

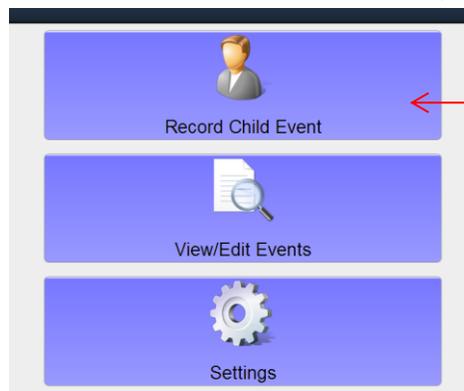


Real Time. Peace of Mind.

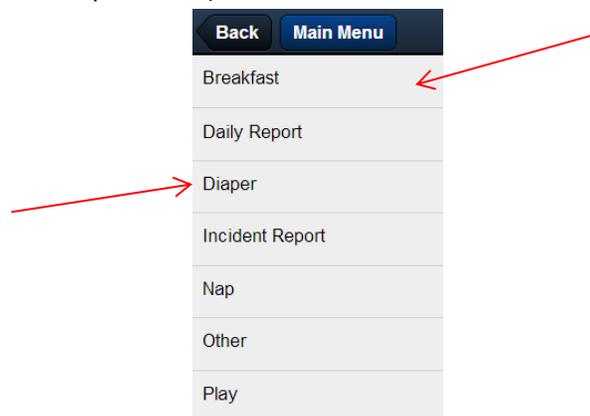
How to Record Events if You Are a Parent:

Parents, as well as early education providers, can use KidReports to record their own children's events. The process is fast and easy! Just follow these steps:

1. Download the KidReports app from either [Google Play](#) or the [Apple App Store](#). You can also use any computer or laptop by accessing our secure website <https://secure.kidreports.com/m/>.
 - a. **NOTE:** If using the secure website, please be sure to download Google Chrome, as our service does not work with Internet Explorer. Chrome can be downloaded here: [Link to Google Chrome](#)
2. Log into your app or the secure site by typing in the username and password you created when you setup your online KidReports profile.
3. To record an event, select "Record Child Event" in the main menu (see below).



4. You will then be taken to your list of children enrolled in KidReports. Select the name of your child for whom you wish to record an event for.
5. You will then be taken to the list of activities you can record for your child. Select the event you would like to record (see example below):



6. You will then be taken to a screen where you can select details from the pre-built menu. Or you can add other options not included in the list by selecting “Add Option.” Once complete, select “Next” :

Select From the Existing List

Play Details	
Played With	
Balls	✓
Blocks	✓
Books	✓

Or Add an Option on the Fly

Toys	✓
Tummy Time	✓

Add Played With option

7. You will then be taken to the last screen where you can add notes or change the date or time. Once you are satisfied with your entry, select “Save” and the event is then added to your child’s profile!

Event Details	
Notes	Enter additional notes here...
Date	01/06/2013
Time Occurred	03:30 PM

8. Lastly, you can always access and edit events you saved by selecting “View/Edit Events” from the main screen. Select the event you would like to edit and follow the same steps above to make the changes and record the event.

