

# Parent's Guide to Livingtree

## GETTING STARTED

All you need is an email and password – no group code needed! Visit [www.livingtree.com](http://www.livingtree.com) and click **LOGIN**.

Enter the email you used during school registration, and click **"Forgot Password?"**. LivingTree will send you an email with instructions to reset your password. If you can't remember this email or don't have one, contact your campus front office.

Once you log-in, check your connections located on the left. You should see your child(ren) listed and linked to their current teachers. Not there? Contact your school's front office.

*Your child(ren) & current teachers.*

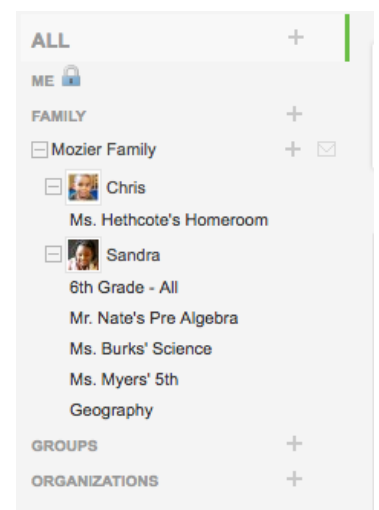
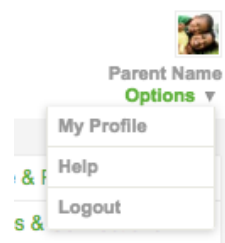
Set-up your profile! Find **"Options"** in the top, right corner, and select **"My Profile."**

*How to access your profile.*

Click **"Edit Profile"** to update your preferences:

- Change your password
- Add a profile picture
- Add a cell phone number to receive alerts by text message
- Choose your language setting for translation
- Select how and what to be notified about

**Save!**



## USE LIVINGTREE TO ENGAGE WITH TEACHERS

Think of **"Conversations"** as your homepage. Here you will see your news feed and access the main features.

- **Calendar:** view and schedule events
- **My Network:** manage your family/group information
- **Inbox:** send a private message to a teacher directly
- **Directory:** see your classroom teacher and parents

*Your "homepage" for all your main features.*

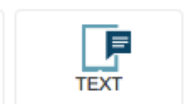
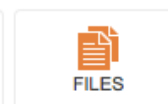
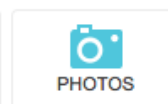
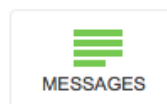


Want to post something? Use the **"Share"** box:

- **Messages:** post a message and choose your recipients
- **Photos:** upload a fun photo and choose your recipients
- **Files:** upload a document and choose your recipients
- **Text:** send a text message and choose your recipients

*Several ways to share.*

SHARE



Want to interact? Each post on your news feed has interactive features at the bottom:

- **Comment:** share your thoughts or respond to the sender
- **Heart:** say you really like a post
- **Arrow:** re-share the post
- **Pin:** save your post to your 'pinned' feed
- **Alpha box:** translate posts, comments or inbox messages to your preferred language

Many ways to interact and share.



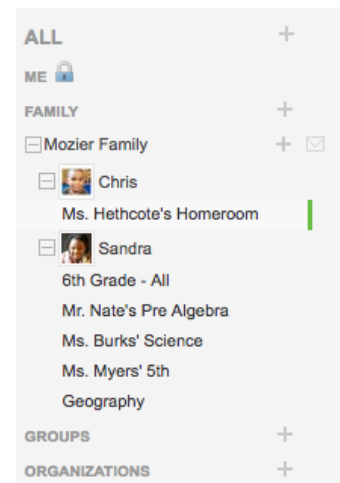
Want to filter your news feed?

Use your left navigation pane to filter your feed.

Click each connection on the left and your news feed will show posts created by members of that list only.

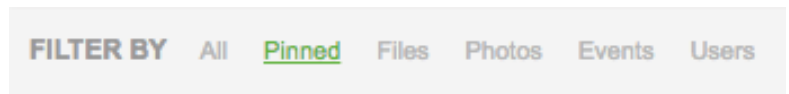
To see:

- Only post you've shared with 'Just Me', click **ME**
- Only posts pertaining to your family's connections, click **FAMILY**
- If you're also a member of a group, filter your feed on the group's conversations by clicking on the group's name, listed under **GROUPS**
- To view posts by everyone, click **All** (default)



To filter your feed on a type of post, use the filter buttons located directly under the SHARE buttons in Conversations and click:

- **All** to view all posts (default)
- **Pinned** to view the items you have pinned (using the pushpin button).
- **Files** to view posts with file attachments.
- **Photos** to view posts with photo attachments.
- **Events** to view the events requiring RSVP, sign up, or events that were shared with a notification.
- **Users** to view posts shared by a contact (teacher, school administrator, fellow parent)



**Invite other family members** to join by clicking the envelope icon next to your family name.

Then enter the name and email address, and LivingTree will send them an invitation to join. Once they accept, they will receive the same information from your children's classes and schools.

