

Quick Reference Guide

Audience: School leadership.

Purpose: Learn how to **import new records to SproutAbout** so a family that enrolls and attends the same day can begin using the app immediately.

Same Day Enrollment.

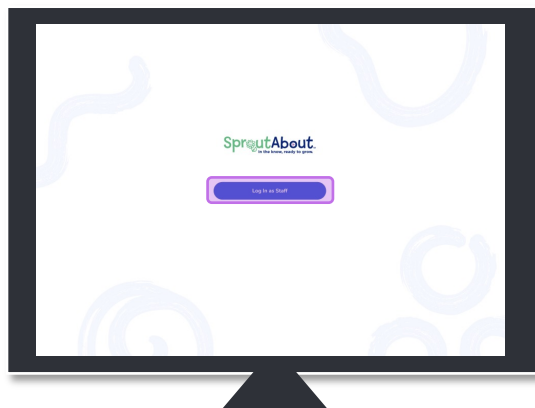
1

First, enroll the family in LCW as you normally would. **You will need the Family ID to import the new record(s) into SproutAbout.**

Quick Note: If a family enrolls and isn't starting the same day, their information will automatically be imported from LCW into SproutAbout overnight.

2

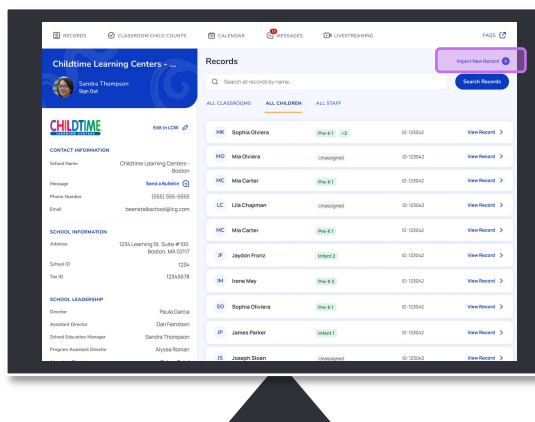
In the web application, click the **Sign In as Staff** button and enter your LCG credentials.



3

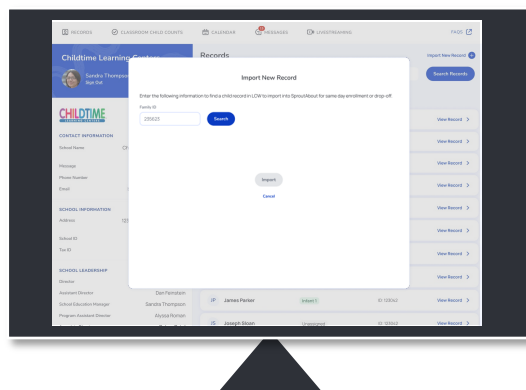
Once you log in, you will automatically be in School Staff Mode and taken to your school's records screen.

Click on **Import New Record.**



4

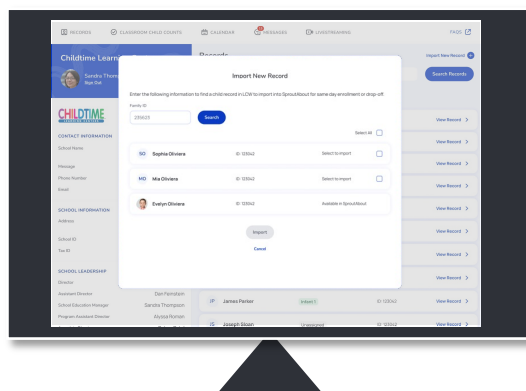
Enter the **Family ID** from LCW and click **Search**.



5

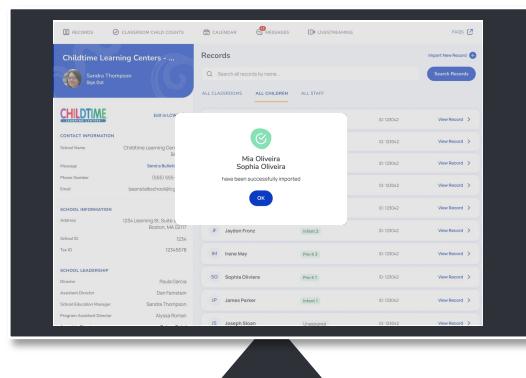
Click on the **check boxes for the children you would like to import** and then click the **Import** button.

Quick Note: if a child with the Family ID you entered already exists in SproutAbout, you will see a message of: Available in SproutAbout



6

You will see a confirmation modal when the **child has been successfully imported**. Click the **OK** button to dismiss the modal.



7

Newly imported children **are listed at the top of the All Children tab** with a small green dot.

From here, you can easily find them and assign them to the correct classroom.

Quick Note: teachers will have immediate access to newly imported children on the iPad but may need to refresh to see them.

