



## STAFF USER GUIDE



# Parent App Quick Guide For Delegates

### DOWNLOAD THE APP

## Get Started

The **Pikmykid App** is available for download on your smartphone's app store (*Google Play, Apple App Store or Windows*). Scan below to download.



APPLE APP STORE

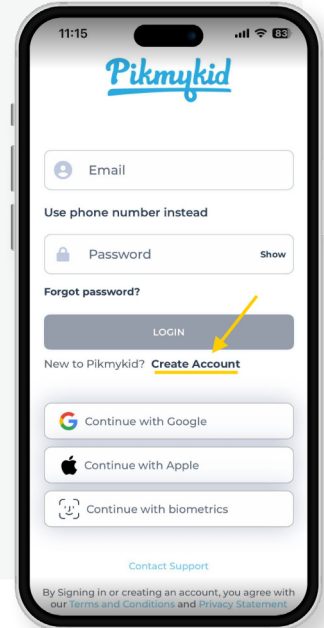


GOOGLE PLAY

### CREATING AN ACCOUNT

## Registration

Once you've downloaded the Pikmykid App, select **"Create Account"** & follow the prompts to sign up. You will verify your email address & phone number before completing your registration. Each delegate will need to register on their own smartphone with their own information.



### USING THE APP

## How To See A Child

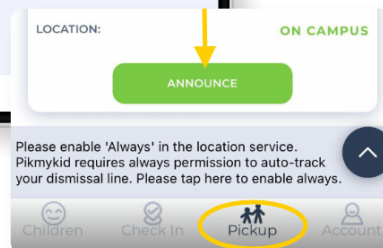
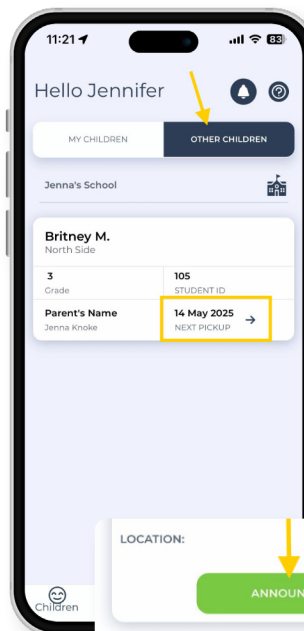
In order to see a student on your **"Children"** Homepage, make sure the enrolled parent has added your name & phone number to one or more days on the student's calendar.

Select the **"Other Children"** to view students you have been delegated for pickup. Click on the date to see any additional details about the delegation.

On the assigned day, the child will show on your **"Pickup"** tab. Select the **"Announce"** green button to announce your arrival.

### PLEASE NOTE

**"Announce"** is only available on the assigned days, while at the school campus & once dismissal has started.



## Contact Us

### NEED HELP?

If you're unable to see the student's name on your **"Children"** tab, please send us an email at: [support@pikmykid.com](mailto:support@pikmykid.com) Make sure to include the name of the school & the name of the child.

