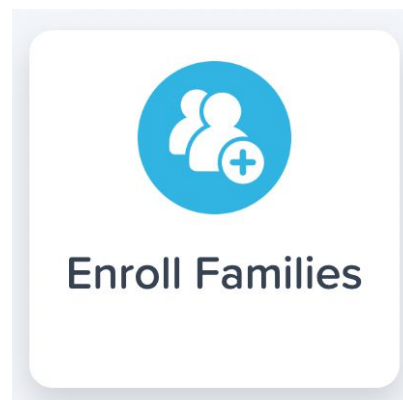
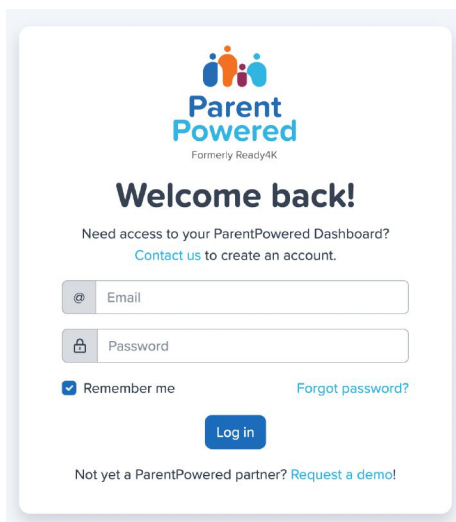


Step-by-Step Instructions:

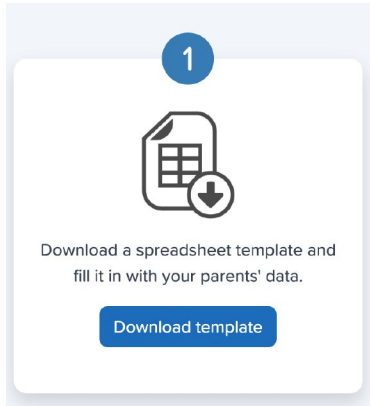
1. Log into your ParentPowered admin account

Go to <https://partner.parentpowered.com/> and enter your username and password. Then click “Enroll Families” from the homepage.



2. Download your spreadsheet template

In the template file you can see which data fields are required and which are optional, as well as some rows of example data.



Instructions: To enroll new families, fill out this spreadsheet with their contact

- If a parent has multiple children, list each child on a separate line with the
- **Grade Levels:** Please choose from the following options: PK3, PK4, K, 1
- **Languages:** All ParentPowered Programs are available in English and Sp

Phone Number	Text Language	Child Date of Birth	Grade Level
(222) 123-4567	English	7/27/19	PK4
(222) 123-4567	English	2/11/11	7
2224567890	Spanish	3/2/14	4
222-987-6543	English	4/16/23	

3. Fill the spreadsheet with your families' information

You can copy and paste your parent data into the spreadsheet, or add it by hand. Use the example rows as a guide for the data format, and make sure that all the required columns are complete for each row. *If a parent has multiple children, list each child on a separate line with the same phone number (up to 3 children per parent).* Once your spreadsheet is ready, save it on your computer.



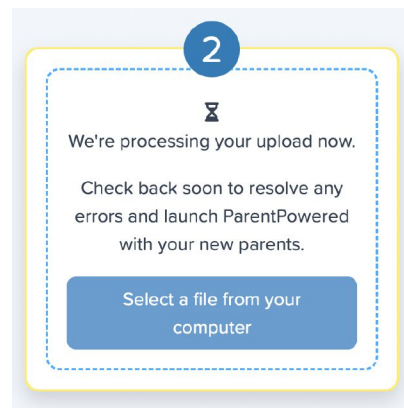
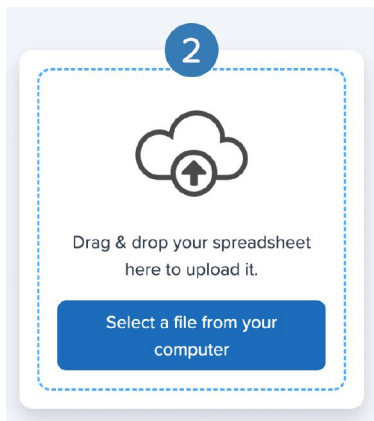
Instructions: To enroll new families, fill out this spreadsheet with their contact info, then upload it to your ParentPowered Dashboard. Required fields are high

- If a parent has multiple children, list each child on a separate line with the same phone number (up to 3 children per parent).
- **Grade Levels:** Please choose from the following options: PK3, PK4, K, 1, 2, 3, 4, 5, 6, 7, 8 (If the child is younger than 3, leave Grade Level field blank).
- **Languages:** All ParentPowered Programs are available in English and Spanish. ParentPowered Core is also available in Chinese, Vietnamese, Hmong, B

