



## Parent Quick Start Guide

### What is LivingTree?

LivingTree is your community's own private network. As a parent, you'll see posts (messages, photos, files) and events from your children's teachers and school administrators. You're able to join in the conversation by sharing posts, direct messages, calendar events and more with your children's classes. Be on the watch for the 'Welcome to LivingTree' email for your username and password – as soon as you're in, enhanced engagement can begin!

### Overview

The screenshot shows the LivingTree parent interface. At the top, there are navigation icons: Conversations (1), Calendar, My Network (4), Inbox (1), and Directory. The user's name, Alana Norris, and an Options menu are in the top right. On the left, there is a navigation pane with 'ALL' (2), 'ME', 'FAMILY' (Norris Family, Garrett, Lowe's 1st Grade A), 'GROUPS', and 'ORGANIZATIONS'. Below this is a 'Have a group code?' section with a 'Click here to join' button (3). The main content area has a 'SHARE' section with 'MESSAGES', 'PHOTOS', and 'FILES' buttons. Below this is a 'FILTER BY' section with 'All', 'Pinned', 'Files', 'Photos', 'Events', and 'Users' options. The main feed shows a post from Amelia Lowe (1) with a 'Welcome to LivingTree!' message. Below the post are icons for comments, likes, and shares (7). At the bottom, there is a 'LivingTree Welcome' private message (6) with a link to support resources. On the right, there is a 'TODAY' section with dates for Mon, Apr 13th and Tue, Apr 14th (6). Below this are app store links for the iPhone App Store and Google Play, and social media icons for Facebook, Twitter, LinkedIn, and Pinterest.

1. Think of Conversations as your “homepage”. You can scroll through your stream to see to the posts that have been shared with you (from your child’s teachers, school admin, other parents, etc.). As a parent, you can share with any of your children’s classes.
2. You will see your children and the classes they’re connected to in your left navigation pane. Click on a class or child to view content that’s been shared with a specific class.
3. Group Code is another way to connect to a class. If you’re ever given a group code printout, you can click on this button to plug in the code and connect with the new group.
4. Click on any top nav application (Calendar, My Network, Inbox, Directory) to take a look! Skip ahead to read a brief description for each.
5. These buttons are shortcuts to take you into account settings (edit profile & preferences), ‘my network’ (to edit your groups & connections), and will allow you to add a group code – if you have one.

- Here, you'll have a quick view of the events coming up within the next two days. You can always click on 'Calendar' to see a day, week, or month view of your LivingTree events. Your calendar will populate with events as teachers or the school shares them with parents

## Share a Post!

Jumpstart your LivingTree experience by sharing with your child(ren's) class! The teacher and other parents in the class will receive your post in their Conversations stream.

The screenshot shows the 'Share a Post' interface in the LivingTree app. At the top, there are three tabs: 'MESSAGES' (with a green circle '1'), 'PHOTOS', and 'FILES'. Below the tabs is a 'Close X' button. The main content area has a subject line field with 'Box Tops Collection Day' (marked with a green circle '2'). Below the subject line is a rich text editor with a toolbar containing icons for bold (B), italic (I), underline (U), bulleted list, numbered list, link, unlink, indent, and outdent. The text area contains 'Hello Ms. Lowe's class! Just a reminder to bring your collection of box tops to school today. :)' (marked with a green circle '3'). Below the text area is a group selection dropdown menu with 'Garrett Norris - Lowe's 1st Grade A' (marked with a green circle '4'). The dropdown menu lists several options: 'Just Me', 'Norris Family', 'Garrett Norris', 'Just Mom/Dad', and 'Lowe's 1st Grade A' (which is selected and has a green checkmark). At the bottom, there are three checkboxes: 'Notify recipients' (checked, marked with a green circle '5'), 'Disable comments', and 'Allow re-sharing'. To the right of these checkboxes is a green 'POST' button (marked with a green circle '6').

- Click on 'Messages' 'Photos' or 'Files' to begin. If you are posting photos or a file, click on the respective icon. You can upload photos/files from your device.
- If you like, add a subject line for your post.
- Type your message in the message field. Utilize the formatting buttons to get creative with your post.
- Click the dropdown to select whom you would like to share with (classes are listed under the child/student's name). Click on the class you want to share with.
- Check 'Notify recipients' to send notifications for your post. Notifications are sent via email and mobile (through the LivingTree app). You can disable comments for your post (if you do not want others to comment), and allow re-sharing (if you'd like recipients to be able to share your post with their other LivingTree groups).
- Click 'post' and you're done – recipients will see your post in their Conversations stream!



This is where you can view all of the events that have been shared with you, and where you can create and share events with your children's classes, or your own private family group. Events can include reminders, volunteer tasks, RSVPs, notifications, and more! Check out our calendar guide at [support.livingtree.com](http://support.livingtree.com) to learn all about the LivingTree calendar.



Here you can invite other parents/caregivers to your family group (they'll receive the same content through the class and school), rename your family; remove a connection to a class, and more. You can read a lot more about 'My Network' on our support site: [support.livingtree.com](http://support.livingtree.com)



**Inbox**

While you can share with groups in Conversations and Calendar, Inbox is perfect for reaching out privately to any teacher, staff member, or fellow parent at the school. No need for email addresses – just type your recipient's name in the 'To' field. They'll receive your direct message in their LivingTree account. They'll also be notified of your message via email/mobile. We've got more to say about inbox at [support.livingtree.com](http://support.livingtree.com).



**Directory**

Here's a complete list of the people connected to your LivingTree groups. Click on a class or school to see the contacts in each group. You can click on a contact's name to view their profile, or send them a direct message. Our directory guide at: [support.livingtree.com](http://support.livingtree.com) will tell you more.

### **Download the Mobile App!**

One of the easiest ways to use LivingTree is to download the free mobile app for both iPhone and Android devices. You can post photos, create events, direct message, and do almost everything you can do on the web right from your phone! Just go to your app store on your phone and search for LivingTree (one word).

If you have any questions about LivingTree or about your account, please don't hesitate to email [support@livingtree.com](mailto:support@livingtree.com) for assistance.

We hope you enjoy using LivingTree!  
-The LivingTree Team.

