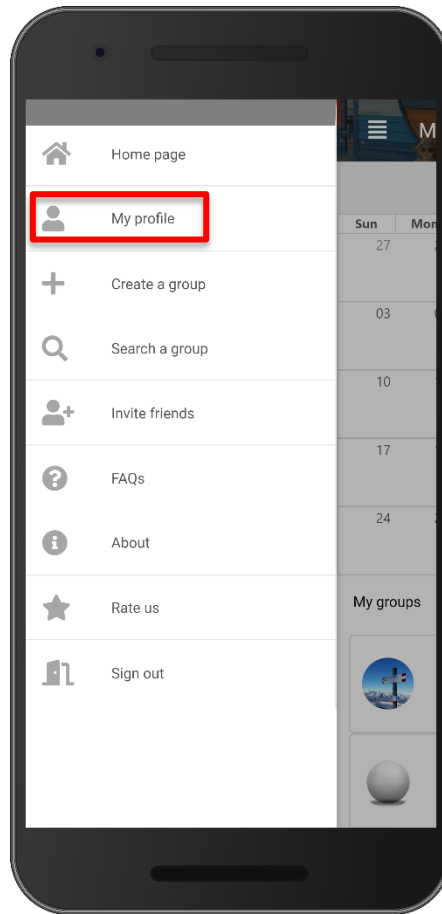

Figure 4 – Parameters validation

The home screen provides the user with useful information, listing the groups she is a part of and includes a personalized version of the Families_Share calendar that displays the user's signed up activities. Clicking on the "hamburger" (Figure 5) icon brings up the platform's main menu (Figure 6**Error! Reference source not found.**), which provides easy access to the platform's core functionalities (e.g. creating a group, searching for a group, visiting the user's profile etc).
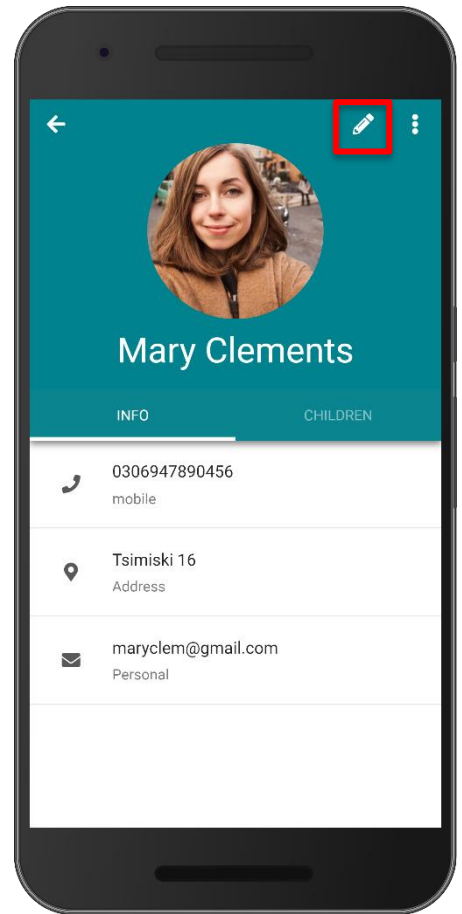
2.2. Edit profile

Upon clicking the "My profile" button the user is redirected to her profile screen, where she can edit her personal information and add her children to the platform (Figure 7). The user's profile is divided in two smaller sections: a) The info tab, which describes the user's personal information b) The children tab, that displays the user's registered children.
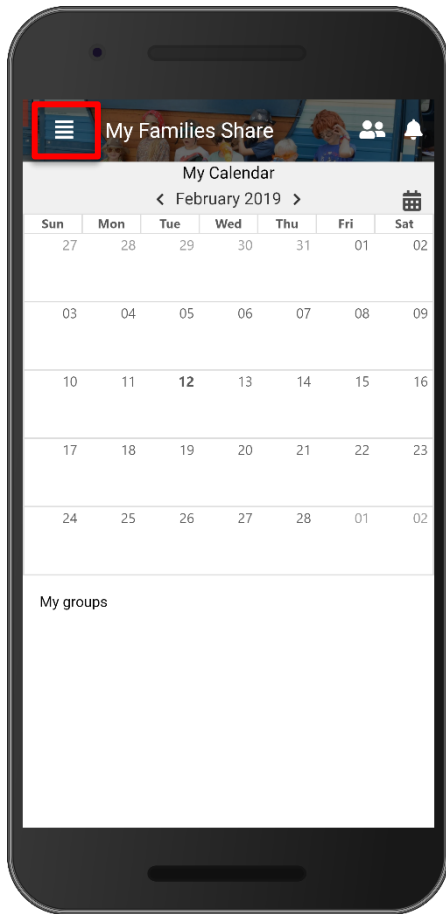
*Figure 5 - Home screen*   *Figure 6 - Main menu*   *Figure 7 - Profile screen*

