

Instructions For Parents

In order to register for Remini, you will need to be invited by your school's admin or teachers. You should have received an invitation to join via email. If you do not see an invitation in your inbox, check your junk folder in case it was accidentally marked as spam. If you do not see the invitation in your inbox or in your junk mail folder, please check in with the teacher/admin to see which email address they sent the invite to, and you can ask them to resend it to the correct email address.

HOW TO REGISTER YOUR ACCOUNT

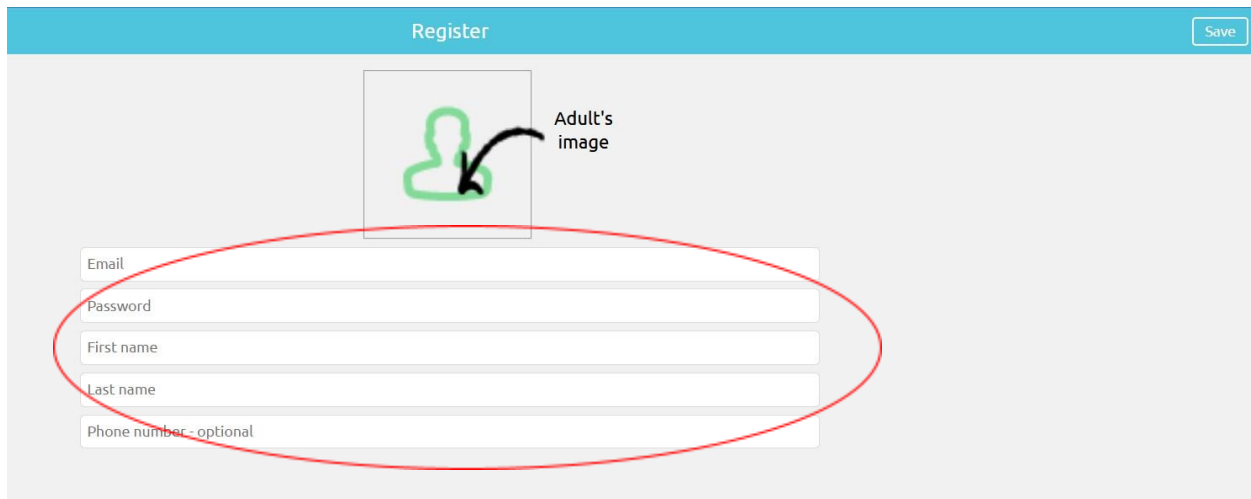
Once you open the email you will see an “accept” or “accept invite” button. If you click the button on your smartphone, it will bring you to the App/Playstore to download the app, and if you're viewing from the computer, it will bring you to the website.



After the app is downloaded, click the “**Register**” button (Not **Login**). **You will need to register with the same email address that you were invited to the system with.** If you wish to change the email address associated with Remini, you can do so after you complete registration.



When registering, you will input your email address, password, first and last names, as well as cell number. The email needs to be the same as the one you were invited to Remini with, and the password must be at least 6 characters long. The password cannot contain symbols or be something easy to guess like 123456. The cell number is optional, but we recommend including it so the school can send you an emergency SMS if needed.



