



Quick Guide to Boardingware: Parent Account

This guide will cover:

- Connecting to your child
- Approving your child's leave request
- Approving your child's leave request via email
- Viewing your child's live leave records
- Applying for leave on behalf of your child
- What to do if you have trouble getting started

Connecting to your child

1. When you connect with your child you will be able to approve and apply for leave on their behalf. First your school will send you an invitation email like the one below. Simply click the “Connect to my child” link.



Connect to Adam Gray with Boardingware

Hi Thomas Grey,

Boardingware Demo Account invites you to use Boardingware on behalf of Adam Gray. Boardingware will enable you to approve and apply for leave on behalf of your child. Please read the getting started guide and connect to your child.

[Getting Started Guide](#)

[Connect To My Child](#)

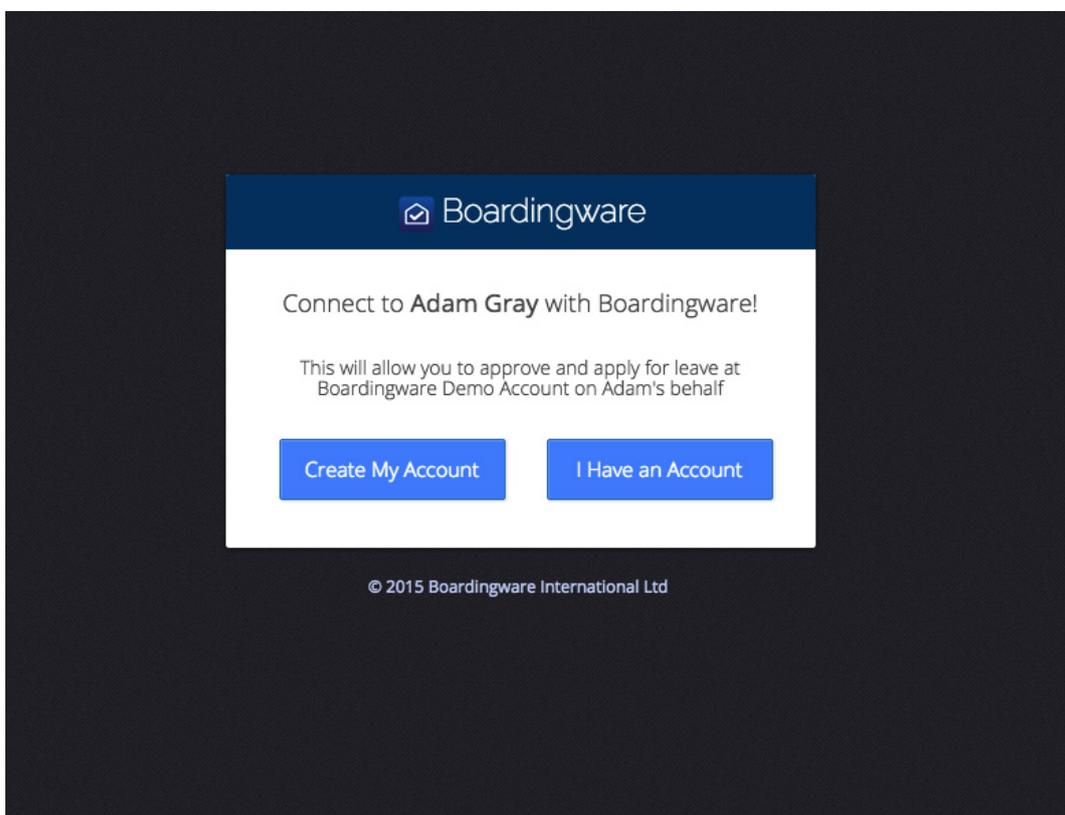
If the above button does not work for you, copy and paste the link below into your browser address bar:

https://app.boardingware.com/signup/eyJ0eXAiOiJKV1QiLCJhbGciOiJIUzI1NiJ9.eyJrZXkiOiI1bXhjImRpaHZzZmc3Z2I5IiwidHlwZSI6IiBhcmVudCIsImFwaV9sb2NhdGlvbiI6InN5ZG5leSIsImhdCi6MTQ2MjIzNDg1MCwiZXhwIjoxNDkzNDM4ODUwfQ.ITxUegHarxoP77Aeudp-UH_fH1V5FY0WUXPj96spneU

Having trouble? Check out our [help center](#) or email our support team at support@boardingware.com