In the editing sreen of her profile (Figure 8) the user can add additional information (e.g. location) or edit her existing. Furthermore, the user's profile photo can be changed either by uploading a new one from the device's collection of photos or by capturing a new photo with the device's camera. At last the platform provides the user with the option of setting her profile visibility. By default, a user's profile is visible, which means that the user appears in other users' search results and can be invited in groups.
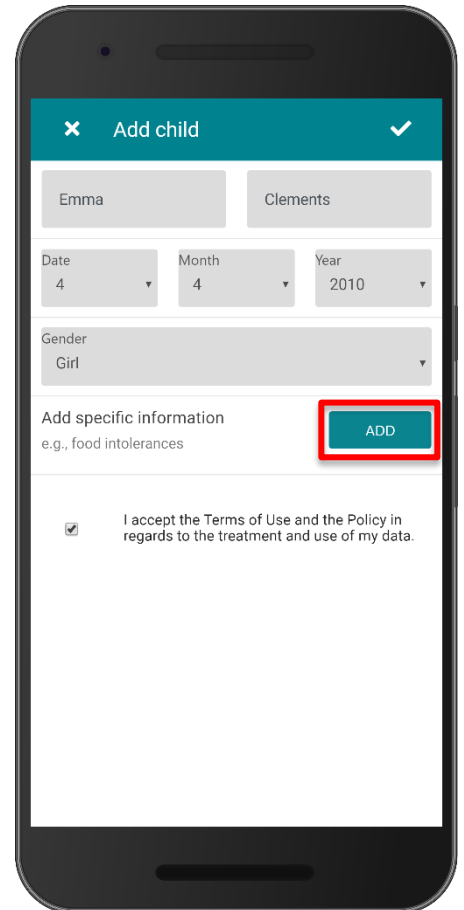
All changes made to the user's profile can either be discarded or saved by clicking the "times" or "check" icon correspondingly.
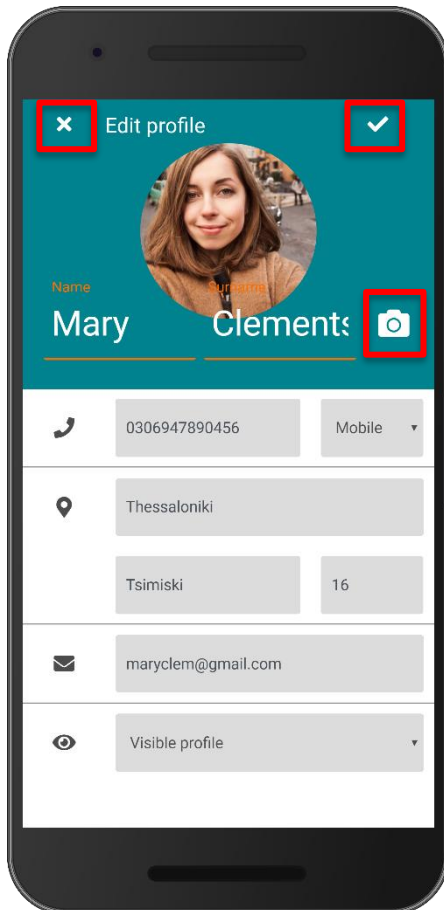
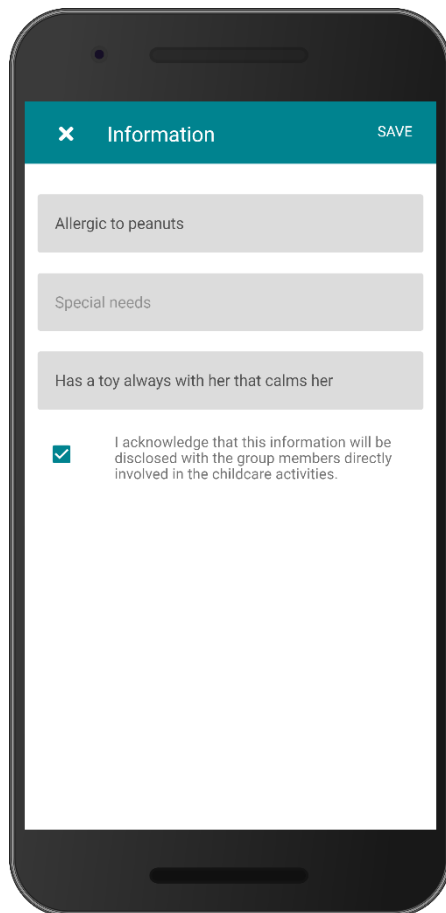*Figure 8 - Edit profile screen*
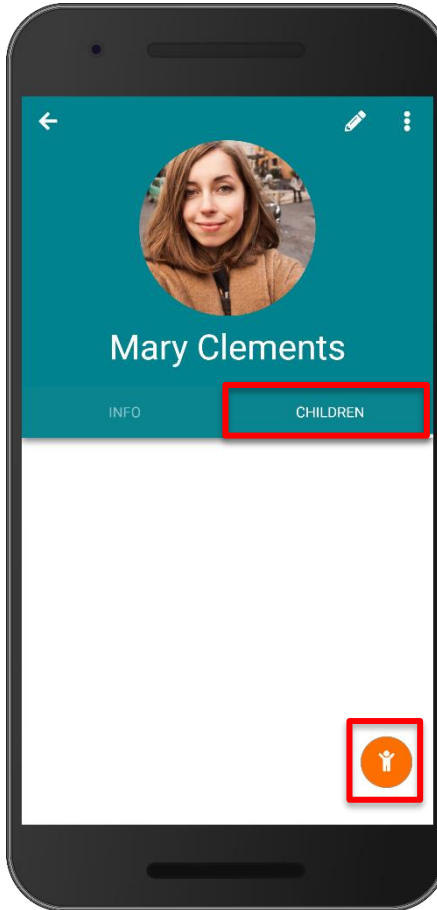
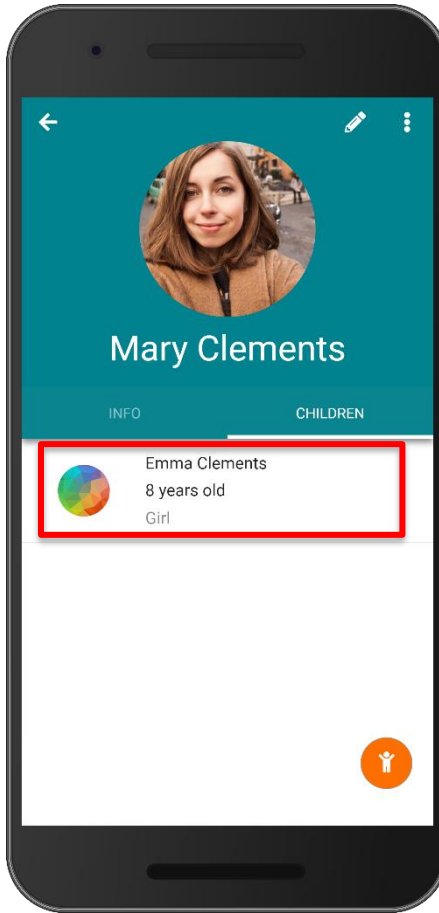*Figure 9 - Children tab*

