

# Set up your private Kinderloop on the web

This info sheet gives you the basic requirements for first time setup.

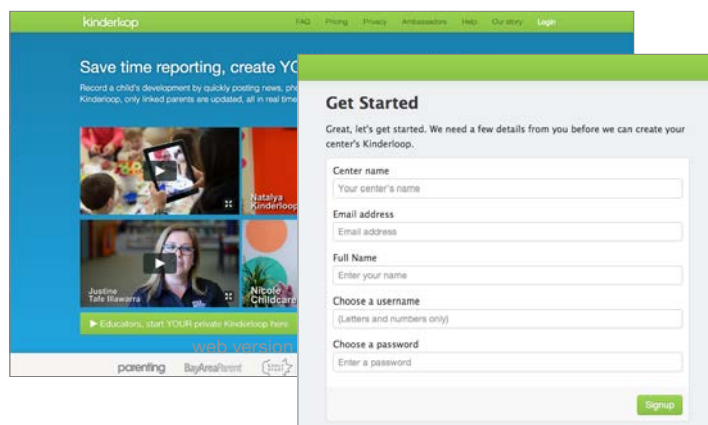
**Important note:** We suggest an administrator set up your Kinderloop following these steps.

Welcome to Kinderloop, here's how it works:

**Step 1.** Set up your private Kinderloop on Kinderloop.com

**Step 2.** Add staff, children and invite parents when ready (from within your settings)

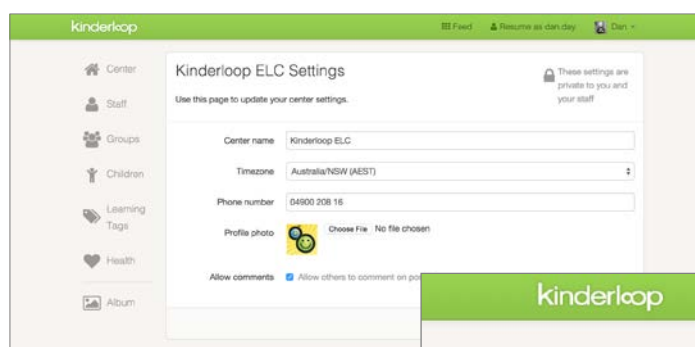
**Step 3.** Start posting and get the FREE app



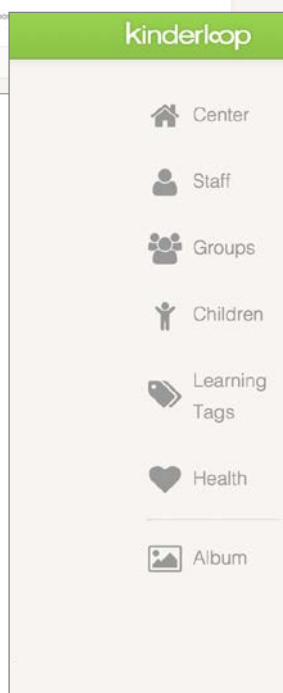
## Set up your private Kinderloop

On a web browser, go to [www.kinderloop.com](http://www.kinderloop.com). Click the 'Get started for free' button, the next screen allows you to enter your details.

Add staff, children and invite parents in the setup screen, now or later.



web version



## Your settings (online)

When logged in online, you have access to your Kinderloop's settings, this is where you can easily control all the elements of your private loop; staff, groups, children, learning tags and see your health.

## Add staff

Add staff one by one and remember to give them their user-name and password, or setup one user-name for each group login.

## Creating groups

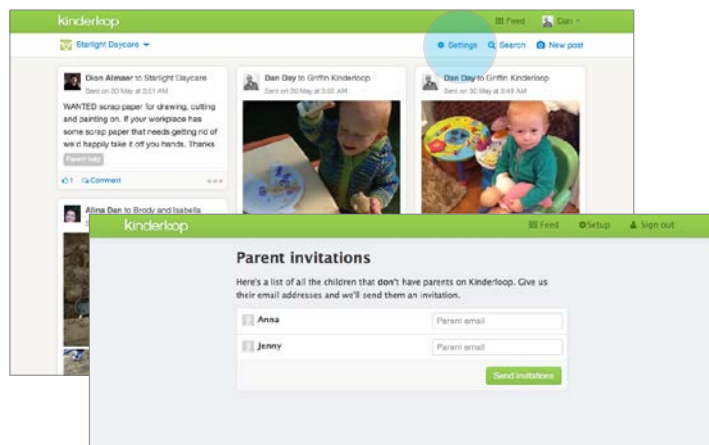
Create as many groups as you need.

## Add children

Add children and place them into a group. You can also add children on the fly by typing their name into a post and pressing return. You do not have to invite family members until you are ready.

## Add learning tags

Add your own learning tags or choose from some of the more popular tags to pre-load. Tags can also be added on the fly when posting by typing the new tag and pressing return, it will automatically be added to your Kinderloop.



## Inviting parents/family members

Once children are added to your secure Kinderloop, you can easily invite their family members at any time.

Add their email addresses to their child's settings, they will receive a secure email inviting them to sign up to view their child's Kinderloop.

## Extended family members

Invite additional family members to a child's secure Kinderloop, it could be a Grandma in Japan or a relative in the UK. Bring the extended family back together through a child's Kinderloop!

