

# Sync your Kinderloop with Smart Central

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

**Step 1.** Login as an admin user via Kinderloop.com

**Step 2.** Navigate to settings > CCS

**Step 3.** Perform a **DRY RUN**

Test the Connection

A 'Dry Run' is where you will see what changes will be made to your Kinderloop but they won't take place yet.

[Dry Run](#)

Groups (Dry Run)

Name	Action	Success	Comment
All	No Action, Manually Added	dry run Not performed (not in SmartCentral)	
Glendenning Staff	No Action, Manually Added	dry run Not performed (not in SmartCentral)	

Children (Dry Run)

Name	Action	Success	Comment
Abigail Fathers	New Match	dry run Not performed (not in SmartCentral)	

DOB 2017-04-27 Days ☒ Mo ☐ Tu ☒ We ☐ Th ☐ Fr

Added to Main

AISHLYN KAUR JOSAN Add New dry run

DOB 2017-11-14 Days ☐ Mo ☐ Tu ☒ We ☒ Th ☐ Fr

Added to Main

Family (Dry Run)

Name	Action	Success	Comment
Amanda Fathers	New Match	dry run	
Kyle Fathers	Add New	dry run	

Family for ABIGAIL FATHERS

Are you happy with the actions that will be carried out?

[No, there's something wrong](#) [Yes, it looks good](#)

## 1. Test the connection

Click on the **Dry Run** button in your CCS settings and wait about a minute, you'll then be presented with the results.

The top part runs through the information about your groups.

The synchronisation process won't delete any groups in Kinderloop, unless you have first created them in SmartCentral and later decide to change them. This means that all your Kinderloop groups will remain as they are with the children still attached.

## 2. Matching things up

Most children will have **'New Match'** listed next to them, this means that the system has matched this child from SmartCentral to the one in Kinderloop and it makes a note that these are the same child. The reason for doing this is that Children added to Kinderloop may not always have exactly the same name, for instance the surname may be shortened, or the name may be in uppercase.

## 3. Add new children

For some children there will be a **'Add New'** action, where you see this, it means that there is a child in SmartCentral that is not in Kinderloop so they will be added to Kinderloop.

## 4. Family information

The last section shows family information, this is similar to the section above regarding their children. A 'New Match' means that the system has matched this parent in SmartCentral to one in Kinderloop, and no further action is required.

Where 'Add New' is seen next to a family member, they will be added to Kinderloop with an email invitation sent to join Kinderloop for their child.

## 5. Ready to sync & automate

Once you're happy with what you're seeing in this Dry Run you can press the button to proceed. Wait a minute for the process to complete and you'll see the same looking results but this time it will have synced for real. From then on, at 8am each day, this process will happen automatically.

We are working closely with SmartCentral and will be rolling out some great changes in the next few months, including **Live updates, Single sign on, seamless integration of the systems, parents will be able to see booking information and make booking requests from their Kinderloop apps.**