Figure 10 - Create child screen

2.3. Add a child

Upon navigation to the children's tab (Figure 9), the user can register her children to the platform, an action which is necessary in order for them to participate in group childcare activities. By clicking the child icon, the user navigates to the child creation screen (Figure 10), where she can fill some basic information regarding her child. Furthermore, the user may add additional information (Figure 11) related to any special needs that exist (e.g. allergies) or other important information that the caregiver needs to know (e.g. a specific toy that calms a child). It is worth mentioning, that sensitive information about the child gets only disclosed to group members that are directly involved in the childcare activity. Upon filling all the information needed and saving the changes the user gets redirected back to the children tab, where the newly added child appears (Figure 12). In case the user ommited some crucial information about the child, she can always navigate to the child profile screen (Figure 13), by clicking
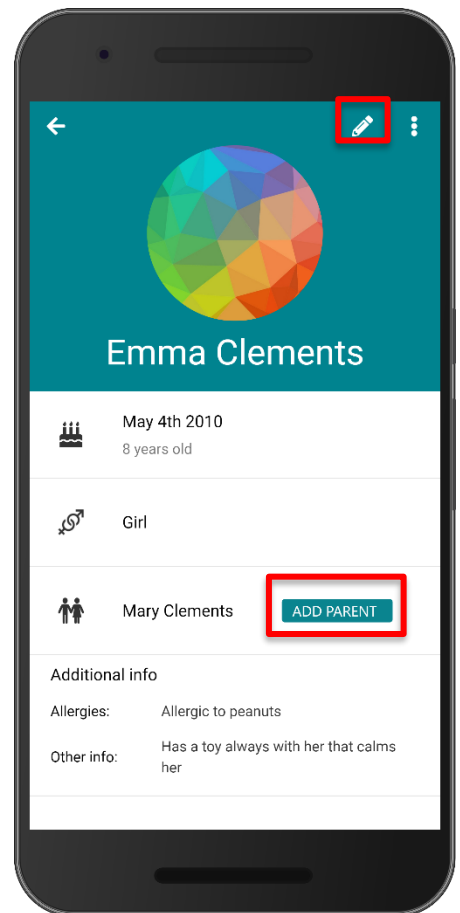
on the child. There, she can perform actions such as editing existing or adding new information and inviting another user to register as parent or guardian of the child inside the platform.

Figure 11 - Additional info screen

Figure 12 - Children tab with new child

*Figure 13 - Child profile screen*

3   Create and join groups

Following, the registration of her children to the platform, the user is now ready to create her own group or join an existing one and start participating in activities. These two actions become available to the user by bringing up the main menu of the platform and clicking on the corresponding button (**Error! Reference source not found.**).
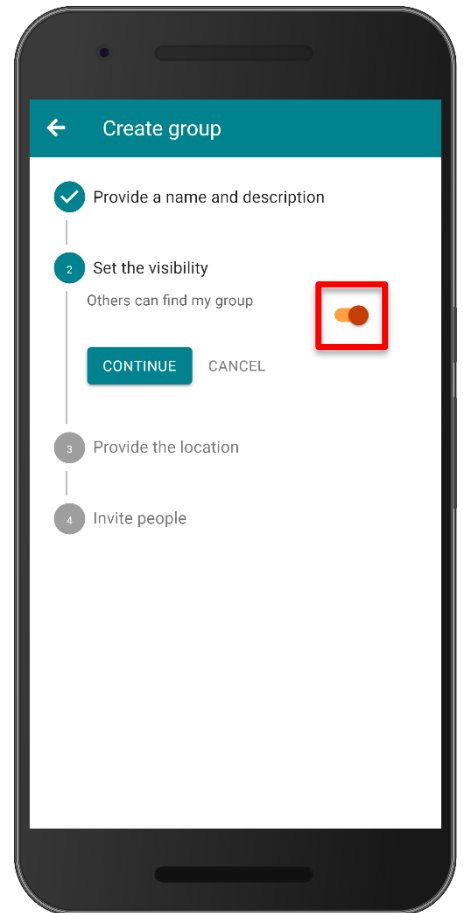
3.1. Create a new group

