

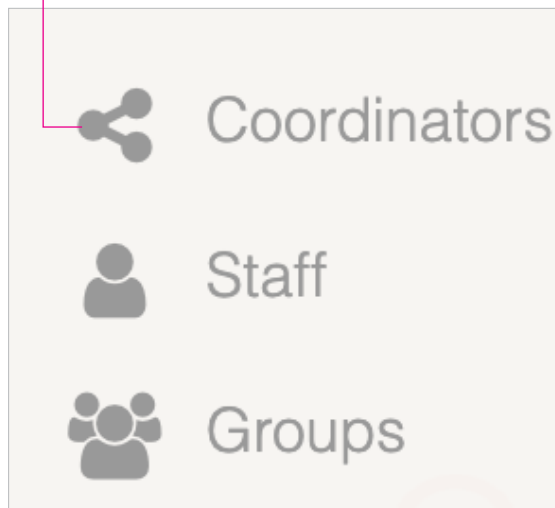
Kinderloop Coordinator role

A feature where you can invite your head office or coordinator (ESO) to be connected to your private Kinderloop, once invited, they can have one user name for viewing multiple Kinderloops.

For the educator...

First, switch this role on in your settings > Options

Then in your settings, click the Coordinator tab.



Second, invite your coordinator

Use their email to send an invite to your private Kinderloop.

Coordinators

The coordinator option is intended for groups of centres where individuals need to have oversight of the centres they are responsible for.

When you invite someone to be a coordinator (and they accept the invite) they will have access to your Kinderloop with Read-Only permissions. The one exception is that they can post to your Centre.

Active Coordinators

marketing x

Active Coordinators

Here you will see a list of active coordinators, you can unlink them at any time

For the coordinator...

When you click on the link in the email invitation from your educators you are taken to a page where you are given the choice of creating a new Kinderloop account or linking to an existing account (the option I have a Kinderloop account, link me). I.e. you can be a coordinator for multiple centres under one login.

The first time you accept an invitation we suggest you create a new Kinderloop account/ username, this will be that one username you use to see all centres. Once you have created this coordinator account, choose *I have a Kinderloop account, link me* on each subsequent invitation.

Admin Kinderloop Coordinator view

If you are an **admin** level coordinator, you can now do a number of new things when logging in, namely the ability to create a post to your linked services!

The screenshot shows the Admin Kinderloop Coordinator view. At the top is a green header with the 'kinderloop' logo on the left and four icons on the right: a grid, a document, a calendar, and a menu. Callouts point to these icons: 'View coordinator feed' points to the grid icon, 'View statistics' points to the document icon, and 'Profile settings' points to the menu icon. Below the header is a light blue banner with the text: 'These are the Kinderloops you have access to, click on one to jump into that service. Please note that this Coordinator account cannot be shared, please setup another account if you have multiple coordinators.' Below the banner are three service cards: 'Kinderloop Community Preschool' (with a tree logo), 'Kinderloop ELC' (with a smiley face logo), and 'Little Rascals ELC' (with a baseball bat logo). A callout 'Choose your active service' points to the first card, with the subtext 'Click a service to jump into their Kinderloop'. On the right side of the interface, there is a blue plus icon and a callout 'Create a post' with the subtext 'Choose which services you would like to send the post to, then view your posts in your own feed'.

View coordinator feed

View statistics

Profile settings

Create a post
Choose which services you would like to send the post to, then view your posts in your own feed

Choose your active service
Click a service to jump into their Kinderloop