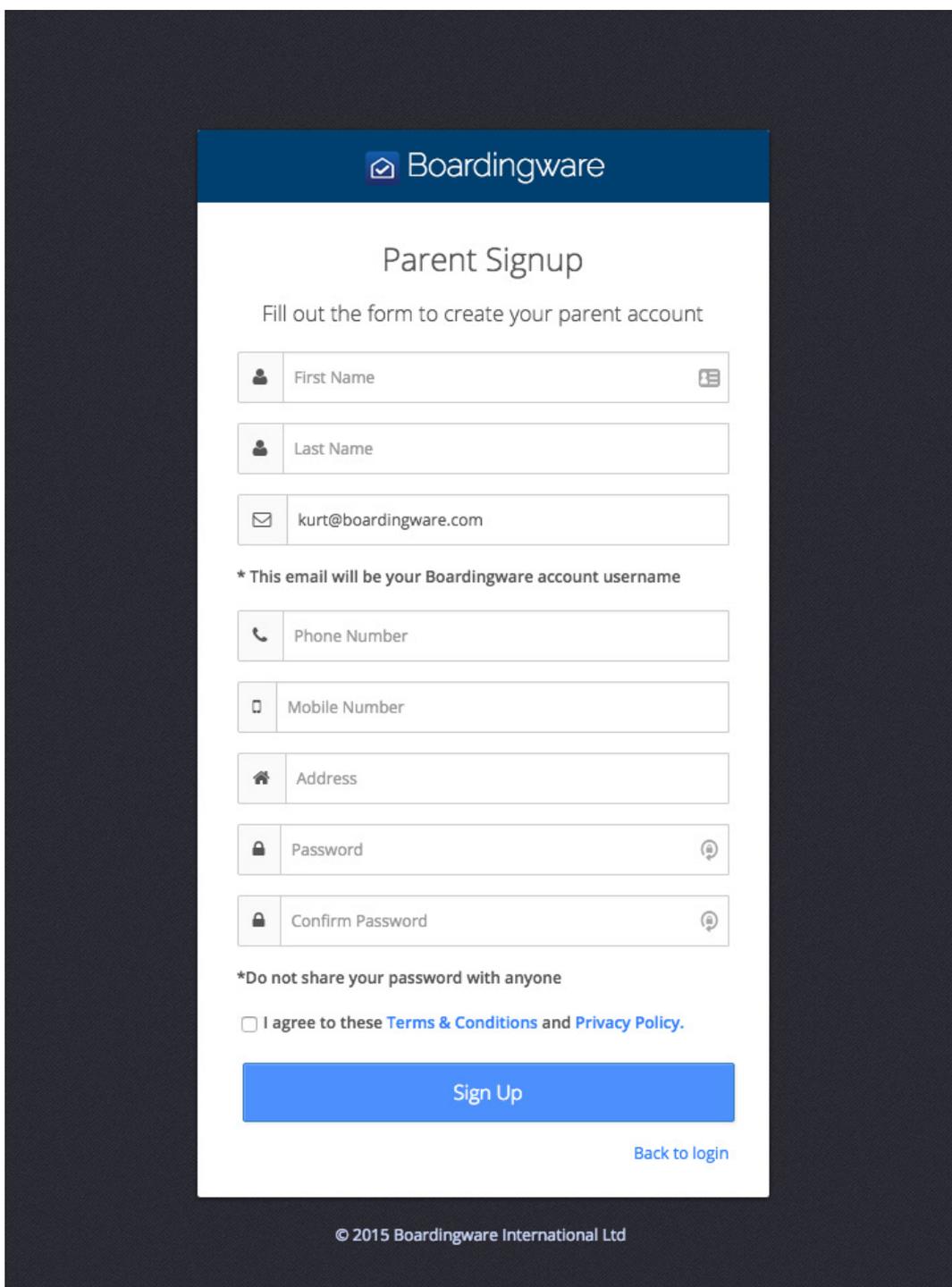
Connecting to your child

2. You will see two options. If you already have a Boardingware account select the “I Have an Account” option. If you do not have a Boardingware account select “Create my Account”.



Connecting to your child

3. If you clicked “Create My Account” you will be prompted to fill out a sign up form. Ensure all your information is correct, agree to the terms and conditions, then click “Sign Up”. This will take you straight into your Boardingware account.