Upon clicking the "Create group" button the user is redirected to the group creation screen. Figure 15, Figure 16, Figure 17 and Figure 18 illustrate the steps the user must follow in order to create a group. In step 1 the user is prompted to provide a name and (optionally) a description for the group. The name of the group must be unique and not exist already. Following, in step 2 the user can choose whether she wants the group to be visible in search results or not. By default, a new group is visible. In step 3, the user has to provide a location for the group. Finally, by clicking on the plus icon in step 4 the user may invite other users to be a part of her new group.
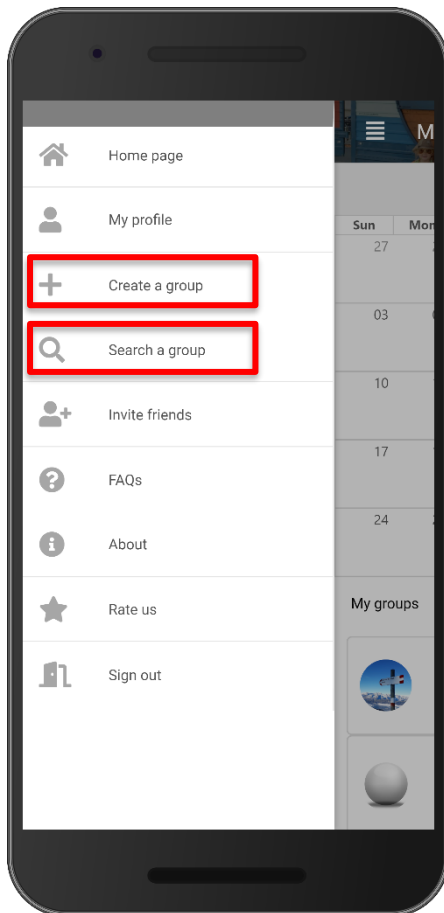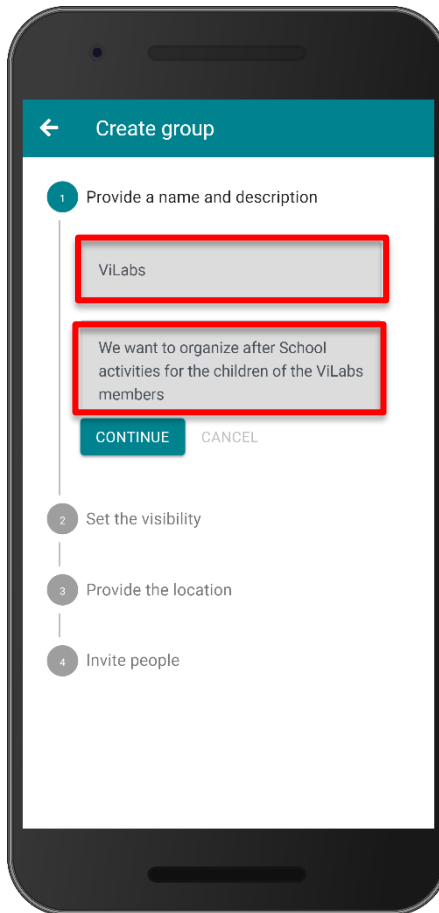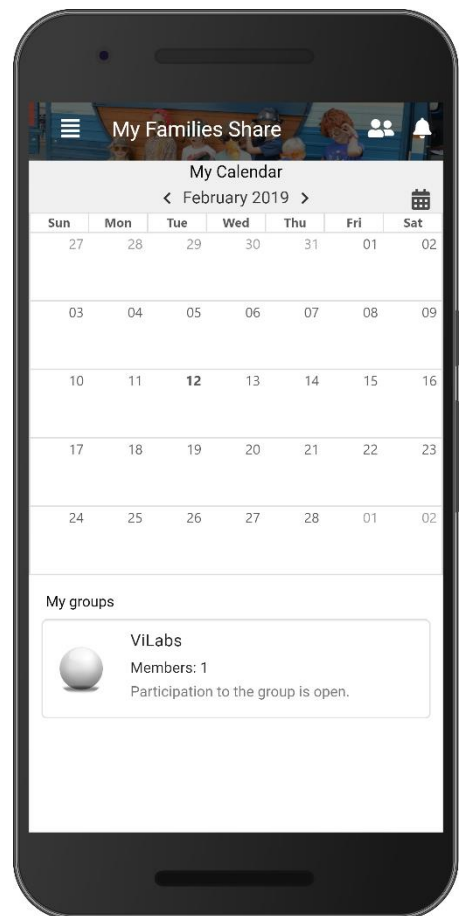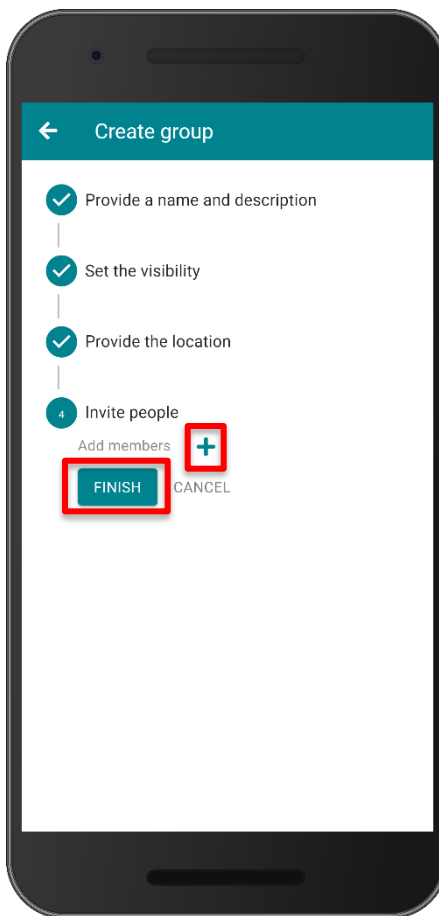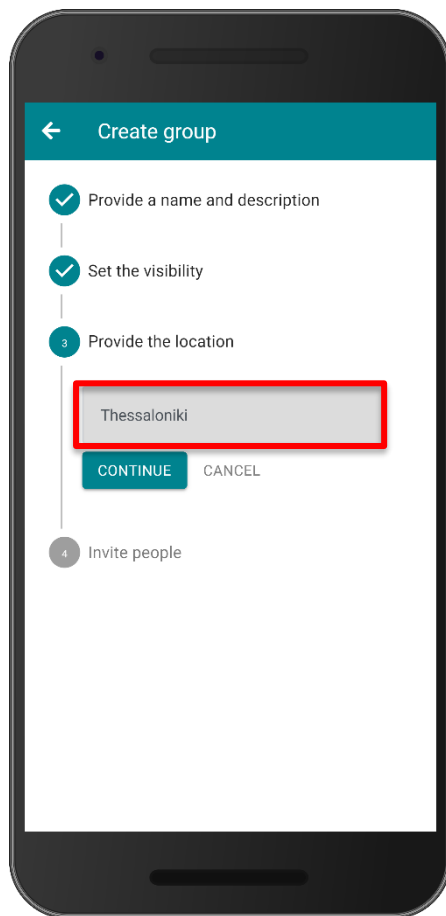
Figure 14 - Main menu   *Figure 15 – Creating a group step 1*   *Figure 16 – Creating a group step 2*

After completing these four steps and clicking the finish button the new group is created and added to the user's home screen (Figure 19). The user that creates a group is automatically added as an admin of the group, enabling her to edit the group settings, invite new member etc.

Figure 17 – Creating a group step 3   *Figure 18 – Creating a group step 4*   *Figure 19 - Home screen with a new group*