Register Save

Adult's image

Email

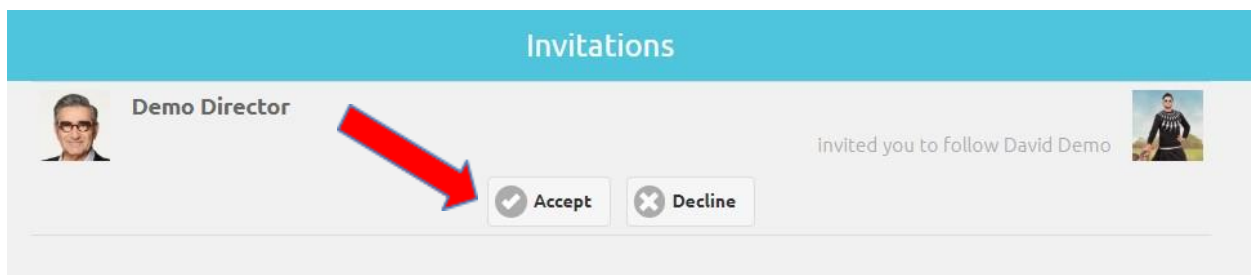
Password

First name

Last name

Phone number - optional

Once registered, you will be brought to the invitation page, and you will see an invitation to be the parent of (your child's name). Click "Accept" to connect to your child and their class. If you skipped this screen, you can find it again by opening the Menu and clicking Notifications. Open the specific invitation and click "Accept".



Invitations

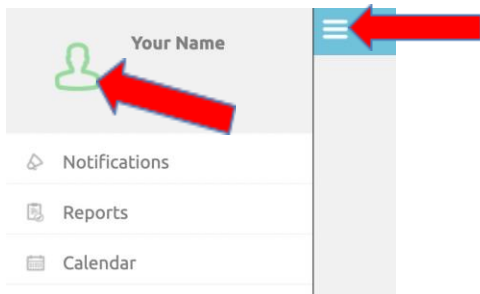
Demo Director

invited you to follow David Demo

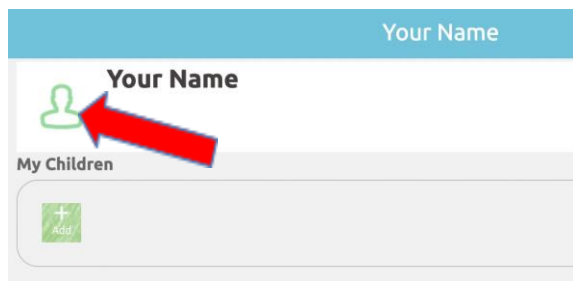
Accept Decline

HOW TO ADD YOUR PROFILE IMAGE

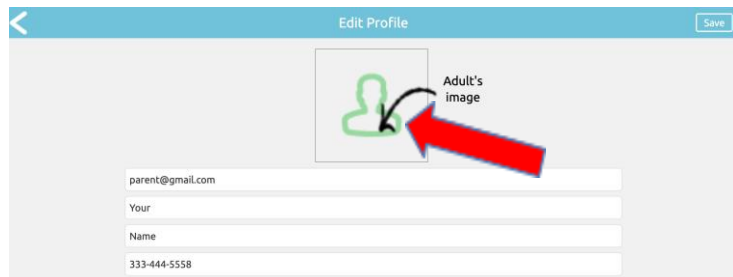
To add your profile image, follow the prompts to add your photo when you are registering. Or after you have registered and logged in, please click the Menu button in the top left (3 horizontal lines), and click your silhouette icon next to your name at the top of the Menu.



Click your silhouette again

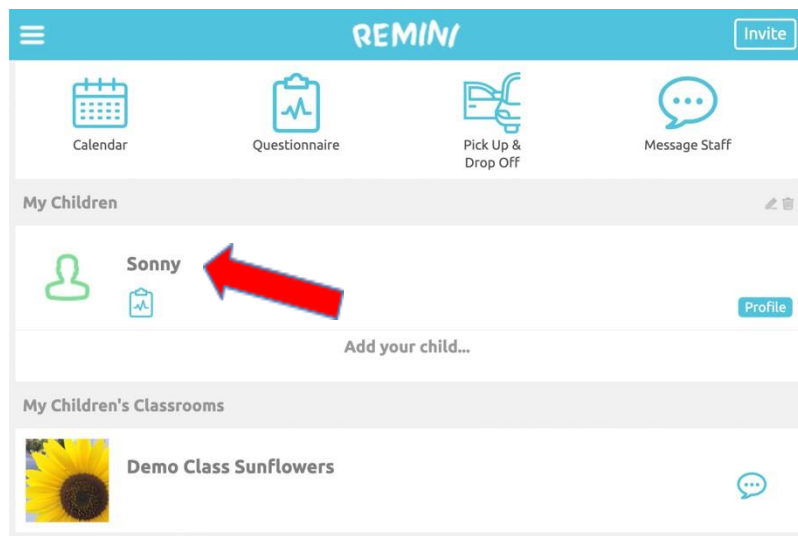


Then click the profile image labeled “Adult’s Image,” and follow the prompts to select your profile photo.



