



easy
PEASY

GETTING STARTED GUIDE --- POD ADMINISTRATOR



WELCOME!



What is EasyPeasy?

EasyPeasy is an app that sends game ideas to parents of young children, to help develop the traits that will prepare children for school, and beyond.

How does EasyPeasy work?

EasyPeasy works with children's services to give us the best chance of reaching families who could benefit most from it.

Our design is underpinned by the latest, leading research into child development. All content is reviewed by child development experts to ensure they align to the statutory assessment for 'school readiness' (EYFSP Characteristics of Learning).

Once signed up, parents have access to an initial bank of games to play with their child, and the app prompts parents with an additional game each week via SMS. It also helps to build support networks for parents through 'EasyPeasy Pods' – small groups of parents supported by a 'Pod Administrator' – that's where you come in!

Who is a Pod Administrator?

Pod Administrators can be anyone at all, but tend to be practitioners who work in children's services, e.g.:

- Nursery Workers
- Children's Centre Managers
- Parent Liaison Officers
- Pastoral Care Managers
- Teachers
- Outreach Workers
- Parenting practitioners
- Health Visitors

What do Pod Administrators do?

As a Pod Administrator your role is to:

- Tell parents that you work with in your community about EasyPeasy and ask them if they want to take part
- Give parents access to EasyPeasy by adding them to your Pod through your online dashboard
- Decide when EasyPeasy will 'go live' and start releasing weekly games to your Pod
- Encourage parents to play the games released through the app
- Review comments made by your Pod in the app, and respond to them where helpful

Read on for a step by step guide. Get in touch with us at hello@easypeasyapp.com if you have any questions!

SETTING UP YOUR EASYPEASY POD



1. Sign into play.easypeasyapp.com/admin/login using your user name and password.

The screenshot shows a web browser window with the URL play.easypeasyapp.com/admin/login. The page has a header with the easyPEASY logo. Below the header, a light blue banner displays the message "Signed out successfully.". The main content area is titled "Sign in" and contains fields for "Email" (with a placeholder "Email") and "Password" (with a placeholder "Password"). There is also a "Remember me" checkbox and a "Sign in" button. At the bottom left, there is a link "Forgot your password?".

2. Click 'Add Parent' and enter a parent's name and mobile number. Press 'enter'. You will see a link which is the unique profile for that parent. (Don't worry, you don't need to do anything here, it's just a confirmation). When you are ready, add details for additional parents you want to add to your Pod in the same way. Only parents' first name and last initial will be viewable by other parents in your Pod.

The screenshot shows a web browser window with the URL [Families Connect - Pilot](#). The page has a header with the easyPEASY logo and a "Logout" link. Below the header, a light blue banner displays the message "Signed in successfully.". The main content area is titled "Parents" and states "You have 8 parents in your pod." There is a button labeled "+ Add new parent".

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3. For each member of the Pod, when you are ready, press 'Send Welcome SMS' to trigger a text message to be sent to their mobile phone. **Add yourself as a 'parent' to your own Pod by entering your own name and phone number**, the way you have done with other parents.

Send yourself a welcome text. Now you will have EasyPeasy on your mobile as well. This will come in handy later! Adding yourself as a parent will ensure that you receive the same content as parents in your Pod, and will also allow you to share and respond to comments with parents in your Pod.

The screenshot shows the EasyPeasy Families Connect - Pilot interface. At the top, there's a header with the EasyPeasy logo, a 'Logout' link, and a 'Families Connect - Pilot' tab. Below the header, a blue banner displays the message 'Oki! Added Percy to the pod.' On the left, there's a sidebar with a back-to-parents link. The main content area is titled 'Percy Pod' with an 'Edit' link. It contains a box with the 'Parent's access address' (http://play.easypeasyapp.com/#/O2IP3Z8/games) and a note about it being a custom address. A prominent red arrow points to the 'Send welcome SMS' button at the bottom of this box.

This text will be immediately sent, but sometimes can take a couple of minutes to be received. If, for some reason, the text doesn't arrive, you can resend the text again. (You can resend a text like this at any time, for example if a parent has deleted their texts by accident and can't find their way to the EasyPeasy app.)

The screenshot shows the EasyPeasy Families Connect - Pilot interface, similar to the previous one but with a different message in the box. The 'Parent's access address' and its note are the same. However, the message box now contains the text 'Welcome SMS already sent. Send again?' with a red arrow pointing to it. The rest of the interface is identical to the first screenshot.

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The text will welcome that parent to EasyPeasy and include a link that takes them to the app. In the app, they will be able to view a few games to start with, for example:

The screenshot shows the EasyPeasy app's main screen with three game cards:

- Selfies!**
For understanding emotions
- Imaginary Safari**
For your child's imagination
- The Laundrette**
For learning to set goals

SETTING UP YOUR EASYPEASY POD



4. Continue adding all of the parents you want to participate until your Pod is complete (but don't worry too much, you can still add a new parent at any point through out the programme).

easyPEASY Demo Pod

Parents

You have 8 parents in your pod.

