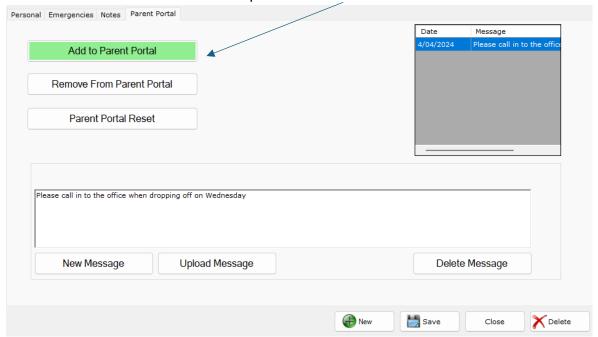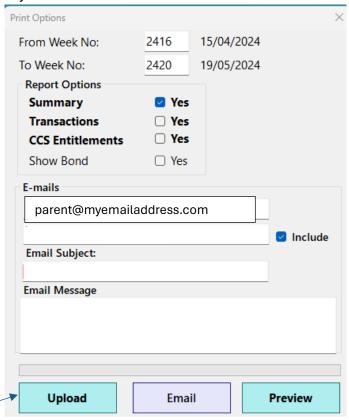# Quick Summary of Parent Portal

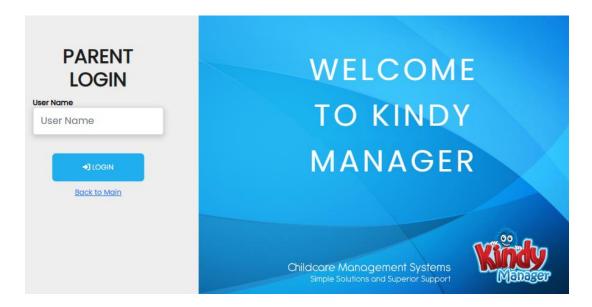From the Families screen – Add the parent to the Parent Portal

Any messages uploaded from here can only been seen by this parent.

When printing a single-family statement

New **Upload** button will send Statement to Parent Portal
(If you have already added this parent to the parent portal)

Parent will go to "kindymanager.com.au"

Their email address is their username.
User will be asked to create and confirm a pin number of their choice.

Click onto a Message or a Family Statement to view.

Note:
When uploading in bulk, only those families that have been added to the portal will be uploaded.

(No more blocked emails)