The screenshot shows the Boardingware Parent Signup form. At the top, the Boardingware logo is displayed. The title of the form is "Parent Signup", followed by the instruction "Fill out the form to create your parent account". The form contains several input fields: "First Name", "Last Name", "Email" (with the example "kurt@boardingware.com"), "Phone Number", "Mobile Number", "Address", "Password", and "Confirm Password". A note states "* This email will be your Boardingware account username". Below the password fields, there is a warning "*Do not share your password with anyone" and a checkbox for "I agree to these Terms & Conditions and Privacy Policy.". A blue "Sign Up" button is at the bottom, with a "Back to login" link below it. The footer of the page reads "© 2015 Boardingware International Ltd".

Boardingware

Parent Signup

Fill out the form to create your parent account

First Name

Last Name

kurt@boardingware.com

* This email will be your Boardingware account username

Phone Number

Mobile Number

Address

Password

Confirm Password

*Do not share your password with anyone

I agree to these [Terms & Conditions](#) and [Privacy Policy](#).

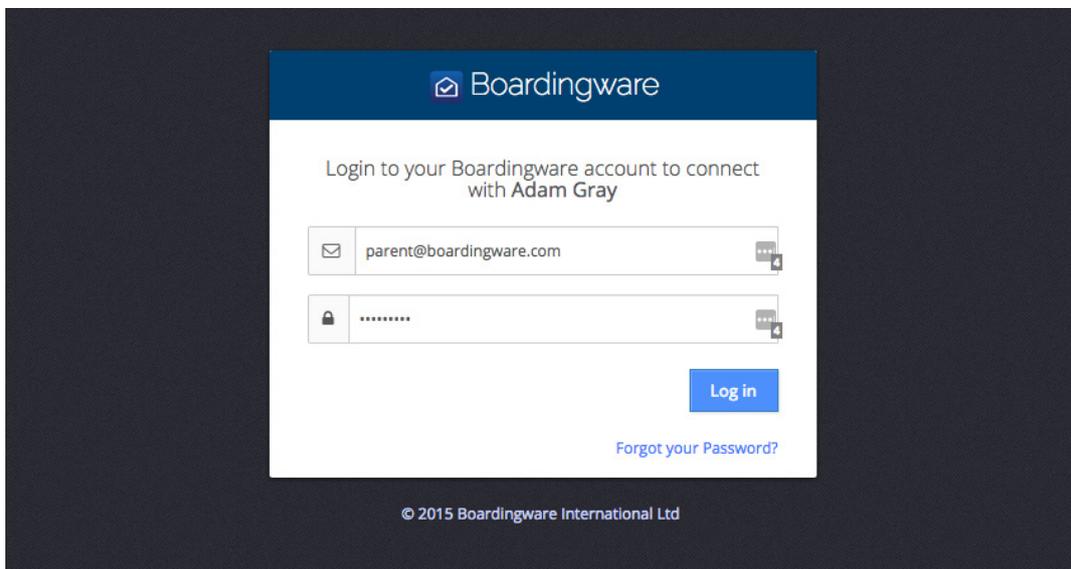
Sign Up

[Back to login](#)

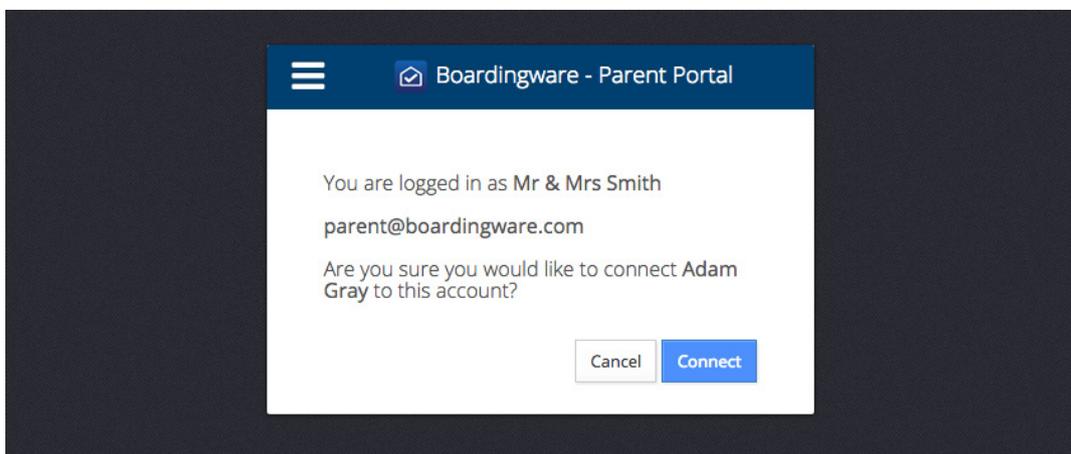
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Connecting to your child

4. If you clicked “I have an Account” you will be prompted to log in before you can connect your account with your child.