+ Add new parent

Albert Cribb
Pat Mask
Porter Caouette
Roxana Pates
Sharita Selders
Tori Fee
Tu Ater
Wade Stearman

SETTING UP YOUR EASYPEASY POD



5. When you are ready, you can make your Pod 'Live'. When you click this button, it will trigger EasyPeasy to send a text message to all of the parents in your pod **each week from that point, on the day of the week and time that you 'go live'**. So, if you press 'go live' on Sunday at 3pm, it means EasyPeasy will start sending prompt texts to parents in your Pod **starting the following Sunday, and each Sunday after that for the duration of the programme (20 weeks)**. So far, in our testing, we've found the best times of day for prompt texts are afternoons on week days (when kids are getting picked up from nursery/school and brought back home), or on weekends when there is time for play. You may have other criteria for when to 'go live' (e.g. perhaps you'd like weekly games to be released on the morning of a face to face session at your children's centre or school, so you can try playing them together in the session).

easyPEASY Families Connect - Pilot [Logout](#)

Parents

You have 9 parents in your pod.

+ Add new parent

Alexan Westlake
Alison Dougherty
Coralie Merchant
Gemma Anfield
Jen Lexmond
Julie Casey
Laraine Murphy
Percy Pod
Rachel Campbell

Your pod is not yet live. Click the button below when you're ready to make it live.

[Make this pod live](#)



SETTING UP YOUR EASYPEASY POD

6. These are just some of the games currently available in EasyPeasy.

	Default Selfies! For understanding emotions
	Default Imaginary Safari For your child's imagination
	Default The Laundrette For learning to set goals
	Default I am, She is For a child who considers others

	Week 5 Opposites For focusing attention
	Week 6 Scavenger Hunt For building self-esteem
	Week 7 Yummy strawberries For resisting temptation!
	Week 8 The Zoo For creativity and concentration

	Week 1 Treasure Hunt For a determined child
	Week 2 Stepping Stones For a problem solving child
	Week 3 Lunch time For a caring child
	Week 4 Band Practice For building concentration

	Week 9 Colourful cars Learning colours and building determination
	Week 10 Stuck! Working together and building persistence
	Week 11 Dinner Time Creativity and learning about food
	Week 12 Freeze! Releasing energy and listening skills

SETTING UP YOUR EASYPEASY POD



7. In the app, you and all of your parents can chat to each other about each game. So far, we've found that parents use this to share their experience of playing the game with their child. Often, parents come up with ways of adapting the game for their own child, or to play with more than one child.

Different children will have different levels of development, motor skills, understanding of colours and shapes, so the games will not run exactly as they do in the film clips! The important thing for parents to understand is that the games are about building social and emotional skills – listening and understanding a rule, tackling a challenge, persisting, bouncing back from mistakes, working together, connecting, celebrating success.

These are the important things about the game: **how you play is what matters; what you play doesn't matter quite so much.**



Did you know

Thinking about how you compare to others helps kids learn about who they are.

How to play (2 people play, one leads)

1. Explain that you're going to play a game where you will think about how you compare with each other.
2. For each question you ask, they need to respond at the same time either 'I am' or 'she is'. E.g 'who's taller?' - 'I am'; 'who's older?' 'she is'.
3. If both people answer 'I am' you have to battle it out together and decide - maybe it'll be a tie-break!

Top tip

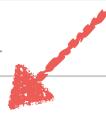
You can make the game harder by asking questions without an obvious answer, like 'who's the silliest?'

1 comment

Jen L.

I really liked this game. what a lovely family.

Type your comment



Add comment



SETTING UP YOUR EASYPEASY POD



8. You can also chat to parents here each week. You can use this as a way to check in with parents through out the week, to guide them as they try out the games, and to encourage participation. Please do!

9. When all of the EasyPeasy games have been shared (20 weeks), parents will no longer receive SMS messages from EasyPeasy, but they will still be able to view the games and videos for your full agreed membership period.



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Our Web App

EasyPeasy Staff	Secure a new client	Create new 'pod(s)' for client	Create new 'pod owner(s)' for client														Receive error message from Pod Owner, troubleshoot and fix problem	Create periodic reports of Parent open and click through rates		Hold Review meeting at end of intervention	Incorporate analytics and qual feedback into future iterations
Pod Boss		Receive email with EasyPeasy Pod login details	Identify parents at my children's centre to participate	Add their name and mobile phone number to the Pod	Press the 'go' button, when all parents added to system											Respond to comments from parents within my 'Pod'					
Parent					Receive 'welcome' SMS with unique link to Web App	See initial bank of games	Watch a video of a game	Read short instructions on how to play	Read 'Did You Know Fact' about how play supports development	Play the game with child	Comment on experience of playing a game in the Web App	Read responses from 'Pod owner' and other parents	Receive SMS prompt one week later with new game	Watch the new video, read instructions and 'did you know fact'	Play game with child	Experience a bug or problem accessing videos	Tell Pod Owner, who will troubleshoot the problem troubleshoot it				
Child										Play game with parents	Watch	Ask to play the games again	Play more		Play more		Ask to play the games again				

Sales and relationship building

Setup and admin

Running the intervention

Key: Face to face

SMS

Mobile App

Email



let's go!