Phone Number	Text Language	Child Date of Birth	Grade Level	Parent First Name	Parent Last Name	Zip Code	Student ID
(222) 123-4567	English	7/27/19	PK4				
(222) 123-4567	English	2/11/11	7				
2224567890	Spanish	3/2/14	4				
222-987-6543	English	4/16/23					

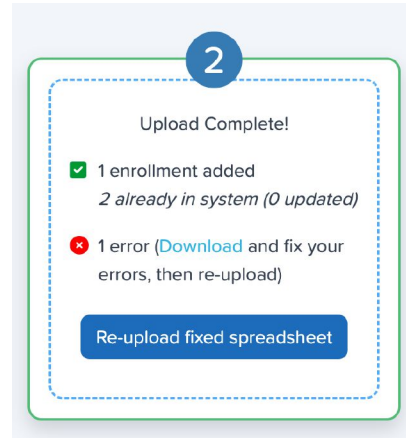
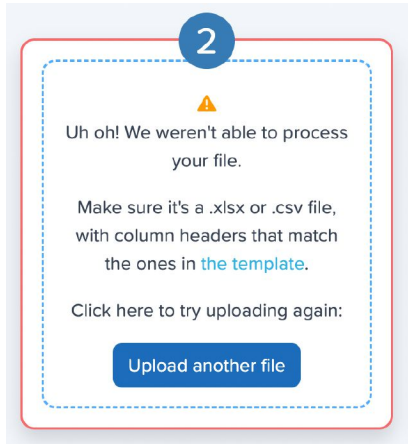
4. Upload your spreadsheet

Drag and drop your parent spreadsheet into the center box, or click to select the file from your computer. You can choose whether to add to your existing enrollments, or remove all previously enrolled families and start from scratch. Once your file is uploaded it will begin processing right away. Depending how large your file is, the processing may take a few minutes. You can see the status of your upload in Box #2, as well as in the Previous Uploads table below.



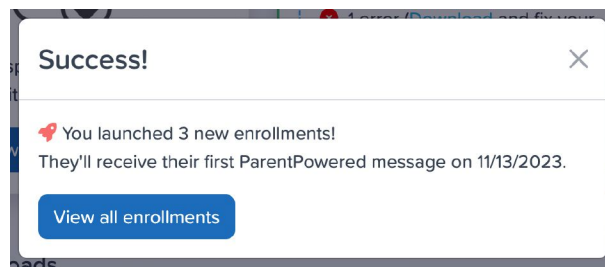
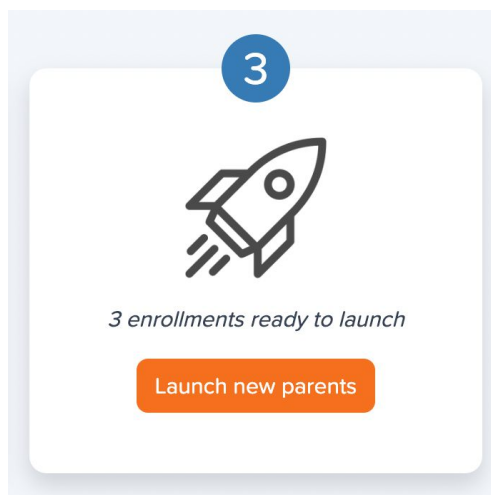
5. Resolve any errors

Once your file has finished processing, you will see the number of parents that were successfully added, as well as any errors that need resolving. If you have errors, click “Download” to download a detailed error report. You can edit the rows in this error report to resolve any issues, and then re-upload it when you are finished. If you’re unable to resolve your errors, you can click “Ignore errors and launch parents” in order to move forward with the parents who were successfully added. You can return to fix your remaining errors at any point in the future.



6. Launch your new parents

When you are ready to launch your new parents into ParentPowered, click the orange button in Box #3, and confirm that you would like these parents to begin receiving ParentPowered messages. Any parents that you launch will receive their first ParentPowered message on the following Monday afternoon. You can see the date and time that you launched each set of parents in the “Launch” column of the Previous Uploads table. Once you have launched your initial batch of families, all subsequent enrollments will be launched automatically on the Monday after they are added.



Date	File Name	School Year	Status	Enrollments Added	Enrollments Removed	Errors	Launch
10/31/2023, 8:54:23 AM	Ready4K_FamilySpreadsheet_Cohort_3.xlsx	2023-24	Finished	2	0	1 Download to Fix	11/9/2023, 2:35:21 PM
7/27/2023, 3:44:30 PM	Ready4K_FamilySpreadsheet_Cohort_	2023-24	Finished	1	0	0	11/9/2023, 2:35:21 PM

7. Repeat

You can return to this page at any point to resolve remaining errors, upload additional parents, or launch new parents into ParentPowered.