

Circles

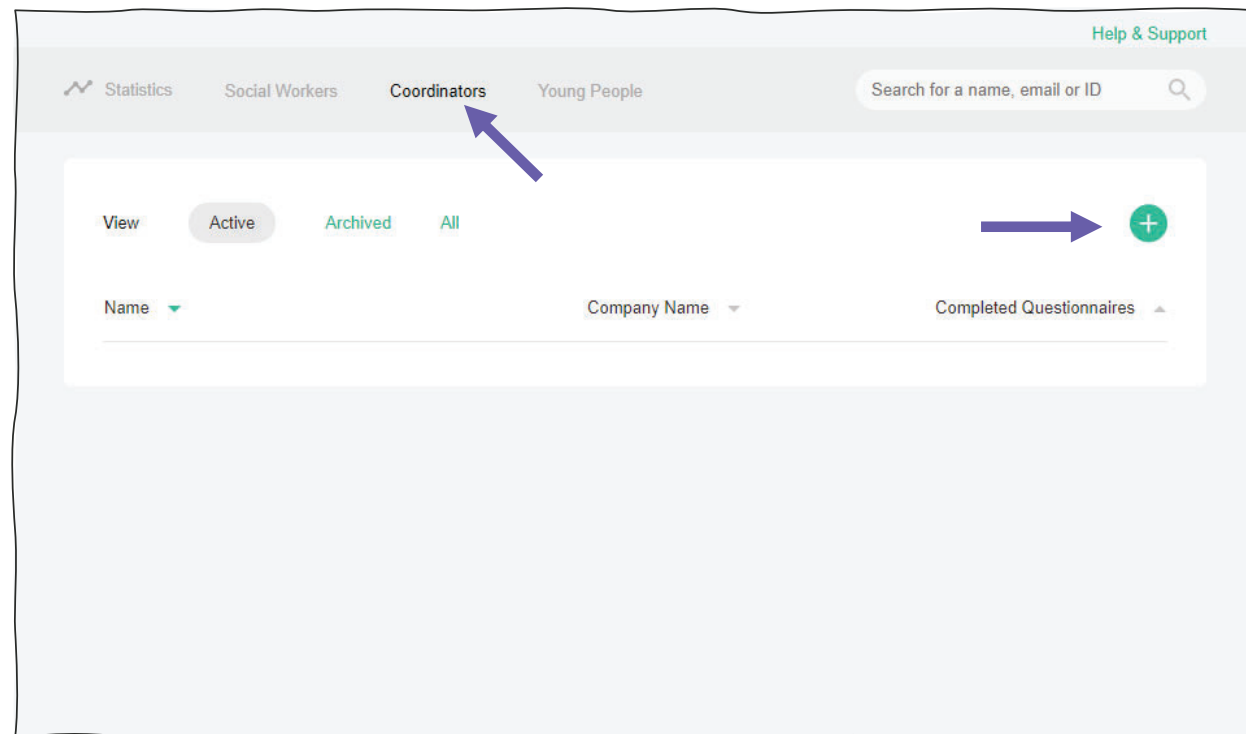
Adding coordinators



Adding coordinators

Click on
coordinator tab

And then click on
the plus sign.



Coordinators >

Create a new Coordinator Account

Enter Coordinator's Name

Enter Company's Name

Enter Coordinator's Email

This will give the owner of this email the ability to carry out questionnaires for any young people assigned to them

Who should this Coordinator be able to write questionnaires for?

If a young person is already assigned to a social worker or a coordinator, the young person will be removed from their account and any incomplete questionnaires will be deleted.

Select...

- Purple Cheetah 87 | AABBC
- Indigo Meerkat 25 | BBCCDD
- Navy Goose 58 | CCDDEE
- Green Ant 21 | DDEEFF
- Orange Octopus 85 | EEFFGG

Add Young Person

Cancel Create Account & Send Link

lifelonglinks@fng.org.uk 020 7923 2628

Enter their full name, company, and work email address.

Click "create account and send link" button.

The coordinator will be sent an email inviting them to set up their account.

At this stage you can also assign young people to the coordinator if you are ready to.

If you have already added young people, then simply click on the dropdown box, select the young person, and then click "add young person" to assign a young person to the new coordinator.