HOW TO ADD YOUR CHILD’S PROFILE IMAGE

You may edit your child’s account details by clicking on your child’s profile from your home screen.



Click the silhouette in the top left corner.



Edit the details in this screen as needed, and you can click on the top image “Child’s Image” and follow the prompts to upload a new image. Be sure to click SAVE in the top right.

HOW TO INVITE ANOTHER PARENT AND FANS from Parent Perspective

Once you are in your account, click “Invite” in the top right corner to invite another parent/guardian or a Fan. Add their email address, and an invitation will be sent to them by email so that your co-parent, guardian, or Fan can view your child if they weren’t sent an invitation from the school.

Click “Invite co-parent” if you want to invite another parent/guardian. Click “Invite fans” to invite grandparents, nannies, or other close family/friends to view your child’s photos and videos by creating their “Fan” account.

The “Fan Account” enables people to securely view content on your child’s individual profile page but not the class page.

Allow a Fan to complete the child's questionnaire or attendance by toggling permissions to Yes.

Select Invitation Method

Enable new user to fill out your child's questionnaire?

☐ No

Enable new user to check your child in/out?

☐ No



Via email

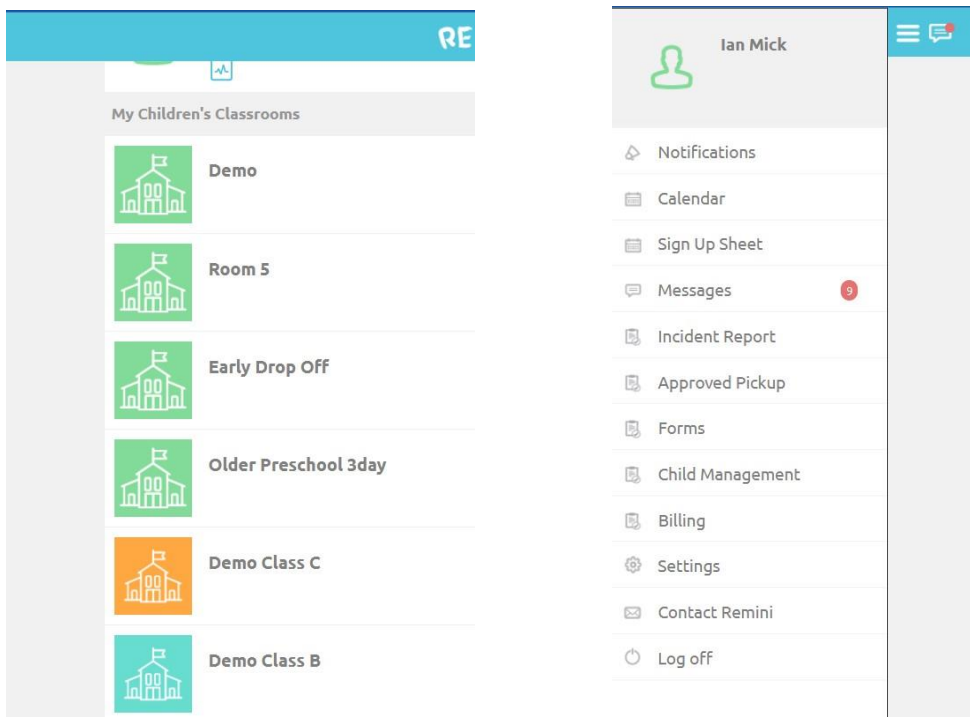


Via text message

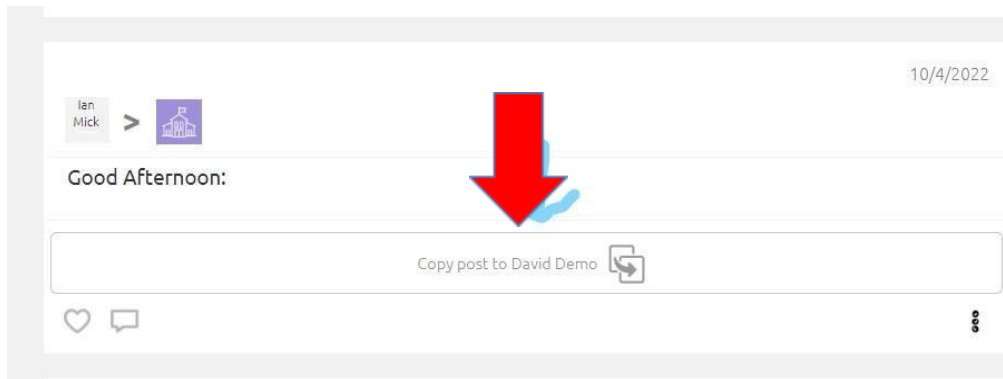
What To Do After Registering

After accepting the invitation, you can view content shared by teachers & admin on the class page and your child's page. Staff are able to share content (photos, videos, & text) program-wide, by class, child, or to select groups of parents in a class. When a staff member shares content, you will receive a notification within the app as well as via push notification and email.