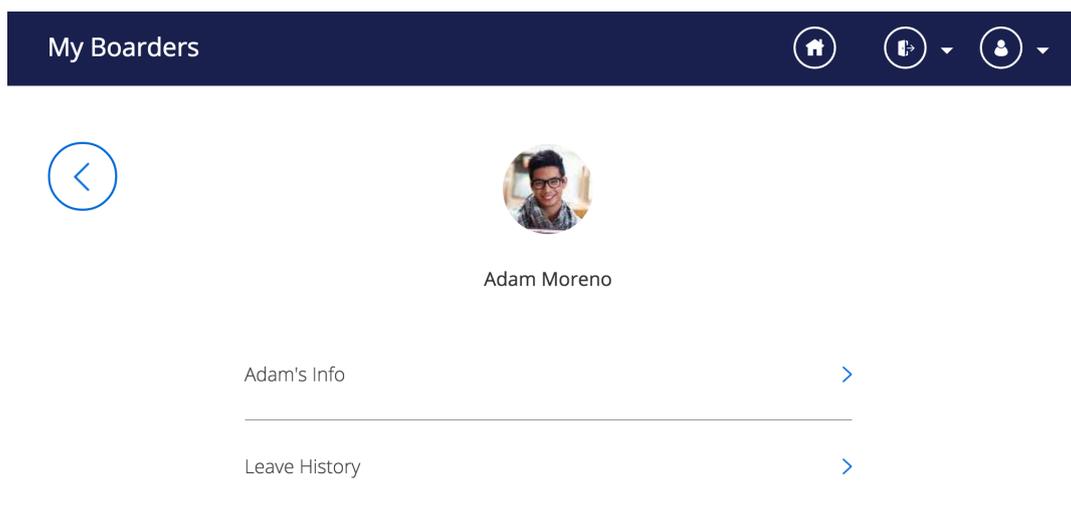
5. Confirm that you are logged in to your account and that you are connecting with the correct child then click “Connect”.



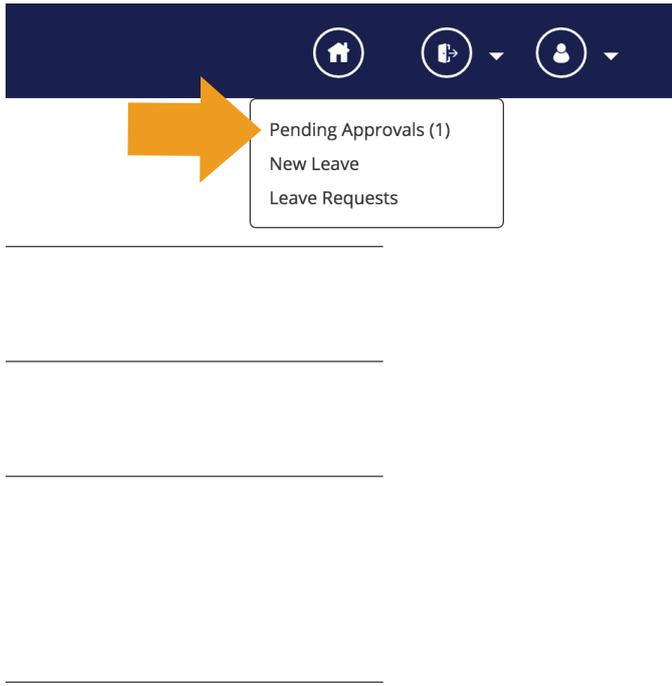


Connecting to your child

6. Once you have completed this process. Check your “My Boarders” page to confirm that your child has been connected to your account.

