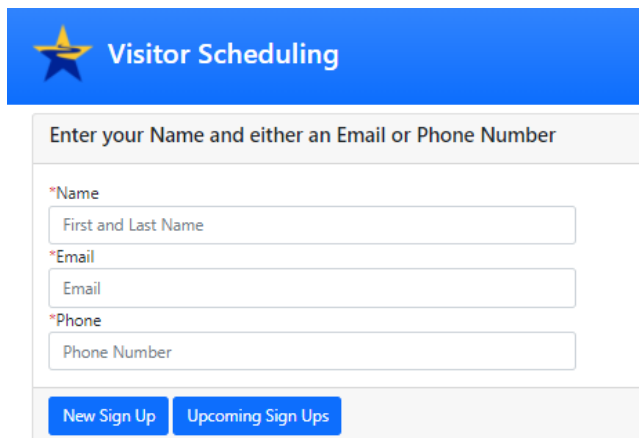


Elementary Lunch Visitor App Instructions

Parent Landing Page

1. When the parent first navigates to the application, they will be prompted to enter in their Name, Email, and/or Phone Number.

Please note: Only Guardian 1 in Family 1 can sign up through the app. They will have the capability to sign themselves up or another person.

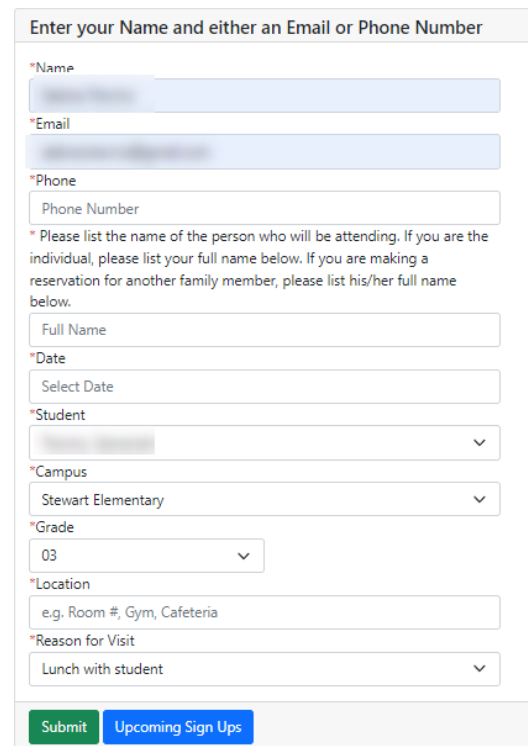


The screenshot shows a blue header with a yellow star icon and the text "Visitor Scheduling". Below the header is a light gray box with the title "Enter your Name and either an Email or Phone Number". It contains three input fields: "*Name" with a placeholder "First and Last Name", "*Email" with a placeholder "Email", and "*Phone" with a placeholder "Phone Number". At the bottom are two blue buttons: "New Sign Up" and "Upcoming Sign Ups".

2. Parents will have the option to either create a new sign up or view all upcoming sign-ups for which they are registered.

New Sign Up

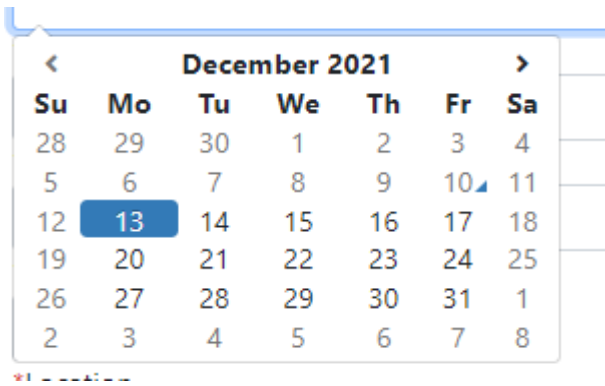
1. Clicking the "New Sign Up" button will reveal additional fields that will need to be filled in before submitting.
2. The email and phone fields will automatically populate for the parent based on what is coded in Skyward for this contact.
3. The parent will enter the person attending lunch with their student whether it is them or another person.



The screenshot shows a light gray box with the title "Enter your Name and either an Email or Phone Number". It contains several fields: "*Name" (blue), "*Email" (blue), and "*Phone" (blue) with a placeholder "Phone Number". Below these is a note: "* Please list the name of the person who will be attending. If you are the individual, please list your full name below. If you are making a reservation for another family member, please list his/her full name below." followed by a "Full Name" field. Then there are "*Date" (with "Select Date" dropdown), "*Student" (dropdown), "*Campus" (with "Stewart Elementary" dropdown), "*Grade" (with "03" dropdown), "*Location" (with "e.g. Room #, Gym, Cafeteria" placeholder), and "*Reason for Visit" (with "Lunch with student" dropdown). At the bottom are two buttons: "Submit" (green) and "Upcoming Sign Ups" (blue).

- When parents click on the date field, a calendar will pop up to allow the user to easily select the date of their registration.

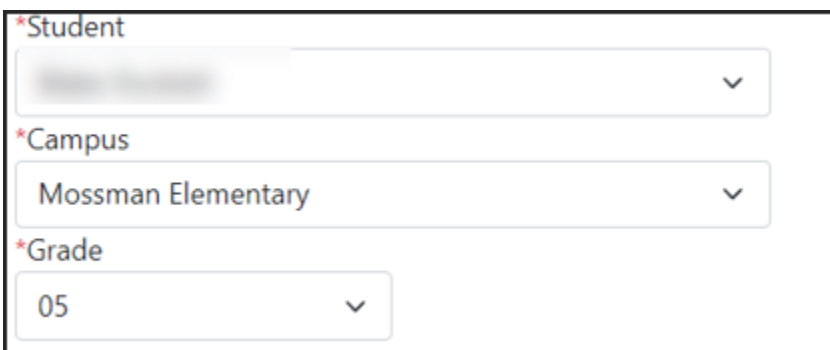
**Note: The first available date to visitors will be the following Monday from the current date.