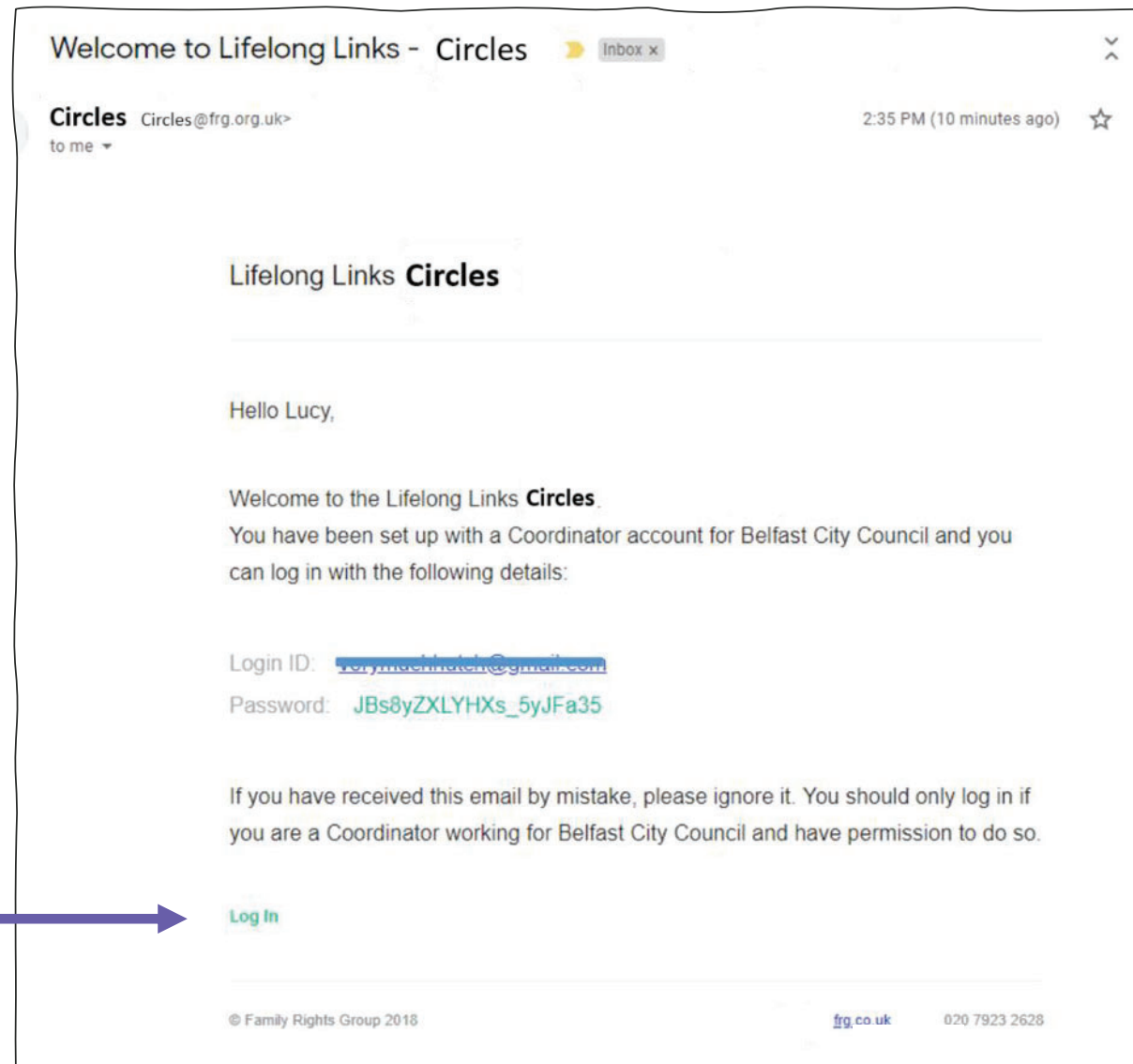
Circles

Coordinator set up



Once added to the system by the administrator the coordinator will receive an email which will look similar to this.

Click on the “Log In” button to begin set up.



Enter your email address and the temporary password that was included in the introductory email.

In the event this window fails to open when the link in the email was clicked, simple go to:
<https://circles.frg.org.uk>

Then type in your email address and the password that was included in the email.

The screenshot shows a web page titled "Lifelong Links" in the top left corner. In the top right corner, there is a link labeled "Help & Support". The main content area is a white box with a "Log in" heading. Below the heading are two input fields: "Email Address" and "Password". The "Email Address" field contains the text "ANother@acornshire.gov.uk". Below the "Password" field, there is a line of text: "If you need to reset your password, please contact your Local Authority's Circles Administrator". At the bottom of the white box is a green "Log in" button.

You will then be prompted to change your password

Passwords must be 10 characters and include at least one uppercase, one lowercase and one number.

