

## Brightwheel

AFC will be using Brightwheel for contactless student check-in and check-out. We may send important messages as needed. All other features will not be utilized. If you need to alert us of any important issues, you must contact the school directly.

## Getting Started on Brightwheel

You will receive an invitation via email and/or text containing a link to download the free app or you can access via the web

[www.mybrightwheel.com](http://www.mybrightwheel.com)

Choose:

- Join Your School
- Parent (under Which Best Describes You)
- Create Account (enter mobile number or email address and password of your choice)

Select:

- Get Started
- A verification code will be sent to your email or phone
- Enter the code to login

## Adding Contacts (Family, Approved Pick-ups, Emergency Contacts)

Initially, you will be able to add and edit Family Members, Approved Pickups, and Emergency Contacts on your child's profile. You will need to contact the school directly to make changes on your behalf once you see the banner that reads:

This profile is available to view only

When adding contacts you are given 4 options: **Parent, Family, Approved Pickup, and Emergency Contact**. Each one has slightly different functions and privileges:

	Parent	Family	Approved pickup	Emergency contact
Create a brightwheel account	✓	✓	✓	
Can check-in & check-out	✓	✓	✓	
View activity feed	✓	✓		
Send and receive messages	✓	Send only		
View child's profile	✓			
View and pay bills	✓			

Emergency contacts **do NOT have** pick-up privileges. In case of an emergency, they will be contacted.

**Only parents, family, and approved pickups may check a child out. Brightwheel will only be used for checking children in and out. We will not send activity feeds, reply to messages or use the bill pay feature.**

### Add a Contact using the Web:

1. Log in, then click on **My Children** at the top
2. Select your child's account by clicking on their name
3. Scroll down to the Contacts section and click **Add Contact**
4. Select the appropriate Contact Type from the dropdown menu
5. Add the new contact's information & click **Save**
6. You can send an invitation to join brightwheel now or at a later date

### Add a Contact using the Mobile App:

1. Log in to the brightwheel mobile app
2. Open your child's profile by tapping on their name
3. Tap the Pencil icon to edit
4. Scroll to the section with the Contact Type header you would like to add
5. Tap **Add**
6. Fill out the contact's information and tap **Create**

### **Modify or Remove a Contact**

Parents with edit permission have the ability to edit or remove contacts from a student's profile at any time. To do so, log into the web or mobile app, and follow the same steps to add a contact to locate the contacts sections of your child's profile. Click Edit if viewing on the web, or simply click on the contacts name on mobile, make your changes and click **Save**. To remove them, click **Remove** next to their name on the web or the **X** on mobile.

### **Change a Persons Contact Type**

If you need to change a person's contact type, you will need to first remove them from the student's contact list and then add them again. Please make note of the email address used. When you add the contact back, choose the new contact type, **enter only the email address**, and save. The rest of the information will pull in from their account.