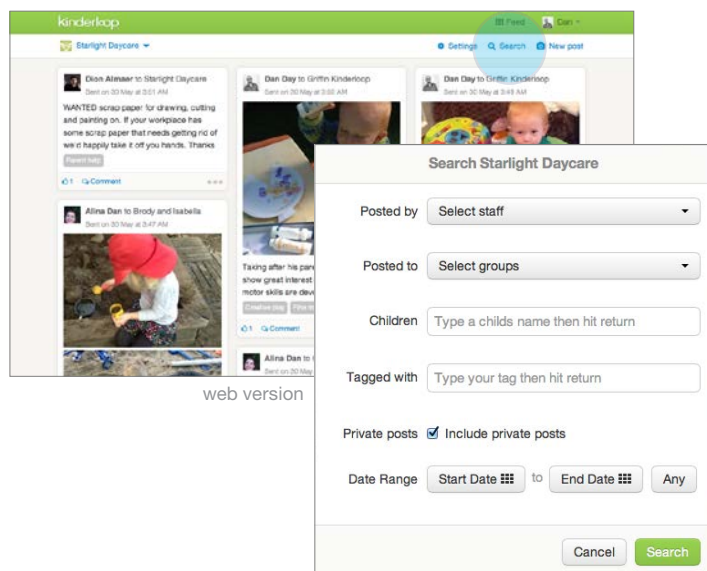


## Create your first post

Create your first post immediately from the web browser or by downloading the Kinderloop app to your mobile device and logging in to your private Kinderloop with your username and password.

## Capture moments & tag learning outcomes

1. Add images from your image library or capture a new one via the device camera.
2. Write/speak a short account about the event.
3. Choose a group (if you have them)
4. Tag the children (this will ensure the linked family of those children see the post)
5. Use 'other tags' to choose your learning outcome or create a new tag by typing and pressing return  
You can pre-load popular tag options such as EYLF, NQS, MTOP, EYFS etc



web version

Using the search feature to view a learning journey for a child

(web only) The search function allows you to search using any criteria; children, tags, staff, dates etc. The results can be used to build a learning journey for each child in your care, you can then use this for documentation purposes.

## The free mobile app for you and your families



Informing parents about the app

Ask parents to download the free app to their smart device.

Once you add their child and invited them via email, they can signup and login to the app. Family members with more than one child can link their children by accepting the secure invite and using their existing username to login and link.

Parent flyer/poster

Use the poster and flyer to inform parents about Kinderloop and to let them know it's now being used to document their child's day.

# Getting & using the free Kinderloop app.

This info sheet gives you the basic requirements for using Kinderloop to capture moments and engage your parents on a daily basis using the free app.

**Step 1.** On your device, go to your app store and search for 'Kinderloop'

**Step 2.** Install, its FREE!

**Step 3.** Login with your username/password and start posting to your private Kinderloop.

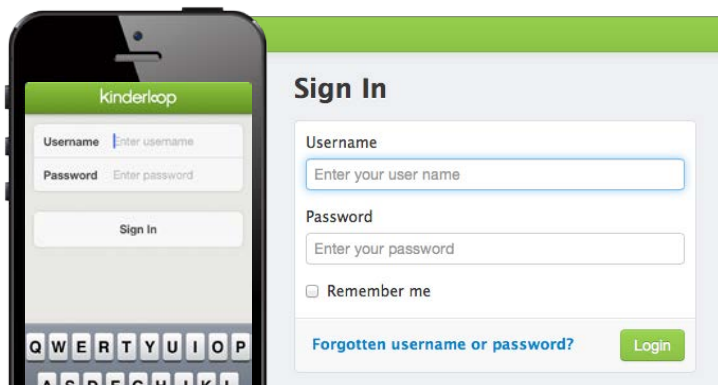


## Getting the app

Download the app to your smart device.

Search the apple/google store for 'Kinderloop' and install the free app.

Enable 'push notifications' and allow the app to have access to your photos (this simply allows Kinderloop to see your photos, don't worry, your photos are secure!)



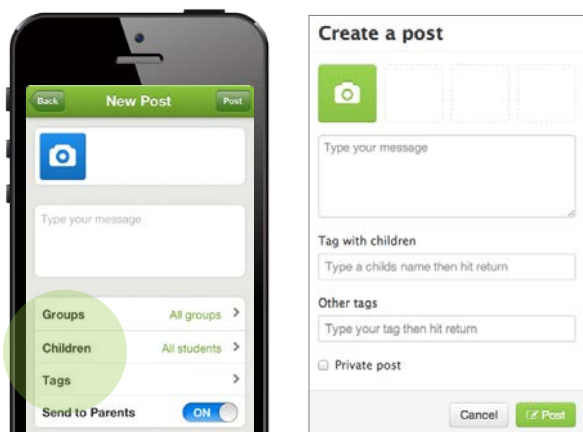
web version

## Signing in

Sign in with your username and password on your iphone, ipad or android device.

Your private 'feed' will then display showing all the events you have recorded so far.

If you do not have your login details, ask your administrator for help.



web version

## Posting via the app

Start creating your posts.

Use photos and text to record events, tagging children or groups as you go.

Family members linked to each child will be updated immediately with posts that relate to their children.