Parents can view content on the Calendar, Sign Up Sheets, and communicate with staff via the Messages feature.



Parents can copy posts (photos, videos, and text) that weren't originally tagged or shared privately, from the class page to the child's profile page. This is done by finding posts you like and clicking "Copy post to Child's Name". Once copied, the post can then be viewed by "Fans."



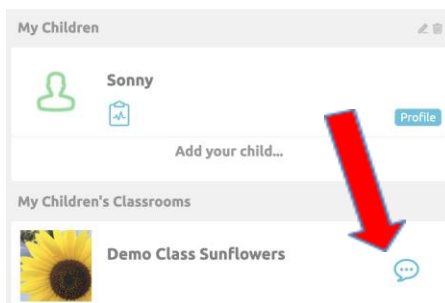
How Communication Should Work Within the App

The platform enables staff to staff to share photos, videos, and text posts with the entire program, individual classes, individual sets of parents, and groups of select parents privately. Parents can receive communication/ posts but not create entirely new posts on a class page. However, parents can "heart" and comment on class page posts, and other parents can view comments and comment back and forth with other parents. Parents cannot view other children's portfolio pages.



How to Message Classroom Staff

Parents can have a live conversation with staff via the Messages feature. They can access the messenger by clicking the text bubble to the right of their child's class name on their home page.



After clicking the text bubble, parents will be brought to the conversation page where messages can be sent to teachers.



Parents can also access the messenger from the Menu. Once the message is sent, **all of the staff in that class** will receive the message and notifications. The Admin can see all of the messages and jump in at any time during the conversation. When staff sends you messages within the Messages feature, you will receive notifications in the app and via email unless you disabled your notifications on your device.

[How to Access Forms](#)

Remini makes it easy to manage your classroom documents and forms. Follow these simple steps to access the forms section:

Step-by-Step Instructions:

