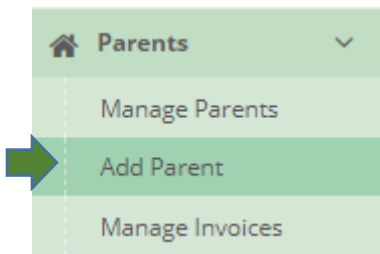**LilyPad**
mylilypadapp.com

Hello! My name is Lily!
I will provide you with
How-To Steps for your LilyPad
journey. Here are a few quick
tips!

Step 1:

After you have created your account, you will need to set up parents. Sign in with your login credentials, Then click into the **Parents** tab on the side menu and **Add Parent**.

Parents ⌄
Manage Parents
Add Parent
Manage Invoices

Create a profile for each individual parent. Parents have the ability to sign their children in with a **Sign-In PIN** and can monitor their children's activities throughout the day by accessing **mylilypadapp.com** and logging in with a **Username** and **Password**.

Username - Must be one word. Must be unique for every user in the system.

Password – Must be at least 4 characters. Parent can change password after logging in. There are no requirements, but we recommend using a secure password.

Provider Admin ⌄
Provider Setup
Manage Staff
Documents & Files
Manage File Folders
Manage Rooms
Miss

Step 2:

Next, you will need to add your rooms. Click on the **Provider Admin** tab in the side menu, select the **Manage Rooms** page, then **Create a New Room**.

Children ⌄
Child List
Add a Child
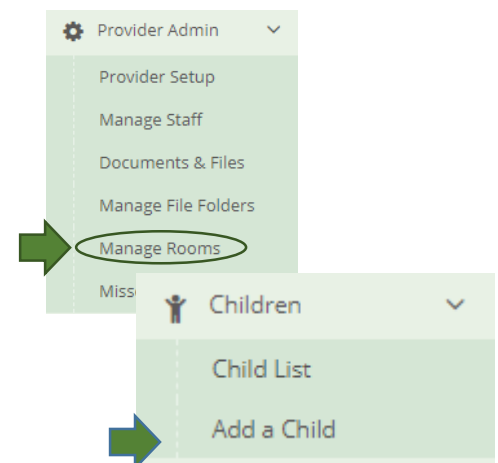
Step 3:

Now you can add children. Click on the **Children** tab, select **Add a Child**, fill in the child's information. Make sure to choose a room for the child and select the appropriate parent(s).

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Cloud-Based Time & Attendance System

mylilypadapp.com

Step 4:
Time to add your staff! Click on the **Provider Admin** tab, select the **Manage Staff** page. At the top right, click "Add New App User." Enter all the required information and choose a role based on the level of access each employee should have. Like the parent logins, the username will need to be one word and the password can be changed after the employee has logged in.
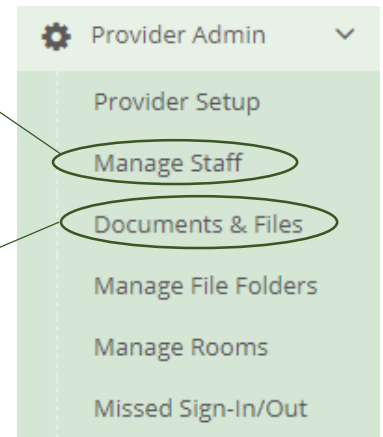
Step 5:
To add documentation, click on the **Provider Admin** tab, select the **Documents & Files** page, and choose a file to upload. These documents are visible to anyone that has a profile on your account. This is a great place to store licensing and other important files!

⚙ Provider Admin ⌄

Provider Setup

Manage Staff

Documents & Files

Manage File Folders

Manage Rooms

Missed Sign-In/Out

Step 6:
You are able to create invoices to bill your parents! Click on the **Parents** tab, select the **Manage Invoices** page. To name your charges on the invoices, click on the "Configure Invoice Items" button.
After you have your items set up and you are ready to create an invoice, go back to the **Parents** tab, **Manage Invoices**, and click the "Create New Invoice" button.

🏠 Parents ⌄

Manage Parents

Add Parent

Manage Invoices
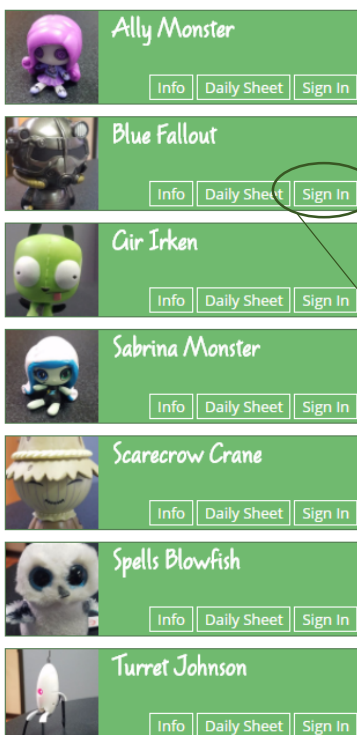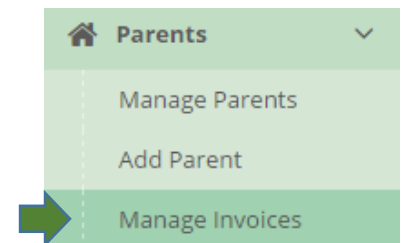
Step 7:
Daily Sheets made easy! Daily Sheets are created as children are signed in and activities are logged throughout the day. Simply click "**Daily Sheets**" to view, edit, download, and email daily sheets.

Step 8:
Sign your kids in and out! LilyPad has a page for parents to sign their children in and out. Click on the **Kiosk Mode** page in the dashboard and this will bring up a list of your children with established profiles.

Upon arrival, parents can use the buttons on the Kiosk to sign the children in and out. Each parent will need to use their established Sign-In PIN. There are also buttons for each child that allow easy access to their Daily Sheets for quick updating.

Ally Monster
Info | Daily Sheet | Sign In

Blue Fallout
Info | Daily Sheet | Sign In

Gir Irken
Info | Daily Sheet | Sign In

Sabrina Monster
Info | Daily Sheet | Sign In

Scarecrow Crane
Info | Daily Sheet | Sign In

Spells Blowfish
Info | Daily Sheet | Sign In

Turret Johnson
Info | Daily Sheet | Sign In

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