Quick Reference Guide

Audience: Families.

Purpose: Learn how to invite others to SproutAbout, by adding a Care Circle Member.
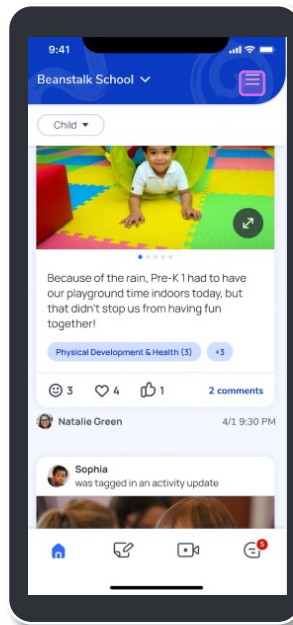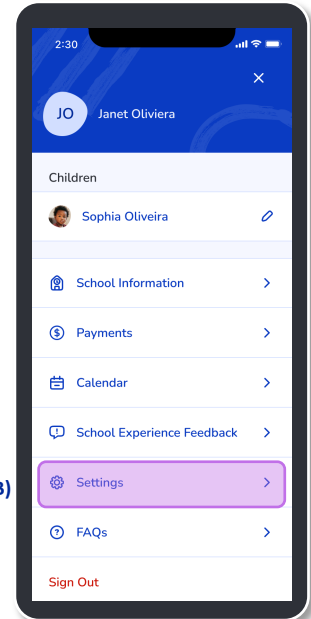
Add Care Circle Member

1 Give SproutAbout app access to family and friends by adding them as a Care Circle Member.

Go to the Settings screen by tapping on the **Menu (A)** in the top right corner and then tap on **Settings (B)** from the list of options.
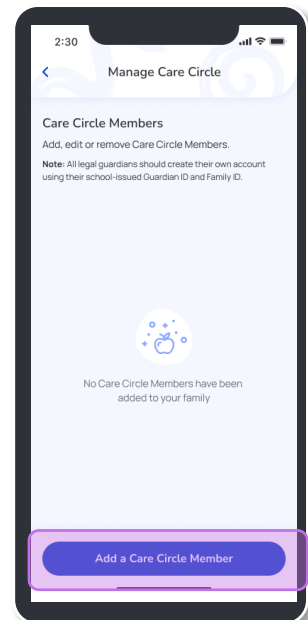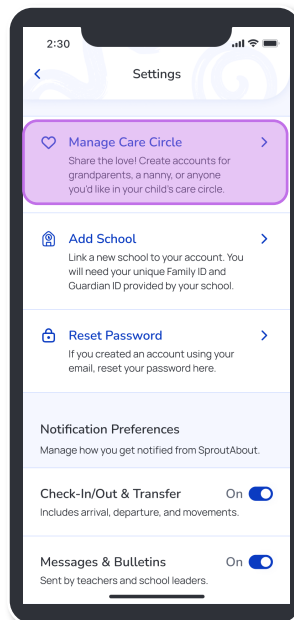
(A)

(B)

2 Tap on **Manage Care Circle** on the settings screen.

Then, tap on the **Add a Care Circle Member** button.

4 Add the following information:

a) **First Name**
b) **Last Name**
c) **Relationship to Child** - Select a value from the drop down.
d) **SproutAbout App Access** – When enabled, gives them access to livestreaming, activity updates and messaging.
e) **Email Address** – This is the email address the SproutAbout invitation is sent to and will be used for sign in.

Tap **Add** to invite this Care Circle Member to SproutAbout.
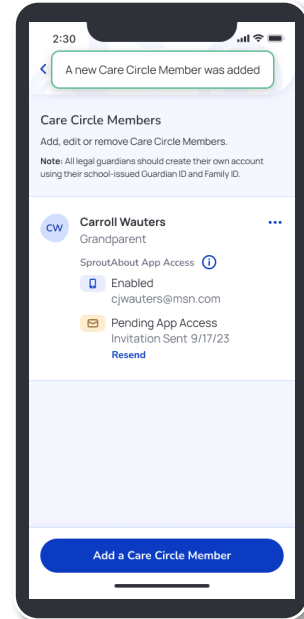
5 If you have multiple children in your family, relationship and access must be set at the individual child level.