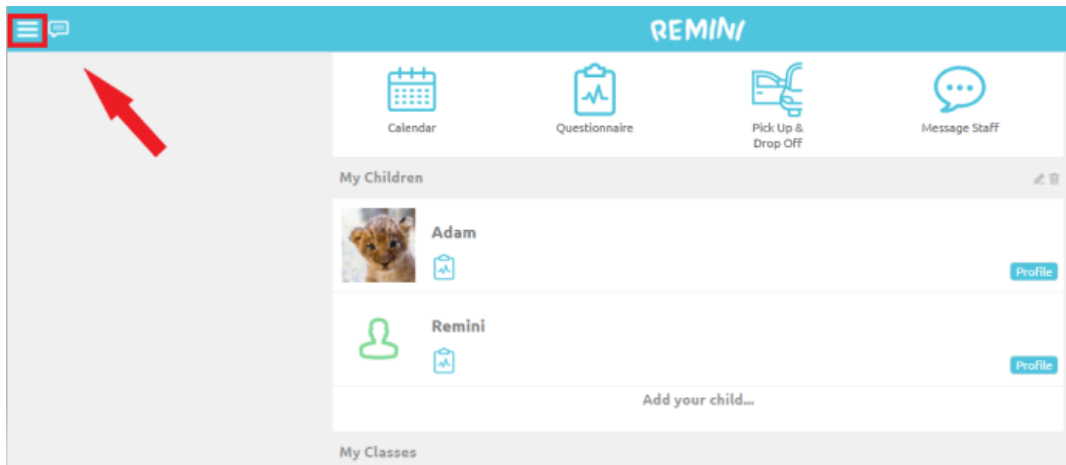
1. Open the Remini App

Launch the Remini app on your mobile device or tablet.

2. Tap the Three Lines Menu

Look at the upper left-hand side of your screen.

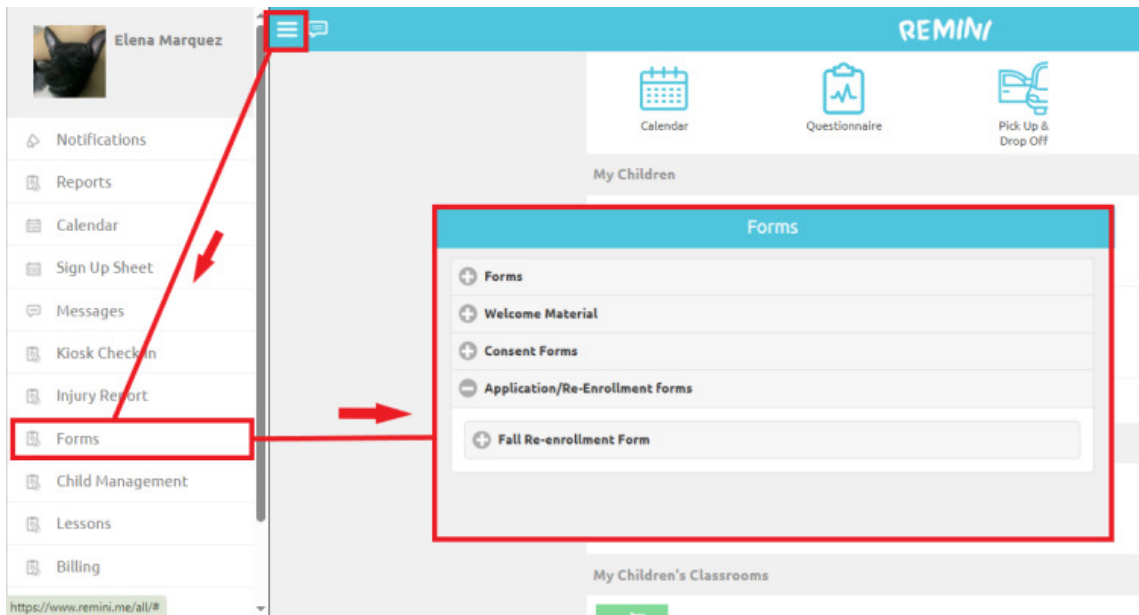
Tap on the three horizontal lines (≡) to open the main menu



3. Select "Forms" 📄

From the menu options, scroll and **tap on "Forms."**

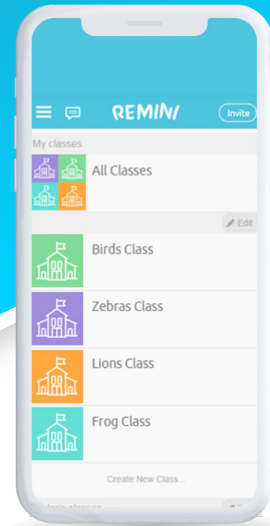
This will take you to the section where all forms are stored and accessible.