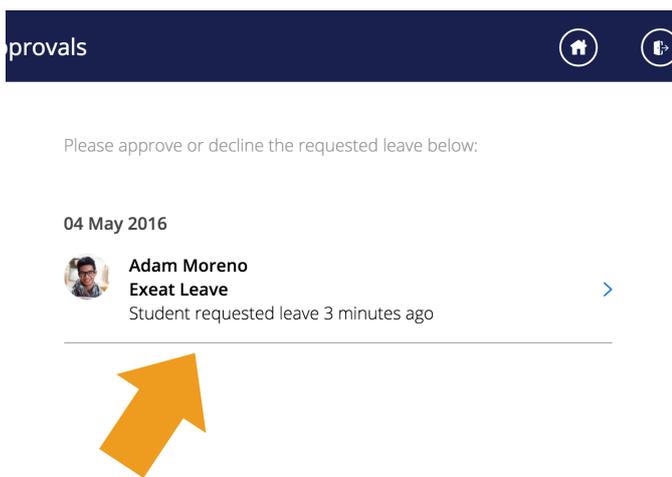


Approving your child's leave request



1. When your child applies for leave that requires your approval, you will receive an email notification asking for your approval.

To review your child's leave request, go to the "Pending Approvals" page.



2. This page will display a list of leave requests pending your approval. Select the request to view the leave details.

Approving your child's leave request

Approval

E

Exeat Leave

Adam Moreno requested leave 4 minutes ago
awaiting confirmation

Student	Adam Moreno
Destination	Home
Address:	123
Host:	Kurt Meyer ▼
Departure Time	06:30 am, Thu 05 May
Departure Transport	Taxi
Return Time	05:30 am, Mon 09 May
Return Transport	Train
Meal before departure	Breakfast
Meal after return	Dinner

Requested by	Adam Moreno
Applied	04:49 pm, Wed 04 May
Confirmation Status	Kurt Meyer (Host) Pending Jason Moreno (Guardian) Pending Test Parent (Guardian) Pending

History & Notes ▼

Add Message

This message will be seen by all parties in the approval process...

3. Once you have reviewed the leave details you can choose to either confirm or decline the leave request. You can also add in a message which will be seen by all parties in the leave process.

Your child's school will see if you have given your permission and take this into account when giving the final approval.

Once the school has made the final decision you will receive an email notification.



Approving your child's leave request via email



[Login to Boardingware](#)

Adam Moreno requires your permission for Exeat Leave.

Message:



[View Leave Request](#)

Having trouble? Check out our [help center](#) or email our support team at support@boardingware.com

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1. When your child requires your permission for leave you will receive an email with a link to the leave details.

Requested by	Adam Moreno
Applied	04:49 pm, Wed 04 May
Confirmation Status	Kurt Meyer (Host) Pending Jason Moreno (Guardian) Pending Test Parent (Guardian) Pending

[History & Notes](#) 

Add Message

This message will be seen by all parties in the approval process...



[Confirm](#)

[Decline](#)

2. Simply review the details and either confirm or decline the leave request. Once the school has made the final decision you will be sent a confirmation email.

Applying for leave on behalf of your child



1. To apply for leave on behalf of your child, select “New Leave” from the leave menu.

leave

e

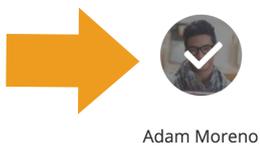
leave

e



2. Select the Boarder and leave type you will like to apply for.

Please select which student(s) you wish to apply for leave:



Leave Type	Exeat Leave	▼
Destination	Please select a destination	▼
Address	Specify address	
Host	Please select a host...	▼

Applying for leave on behalf of your child

Please select which student(s) you wish to apply for leave:



Adam Moreno

Leave Type	Exeat Leave	▼
Destination	Home	▼
Address	12 Augustus Terrace	
Host	Jason Moreno	▼
Relationship:	Mother	
Email:	mario@boardingware.com	
Home Phone:	504-(134)235-3478	
Mobile Phone:	86-(707)592-2424	
Address:	23188 Hauk Alley	
Departure Time	Fri 06 May, 06:00 pm	
Departure Transport	Car	▼
Return Time	Sun 08 May, 09:00 pm	
Return Transport	Car	▼
Meal before departure	Lunch	▼
Meal after return	Late Dinner	▼

Notes
Add any notes related to this leave request

Add Message
I'll be taking Adam home this weekend.

3. Fill out all the leave information and click "Submit".

Your child and the school will be notified of your request. As soon as the school confirms your request you will be sent a confirmation email.



What to do if you have trouble getting started

If you did not receive an invitation e-mail:

- Contact your boarding school staff and check that they have your correct email address on the system
 - If they have the correct email address ask them to resend it
 - Check your email folder
-

If you cannot open Boardingware on your device:

- Boardingware is designed for modern browsers, please ensure you have the latest version of Google chrome installed on your device and try again
-

Still having trouble getting started?

Visit our help center at:

boardingware.zendesk.com

Or, email our success team at:

support@boardingware.com