

THEMES

You are able to change the theme (image) that displays in the background within the parent portal. Besides the default image there are 12 new themes to choose from.

This tip sheet will walk you through:

- Apply parent portal theme
- Troubleshooting

Summary

Apply parent portal theme

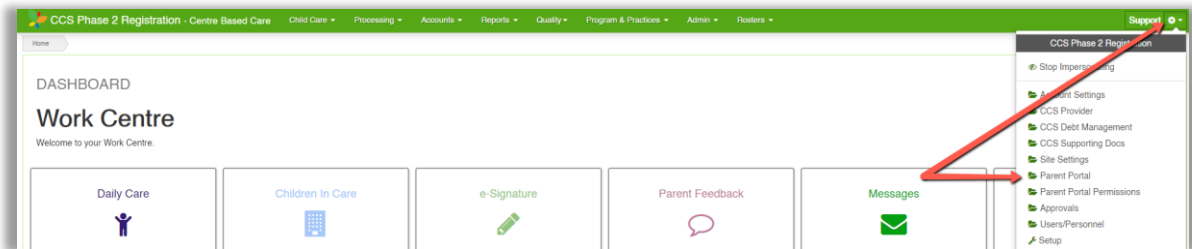
1. Click on settings cog
2. Select parent portal
3. Click on the themes tab
4. Select a theme
5. Click save

THEMES

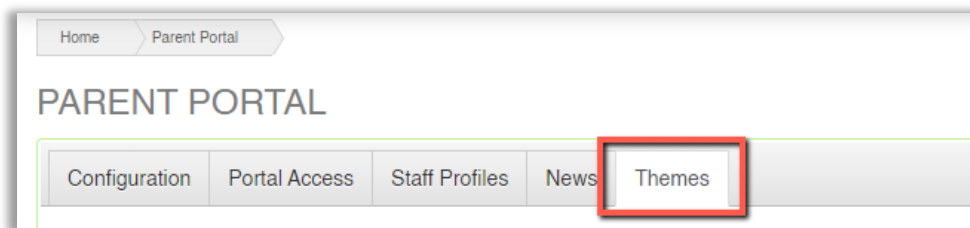
Detailed

Applying parent portal themes

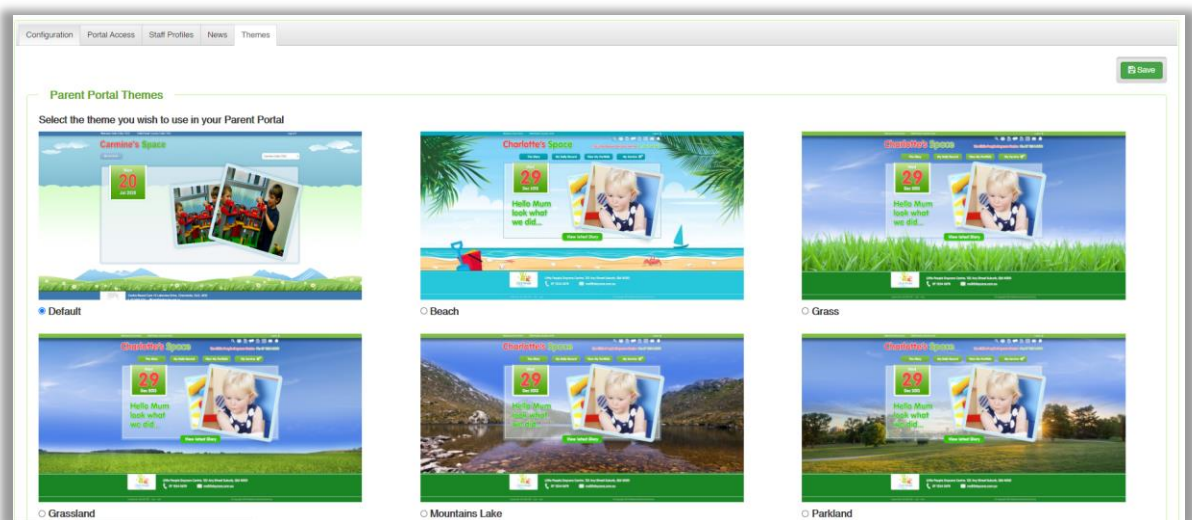
The parent portal will have a default background. To change the image, click on the settings cog then select Parent Portal:



Click on the themes tab:



A preview of all themes will display:



Continue to scroll down to see additional themes:

Detailed cont.



Pier



Play Park



Reef



Sky & Ocean



Tropical Water

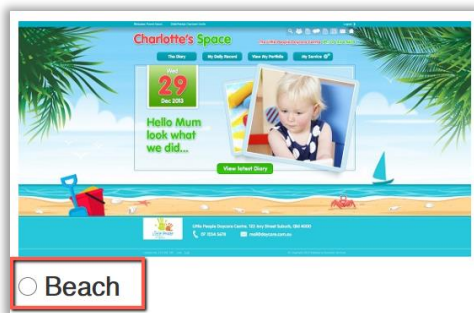


Waves

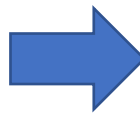


Classroom

Select a theme:



Beach



Beach

Then click Save.

NOTE: Your parents will need to log out and log back in to see the theme changes

THEMES

Troubleshooting

Issue: I cannot see the Parent Portal option within my settings cog.

Why? This will be due to the permissions that have been applied to the role assigned to the user.

Resolution: The user will need to have the option called Parent Portal Guardian Access set to edit (to enable the user to make changes) or view (to enable the user to see but not make any changes).

To fix this please follow the steps below:

First you need to find what type of permission the user has:

1. Click on the cog settings
2. Select user/personnel
3. Find the user within the list and click edit
4. Click on the Sites tab
5. View the role name assigned to the user:



Next, change permissions for that role:

1. Click on the cog settings
2. Select setup
3. Click on the roles tab
4. Next to edit, click on the down arrow and select Permissions
5. Select the component **Admin**
6. Scroll to find the sub-component Parent Portal Guardian Access
7. Drop down the permission type to select either edit or view
8. Click save