Click change password

Lifelong Links

Belfast City Council

Log Out

Help & Support

You've logged in with your temporary password

Please choose a new password for your account

Enter current Password

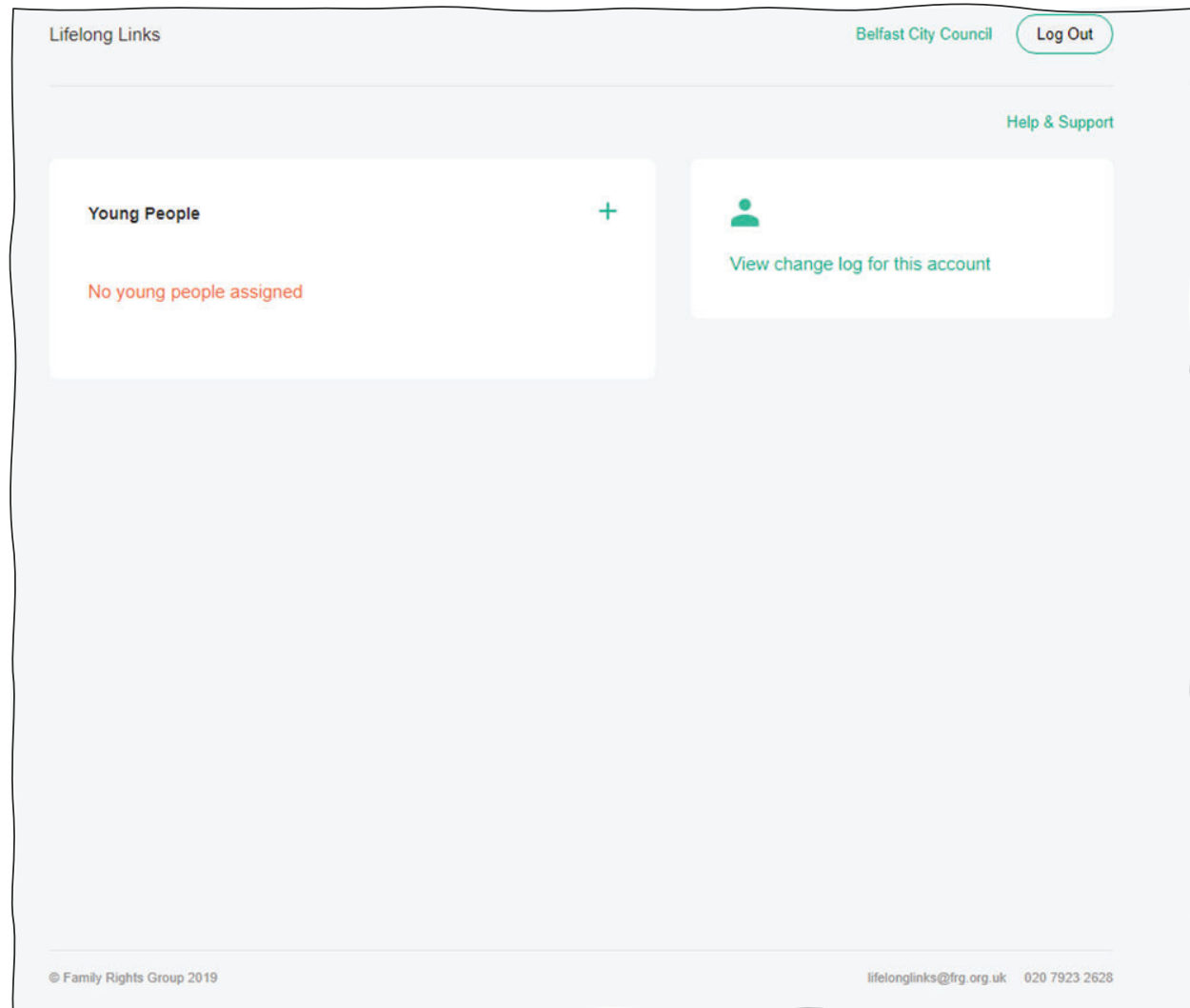
Enter new Password

Must contain at least 10 characters and include one uppercase letter, one lowercase and one number

Confirm new Password

Change Password

That will take you through to your home screen. It will look blank as no data has been entered yet.



Young People

Circles ID

Last Questionnaire

Pink Starfish 18	19 days ago
Violet Lion 64	28 days ago
Purple Bear 69	3 months ago
Blue Magpie 23	9 months ago
Green Parrot 55	over 1 year ago

[View your schedule](#)**1 Overdue**[Manage Remote Questionnaires](#)[View change log for this account](#)**13**

Completed Questionnaires in Total



On average, each questionnaire takes
18 minutes to complete

Eventually your home page will look like this. Just click on the green Circles ID to find out more information.

[< Back to All](#)[Download Latest Questionnaire](#)[Start a new Questionnaire](#)or, if a child has left care, [send a link](#)**Circles ID** | Violet Lion 64

Next Questionnaire due 14/04/2022

Completed Questionnaires

Assisted By

14/04/2021

Coordinator Jordene

30/03/2021

Coordinator Jordene

27/11/2019

Coordinator Jordene

Here you can see how many times Cicrles has been completed, start a new questionnaire or download the latest.

[Indigo Hedgehog 11](#) >

Would you like to start a new online questionnaire or
input a previously completed paper based questionnaire?

Click here to
begin

Cancel

Input a completed questionnaire

Start a new questionnaire