Select a **Relationship** and **SproutAbout App Access** for each child listed.

SproutAbout.

6 Once you have successfully added a Care Circle Member, they will show as **Pending App Access** until the Care Circle Member accepts their invitation.

If needed, tap on **Resend** to send another email invitation to this Care Circle Member.
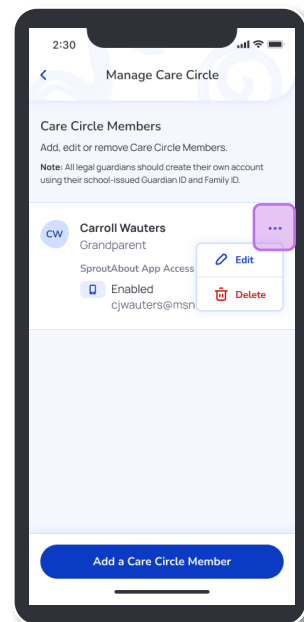
Edit Care Circle Member

1 To **edit a Care Circle Member**, tap on the menu next to the person you would like to edit.
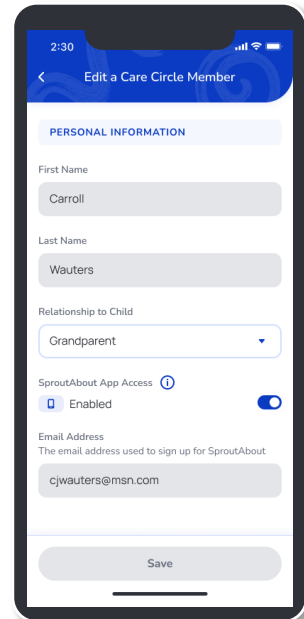
Quick Note: You can also **delete a Care Circle Member** from here, which will remove their access to your family in SpoutAbout.
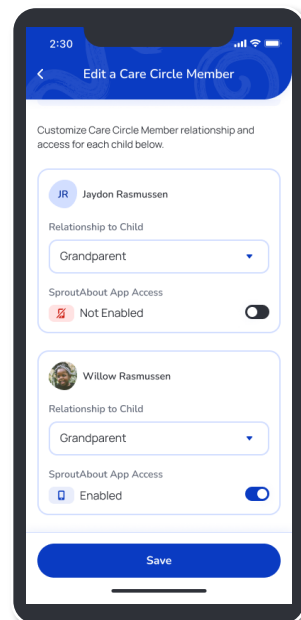
SproutAbout

2

For **Care Circle Members**, SproutAbout permissions, relationship to child, and email address can be edited.

Quick Note: Email Address can only be edited if the Care Circle Member has not accepted their SproutAbout invitation yet.

2:30

< Edit a Care Circle Member

PERSONAL INFORMATION

First Name

Carroll

Last Name

Wauters

Relationship to Child

Grandparent ▼

SproutAbout App Access ⓘ

📱 Enabled

Email Address
The email address used to sign up for SproutAbout

cjwauters@msn.com

Save

3

If you have multiple children, you can edit relationship and permissions for each individual child.

2:30

< Edit a Care Circle Member

Customize Care Circle Member relationship and access for each child below.

JR Jaydon Rasmussen

Relationship to Child

Grandparent ▼

SproutAbout App Access

🚫 Not Enabled

Willow Rasmussen

Relationship to Child

Grandparent ▼

SproutAbout App Access

📱 Enabled

Save

SproutAbout.

3 When you are finished, tap the Save button to save your edits.

You will then see confirmation that the Care Circle Member was updated.