- The student list will be populated based on the Student Contacts in Skyward that match the visitor Name, and Email or Phone Number.



- When the student is selected, the campus and grade will automatically populate.



- Parents will then enter in the specific location that they will be visiting (Room #, Cafeteria, etc.).



8. The time will not display for the parent to choose as the time will auto-populate to the lunch time for that grade level that has been entered by the office staff.

9. Last, parents will select a reason for their visit.

*Reason for Visit

Select

Select

Lunch with student

Enter your Name and either an Email or Phone Number

*Name

*Email

*Phone

Phone Number

* Please list the name of the person who will be attending. If you are the individual, please list your full name below. If you are making a reservation for another family member, please list his/her full name below.

Full Name

*Date

Select Date

*Student

*Campus

Stewart Elementary

*Grade

03

*Location

e.g. Room #, Gym, Cafeteria

*Reason for Visit

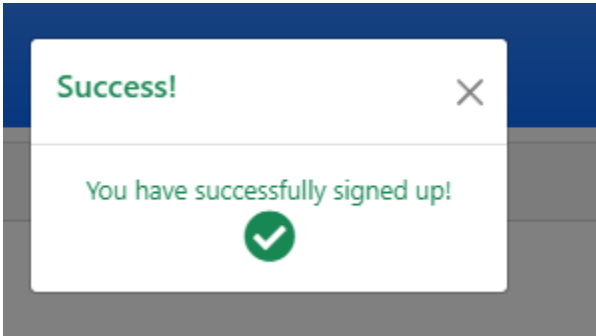
Lunch with student

Submit Upcoming Sign Ups

10. Once all the fields are filled out, the parent will click submit.

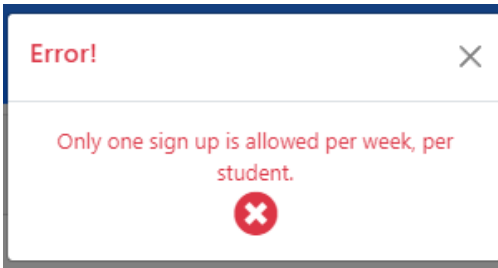
***Please note: Only one visitor per student, per day is allowed to sign up through the app.

11. Parents will be notified whether their sign up was successful.

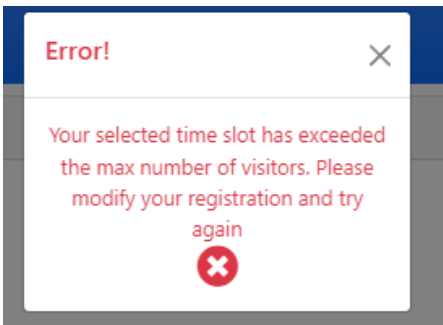


12. If the visitor is already scheduled to have lunch with a particular student, they will receive the following error if they try and schedule another time in that same week with the same student.

***Please note: To allow as many parents as possible to visit in one week, the system will allow one reservation per week per student.



13. If the grade level they have selected has reached the max allowed number of visitors for that day and grade level (currently 10 visitors per day per grade level per campus) they will have to modify their registration date or contact the school.



***A user will receive this error if they are not listed as Guardian 1 in Family 1. This is the only person that can schedule a visit with a student.

Enter your Name and either an Email or Phone Number

You are not listed as a primary family contact for any student. Please contact the campus for further assistance

*Name

*Email

*Phone

[New Sign Up](#) [Upcoming Sign Ups](#)

Viewing/Editing Sign Ups

1. Once the parent enters in their information, they have the option of viewing all the sign ups that are connected to their name, email, or phone number entered by clicking "Upcoming Sign Ups." This shows the information for each sign up in order of Date and time. The person visiting will appear in the attendee column. They will also have the option to either edit their registration (Blue pad with pencil) or delete the registration all together (Red 'X').

Enter your Name and either an Email or Phone Number

*Name

*Email

*Phone

Date	Attendee	Campus	Location	Time	Reason	Actions
2/8/2022		STEW	Cafe	11:00 AM - 11:30 AM	Lunch with student	✎ ✖
2/15/2022		STEW	Cafe	11:00 AM - 11:30 AM	Lunch with student	✎ ✖
2/21/2022		STEW	Cafe	11:00 AM - 11:30 AM	Lunch with student	✎ ✖

[New Sign Up](#) [Upcoming Sign Ups](#)

2. Clicking the edit icon will open the form again for parents to modify any of the fields. Once completed, parents will need to click Submit.

Enter your Name and either an Email or Phone Number

*Name

*Email

*Phone

 Phone Number

* Please list the name of the person who will be attending. If you are the individual, please list your full name below. If you are making a reservation for another family member, please list his/her full name below.

Full Name

*Date

 Select Date

*Student

*Campus

 Stewart Elementary

*Grade

 03

*Location

 e.g. Room #, Gym, Cafeteria

*Reason for Visit

 Lunch with student

3. Clicking the remove icon will delete the record from our database.

1234567890

Date	Campus	Location	Time	Reason	Actions
12/8/2021	ABE	TEst	03:12 PM - 03:14 PM	Lunch with student	