



SELA's Guide to Brightwheel

Learn About Brightwheel!

If you are a current family with SELA, you know that we love using Brightwheel. There is no action needed on your part aside from double checking your approved pick up team for the new year.

If you are a new family with us this year, let us introduce you to this great app that you can download right on your phone!

SELA is using Brightwheel for:

1. ALL SCHOOL Arrival & Dismissal permissions
2. ALL SCHOOL Emergency alerts from SELA
3. ALL SCHOOL Pictures and videos
4. EGE Daily Reports for Infants/Toddlers
5. EGE Naptime/potty training updates for Preschool
6. **IMPORTANT NOTE:** SELA is NOT using the billing feature within Brightwheel. Please disregard this feature.

Easy setup: See a full video tutorial [HERE!](#)

1. Download the free Brightwheel APP anytime to get started *make sure to use the same email/phone on file at SELA
2. New Students will be added into the Brightwheel system during the timeframe specified from Admissions
3. After your child has been added into the system, you will receive an invitation via email or text. At that time, please link to your account using either the web or mobile app. Make sure to use the same email address or cell phone number that the invitation was sent to. [HERE](#) is a quick video overview.
4. Set your account preferences. You can adjust your notification preferences within your profile settings on the app.

Inside this guide you'll find easy quick steps on the following:

[Add Details to Your Child's Profile](#)

[How to Add an Approved Pick Up Person](#)

[How to Change Your Check In Code](#)

[How to Send a Message](#)

Please reach out to the Directors with any additional questions you may have.

Elementary: elementary@suescuela.com

Hingham: EGEdirector@suescuela.com

Norwell: egenorwelldirector@suescuela.com



SELA

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How To Add Details to Your Child's Profile

Add Details to Your Child's Profile:

1. Once your app is set up and linked to your child & SELA, you will see your child's profile in the APP.
2. If you do not see your child's profile, please contact us.
3. Click on their "profile" and edit information such as birthdays, allergies, add a photo of your child, etc.
4. Add additional contacts (*see below for dismissal permission*) to your pickup/drop off team.
 - "Parent" should be reserved for parents only;
 - "Family" will receive daily updates & photos/videos, have access to messages, and receive a check in/check out code;
 - "Approved Pickup" will only receive a check in/check out code;
 - "Emergency Contact" will not receive any updates or a check in/check out code

If you switched SELA locations (Hingham/Norwell):

1. Brightwheel cannot merge student accounts attending both locations, so each child will have 2 accounts.
2. On your app you will see your child(ren)'s names listed two times each.
3. In order to differentiate, your child(ren)'s name will have either an "H" or "N" at the beginning of their name indicating the difference between their Hingham or Norwell account.
4. Please be sure when sending a message to your child's teacher/admin through Brightwheel, that you are selecting the correct account for which location they are attending that day.
5. Note that this does NOT affect your Brightwheel code at all.
6. Your code will remain the same as it is now for both locations.
7. Your approved pick up contacts will not carry over, you will need to re-add any of these contacts to your child(ren)'s profile.





How To Add An Approved Pick Up

Authorization for student dismissal through Brightwheel:

1. SELA uses Brightwheel as a secure way to check your child in and out of school each day and to ensure anyone picking up a child has direct consent from the parent/guardian.
2. Within the app, add contacts to your child's profile as an "approved pick up" to create your team.
3. Anyone helping out to drop off and/or pick up your child must have this app shared with them and **must be added by the parent to the child's profile as an Approved Pickup. Sharing Brightwheel codes is not allowed.**

What To Do During Student Arrival & Dismissal During the School Year:

1. Prior to arriving, open your Brightwheel app to ensure you know your unique 4-digit code
2. When a SELA staff member arrives at your car, they will ask you for your 4-digit code
3. The staff member will enter your code in their school-version of the app
4. This will allow the staff member to check in your child to school.

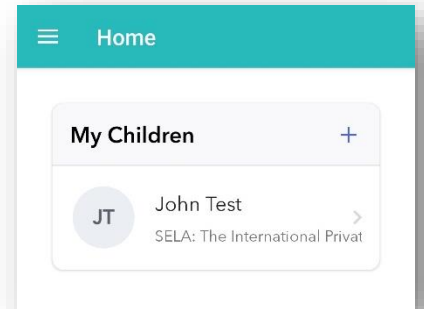
How to add a new approved Pickup:

Step 1:

- Open the Brightwheel app on your phone.
- Ensure you are logged into your account with your email.

Step 2:

- Click on your child's name who you would like to add an approved pick up
- **If you have more than one child you will need to do this for all of them.****
- Click on "profile" in the top right



Step 3:

- Scroll down in their profile until you see where it says "Contacts"
- then click "+", and select the "Approved Pickup" option.

Step 4:

- To add an approved pick up you will need to add the following information:
 - First and Last Name
 - Email or Phone number *note that Email is preferred as it makes the process much easier for them to download the app and link to your child.

Step 5:

- Your approved pick up will receive a notification as a text message or email. This will give them their unique 4 digit code and will allow them to pick up and drop off your little one!





Change My Check In Code

Changing your check in code is very easy. In this guide, we will show you how to change your check code that is still unique to you and your child, but also something that you can easily remember!

Step 1:

Open the Brightwheel app on your phone.
Ensure you are logged into your account with your email.

Step 2:

On the Home Page, you will find your unique 4 digit check in code.

Step 3:

To edit your code, click the “pencil” icon next to your current check in code.

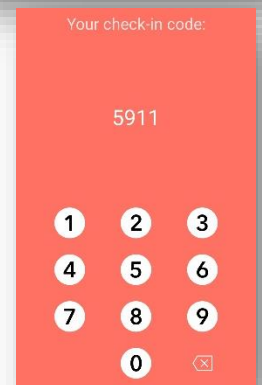
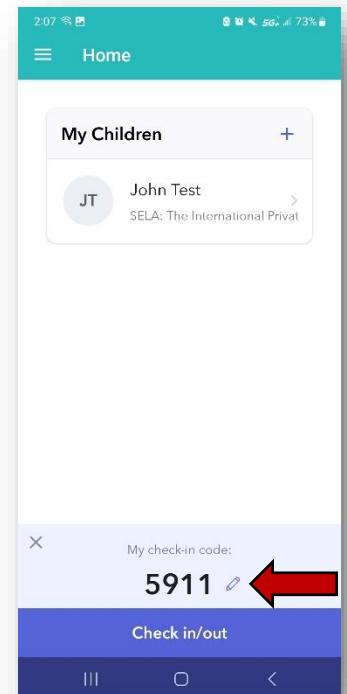
Step 4:

From here all you need to do is delete your current code, And type in the new 4 digit code you would like to use.

Note:

Please note: If you happen to choose a 4 digit code that is already In use, you will be prompted with this message:

Your check-in code is not unique. Try a different code for a faster check-in kiosk experience. If you wish to continue with this code, please be sure to enter your phone number within your profile.



At this point, you can either continue with this code or feel free to choose a new one.



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How To Send A Message

Brightwheel allows you to send messages directly to your child(ren) teacher or a member of our Admin team. This is a great way to have a direct line of contact if you need to relay any information quickly. This guide will show you how to send a message through the Brightwheel App.

Step 1:

Open the Brightwheel app on your phone.
Ensure you are logged into your account with your email.

Step 2:

Click on your child(ren) profile



Step 3:

On the top of their profile will be a message button. Select that button to send your message.

Step 4:

Within the messages you can choose to send one to the teacher (general) or you can send one to our Admin team.