3.2. Join an existing group

For the user to join an existing group, she has to navigate to the search screen (Figure 20) by clicking the "Search a group" button in the main menu. Upon navigation to this screen, the user can input a query and search for a specific group. The platform will try to match the user's query with group names and provide a list of suggestions (Figure 21). Clicking on a group, will redirect the user to this group's about screen (Figure 22). A group has four different sections where the user can navigate to: a) about b) members c) activities d) news. However, navigation is disabled to users that aren't member of the group. A non-member can only see a brief description of the group and click the join button. After clicking the join button, a user has to wait for any of the group admins to approve or reject this request. Upon approval, the user will have access to more group information and will be able to navigate to all the different sections (Figure 23).
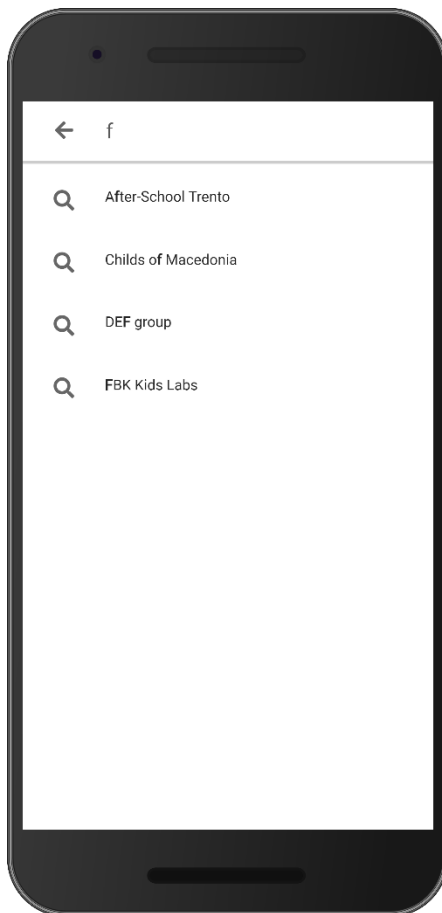
Figure 20 – Searching for groups suggestions
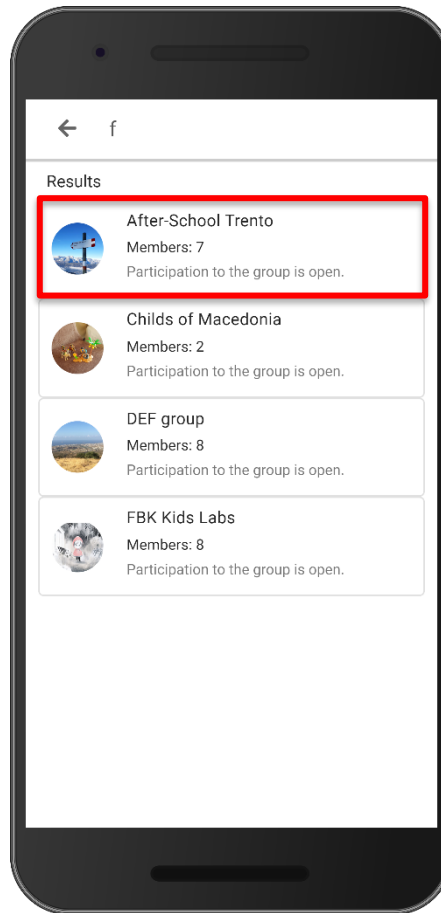
*Figure 21 – Searching for groups results*
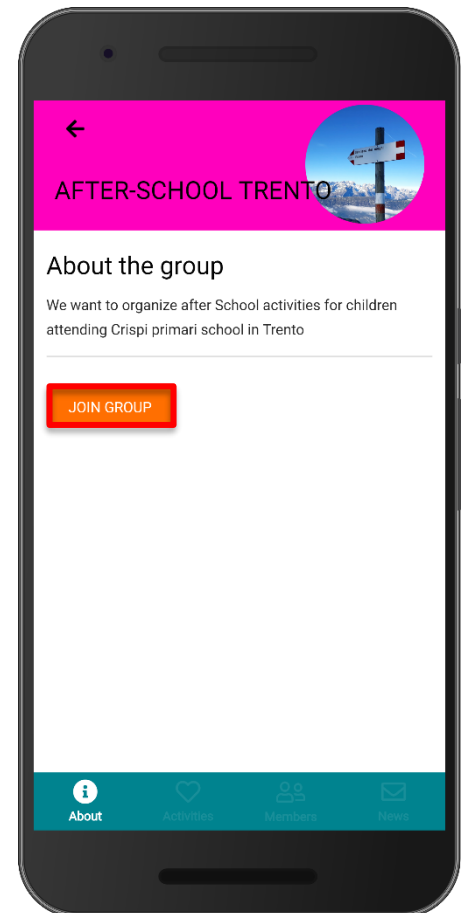
*Figure 22 – Group about screen when user is not member*

Figure 24 illustrates the members section of the group, where a user can be informed about the other members of the group and contact them via email or phone.

Figure 25 illustrates the news section of the group which is divided in two sub sections: a) notifications b) messages.

In the messages subsection the user may post a new message to the group or reply to an existing one. A message can be plain text or have also photos attached to it. In order to attach photos to a message a user must click on the camera icon of the new message bar and choose some photos from the device's collection. When the user has finished editing her message, she can post it to the group messages by clicking the paper plane icon. In the notifications subsection a user can be informed about important group announcements such as new group rules or a newly added activity.
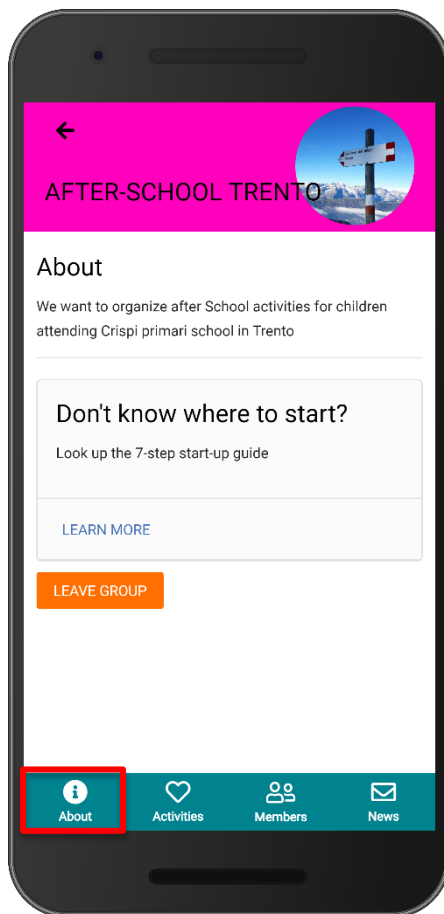
Figure 23 - Group info screen when user is member
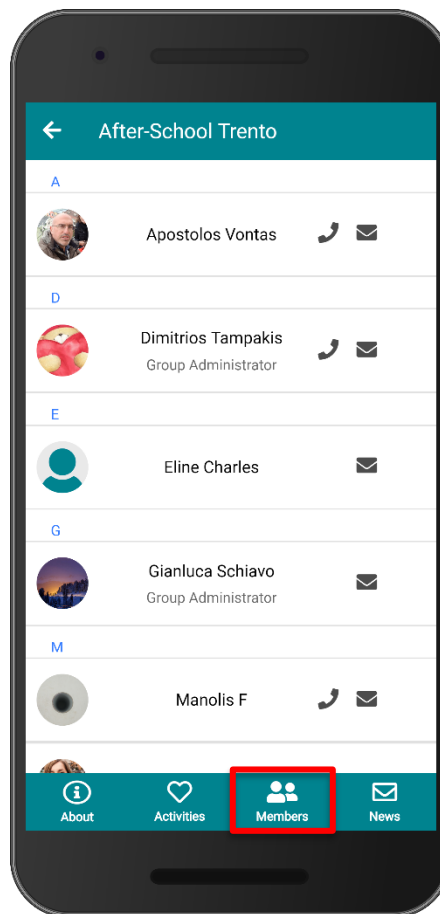
Figure 24 - Group members screen
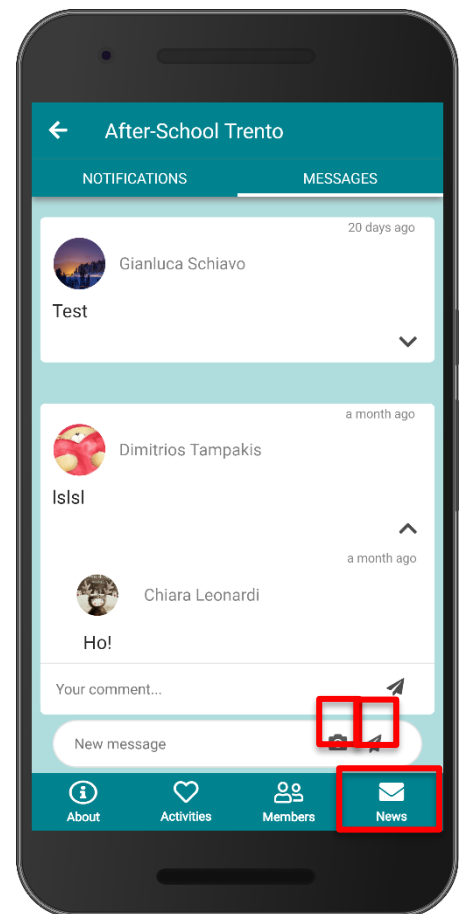
Figure 25 - Group news screen

