

The End of the Academic Year Tapestry To-do list

Managing my Tapestry subscription

At the end of each academic year, you might need to take a look at your subscription and make any changes as required, so your package – or packages – are ready for the new academic year.

N.B. If you need to contact us at any point, please make sure that you do so from the registered FSF account holder's email address (where all invoices are sent to), or from any email address registered as 'Manager' in Tapestry.

1. FSF account holder

All Tapestry packages are administered from the FSF account. The FSF associated email we have on record will receive all invoice notifications, and will be able to log in to the FSF account and access, amend, download and make payment for these directly from the FSF. **You can change this if you need to.**

Please make sure this is up to date by going to Control Panel > Overview, and if you need to make any changes and you are not able to make them from within the setting/school, contact us at customer.service@eyfs.info so we can assist you with this.

2. Package size changes

It's possible that you'll find yourself needing to upgrade or downgrade your package size according to your new numbers. If you need to change your package size, contact customer.service@eyfs.info so we can help you.

3. **Check and update your setting/school contact details**

You might have changed your email handle, or the person in charge might have left. Either way, it is always good practice to check and update your contact details for both us (Tapestry) and your families.

4. **Term dates**

Check your specified term dates and make any changes now, before the new children arrive.

5. Staffing changes

Staff can come and go, so every end of the academic year (or whenever the staffing changes happen!), you'll need to:

- a. Add new staff either **individually** or **in bulk**.
- b. **Delete staff** either individually or in bulk.
- c. **Change staff type** – this could mean upgrading some staff to managers, or changing their type from PIN only to full staff.
- d. **Review your staff user permissions**, and edit them if necessary.