

# The End of the Academic Year Tapestry To-do list

## Some or all children are joining

### 1. Get permission from relatives to get their children set up on Tapestry

### 2. Add in bulk or individually as;

#### a. Enrolling

This status allows you to create profiles for new children before your existing children have moved. You have space for as many Enrolling children as you do Active children, and you are able to:

- Fill in their About Me page
- Create labels for them
- Organise them into groups
- Add their relatives and link them

You are not able to:

- Link them to posts
- Use the monitoring screens for them

#### b. Active

You can only add as many active children as available spaces you have. If you need to upgrade or downgrade your package, please email [customer.service@eyfs.info](mailto:customer.service@eyfs.info).

### 3. Transfer children in

If you have children coming from a setting or school that also uses Tapestry, you can get the children's profiles transferred in so you can continue adding on to these. Note that the About Me and Care Diary information will not get transferred. The children will arrive as 'Enrolling' and the sending setting can also include their relatives, so once you have received them, you will need to:

#### a. Activate the children

#### b. Manage the transferred relatives

### 4. Manage groups - create new groups or amend existing ones.

### 5. Manage key children - link the new children to their key workers

### 6. Upload profile pictures

### 7. Create name labels

### 8. Fill in All About Me - you can ask families to do this for you!

### 9. If they haven't been transferred in with their children, you will need to add the new children's relatives.

a. Add them individually or in bulk as Active or Not Activated, depending on whether you want them to have access immediately or not

#### b. Link them to their children

c. Review the user permissions for relatives and edit them if necessary

### 10. Child login page setups

If you use the Child Login feature, you might need to review which groups/children have this set up, and update these or create news groups accordingly. You will also need to review the child user permissions.