4. Create and join activities

Figure 26 illustrates the activities section of a group. This section displays a list of all the group's activities as well as a group version of the Families_Share calendar. This calendar displays group events that are in a fixed state, meaning that the event's details, such as time, location and number of participants have been decided and won't change in the future. The user can either navigate to a specific activity by clicking on it or create a new one by clicking the plus icon.

4.1. Create a new activity

Upon clicking the plus icon, the user is redirected to the activity creation screen. Figure 26, Figure 27, Figure 29 illustrate the steps the user must follow in order to create an activity.
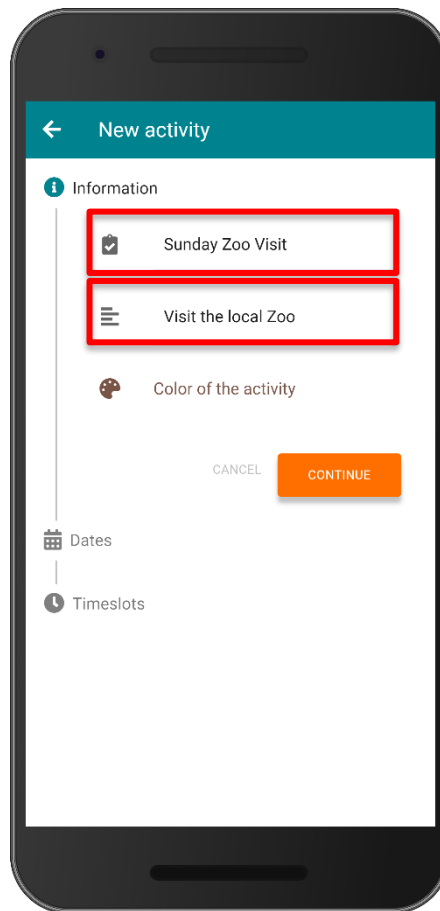
In step one (Figure 26) she must provide a name for the activity and (optionally) a description. The color of the activity is selected randomly by default but can be changed at any time in the Activity Edit screen.

In step two (Figure 27), the user selects the dates that the activity will take place on. She can select a single date or multiple dates. An activity can be recurrent. By clicking, on the repetition switch the user
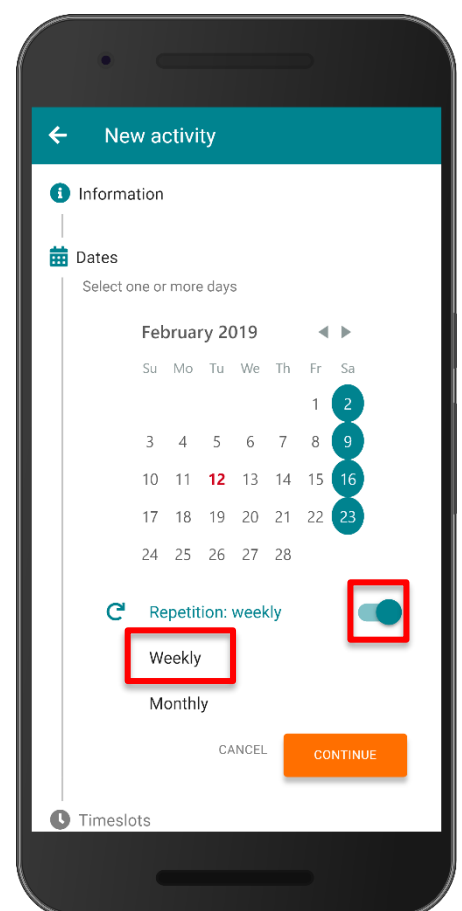
enables repetition and may select between two options: a) weekly repetition b) monthly repetition. It is worth mentioning that the repetition switch is disabled when multiple dates are selected and can only be clicked when the user has selected a single date.
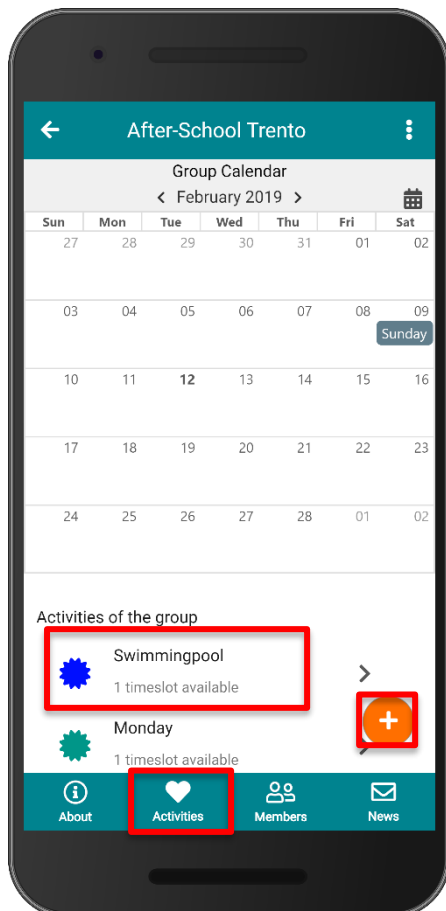
Figure 28 - Group activities screen   *Figure 26 – Creating an activity step 1*   *Figure 27 – Creating an activity step 2*