💡 **Tip:** Make sure your app is updated to the latest version to access all features smoothly.

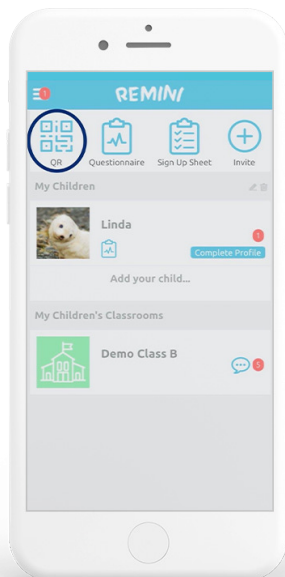
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Guide to Check-in & Check out of Children by Parents



Option A (Recommended)

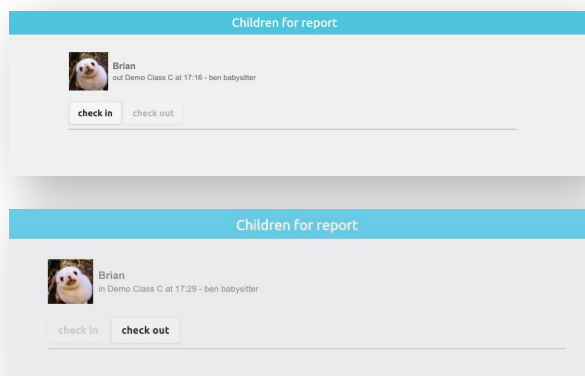
1 | Enter the App and press QR on the home page:



2 | Scan the QR code posted by the school:



3 | Click on check-in or check out:

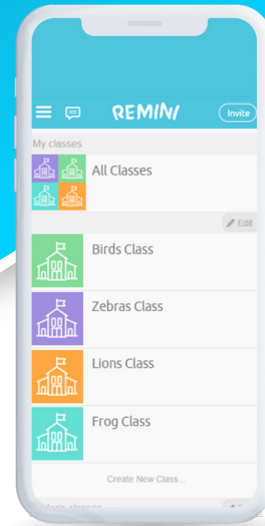


4 | Complete your E-Signature and press OK:

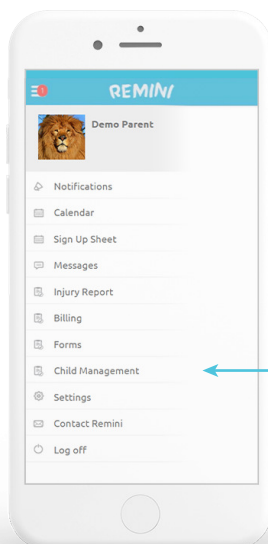


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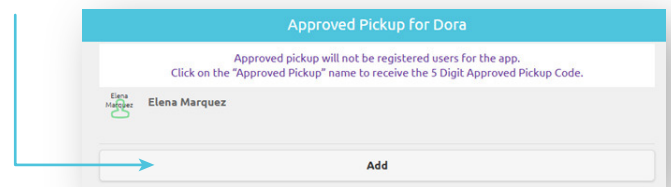
How to Add Approved Pickups as a Parent



1 | Click the three horizontal lines on the top left to open the sidebar menu, then select "Approved Pickup".



2 | Click "Add".



3 | Enter the approved pickup details, then click "Save".

Add Approved Pickup Save

Approved pickup will not be registered users for the app.
Click on the "Approved Pickup" name to receive the 5 Digit Approved Pickup Code.

From Date:
19/02/2025 ☐

To Date:
19/02/2026 ☐

First name:
Marissa

Last name:
Reyes

Email:
test@test.com

Phone number:
Phone number

4 | Once saved, click on the approved pickup you added to view the 5-digit Attendance Code.

Approved Pickup for Dora

Approved pickup will not be registered users for the app.
Click on the "Approved Pickup" name to receive the 5 Digit Approved Pickup Code.

Marissa Reyes

Elena Marquez

Add

Marissa Reyes

Attendance code: 19915