In step 3 (Figure 29), the user must add the desired timeslots (events) for each day she selected. By default, all days share the same timeslots, but the user may add different timeslots for each day by clicking the corresponding button as shown in Figure 29. Clicking the "ADD TIMESLOT" button brings up the new timeslot window, where the user can provide all the necessary details regarding the timeslot (event) (Figure 30). Specifically, the user is prompted to provide:

a) A start time
b) An end time
c) A name
d) A location
e) The required number of parents (minimum number of participating parents)
f) The required number of children (minimum number of participating children)
g) A description (optionally)
h) A cost per person (optionally)

By default, the name of a timeslot is the same as of the activity's, but the user can always change that. After filling, all the requested parameters the user may save the timeslot or discard it by clicking on the check or times icon correspondingly. Figure 31 illustrates the newly added timeslot. The user can delete the new timeslot by clicking on the times icon or expand it to see its details by clicking on it.

Finally, upon adding all the desired timeslots the user has to click the "SAVE" button in order to complete the creation of the activity.
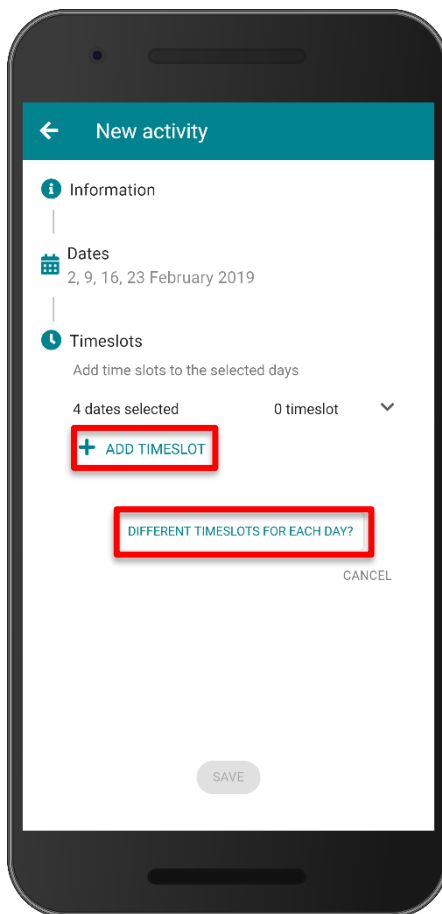

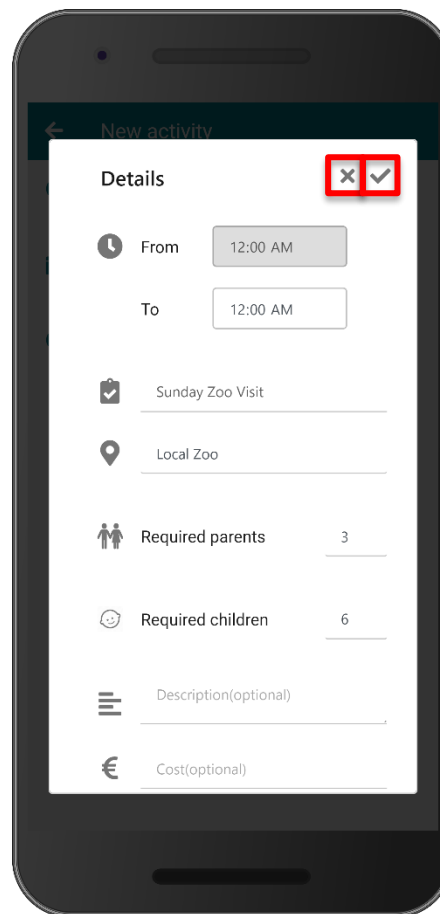*Figure 29 - Creating an activity step 3*
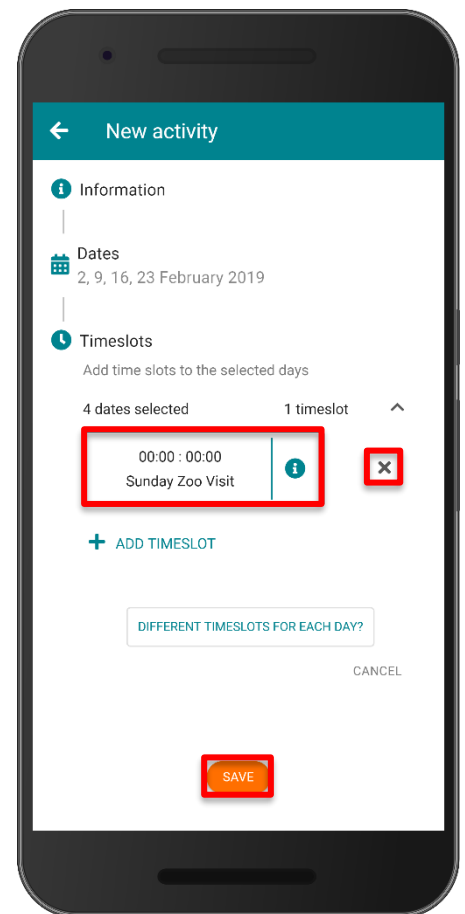
Figure 30 - Adding a new timeslot

Figure 31 - Creating an activity step 3, with new timeslot added

4.2. Join an activity

Figure 32 illustrates the Activity Screen, where the user can navigate to by clicking on any of the activities in the group activities section. Here, the user can see the main details of the activity such as the selected dates, the group organizing the activity etc. The name and color of the activity can be changed by clicking on the pencil icon, which redirects the user to the Activity Edit screen. For the user to see the timeslots of each date she has to click on the chevron up icon, which is at the bottom of the Activity screen. Upon clicking on this icon, the timeslots drawer is brought up that lists all the timeslots.
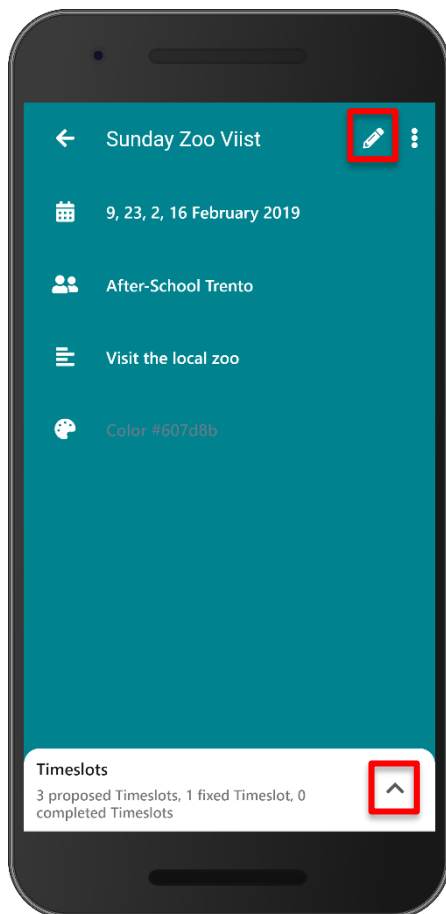
Figure 32 - Activity screen
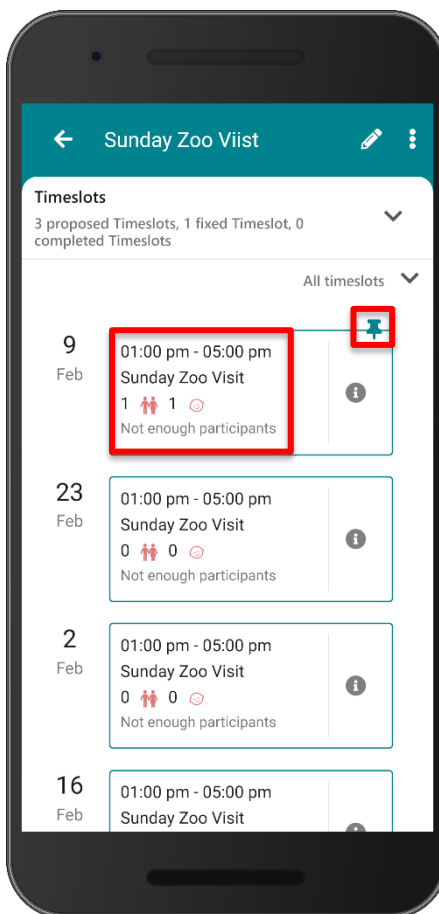
**Figure 33 – Activity screen with expanded timeslot drawer**
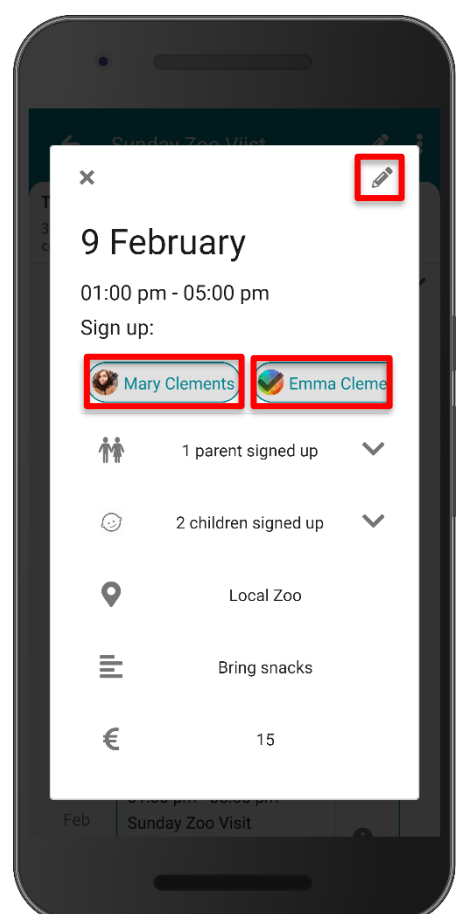
Figure 34 - Expanded timeslot

The preview of a timeslot provides the user useful information about the number of participants and the status of the timeslot. The numbers on the left of the couple and the child icon indicate the number of participating parents and children correspondingly. Furthermore, the color of each icon indicates whether the number of participants has reached the required one. Upon reaching, the required number the color of the icon will turn to green. The thumbtack at the top right corner of the first timeslot preview indicates that this specific timeslot is in a fixed state, while the rest of the timeslots are in a proposed state. As mentioned before, only fixed timeslots appear in the group or user calendar.

Clicking on a timeslot preview brings up the expanded view of a timeslot (Figure 34). In this view, the user can sign up herself or her child by clicking on the corresponding name. In case, the user wants to edit the details of a timeslot she can click on the pencil icon, which redirects her to the edit view of the timeslot. However, in order for a user to edit a timeslot she must have admin privileges in the group, or she has to be the creator of the activity.

Figure 35 illustrates the home screen of the platform, which now shows the two groups the user has joined and the timeslot she has signed-up for participation.
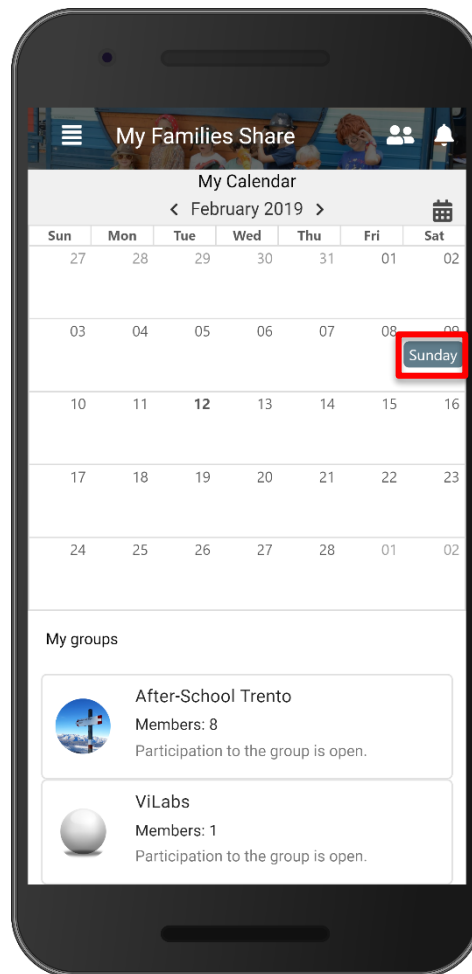
Figure 35 – Home screen with a signed-up event