



# Quick Guide to Boardingware: Parent Account

A simple instruction manual to getting started with Boardingware.

## This guide will cover:

1. Connecting to your child.
2. Approving your child's leave request.
3. Approving your child's leave request via email.
4. Viewing your child's live leave records.
5. Applying for leave on behalf of your child.
6. What to do if you have problems.



# Creating your Boardingware Account.

1. When your school invites you to connect with your child you will receive an email like the one below. Simply click on the “Connect to my child” link.



Rectangular Snip

## Connect to Jason Jones with Boardingware

Hi Kurt,

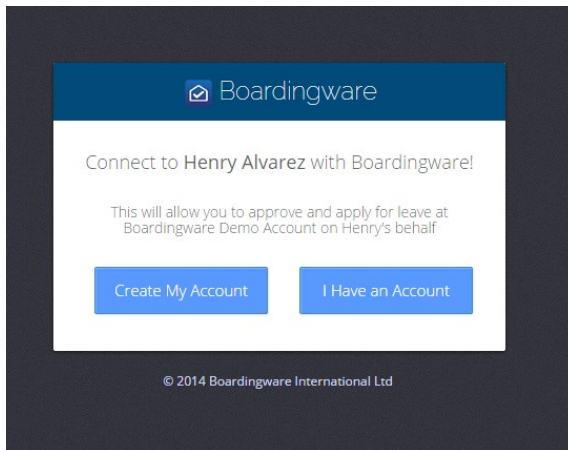
Mario's Development School invites you to use Boardingware on behalf of Jason Jones. Boardingware will enable to you to approve and apply for leave on behalf of your child. Please read the getting started guide and connect to your child.

[Getting Started Guide](#)

[Connect To My Child](#)



## Creating your Boardingware Account.



2. You will see two links. One to create your account and one to log into your existing account. Select the correct link to move to the next step.



## Creating your Boardingware Account.

Boardingware

Fill out the form to create your parent account

First Name

Last Name

kurtaugustmeyer@gmail.com

\* This email will be your Boardingware account username

Phone Number

Mobile Number

Address

Password

Repeat Password

\*Do not share your password with anyone

I agree to these [Terms & Conditions](#) and [Privacy Policy](#).

[Back to login](#)

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3. If you clicked “Create My Account” you will be prompted to fill out a sign up form.

Fill out and update your information, agree to the terms and conditions and the privacy policy, then press “Sign Up”.



## Creating your Boardingware Account.

Boardingware

Login to your Boardingware account to connect with Henry Alvarez

Email

Password

Log in

[Forgot your Password?](#)

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4. If you clicked “I have an account” you will be prompted to log in before you can connect your account with your child.

Boardingware

You are logged in as parent@boardingware.com

Are you sure you would like to connect Henry Alvarez to this account?

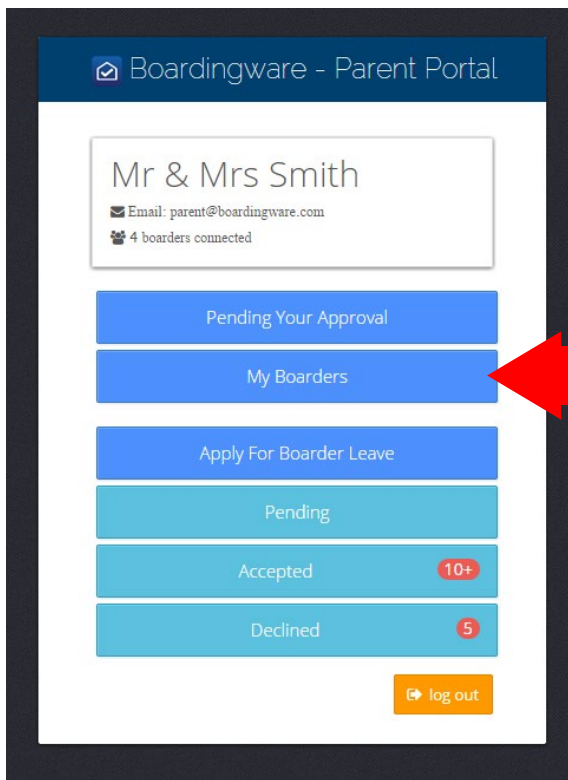
Cancel Connect

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5. Once you log in confirm your are logged into the right account and click “Connect”.



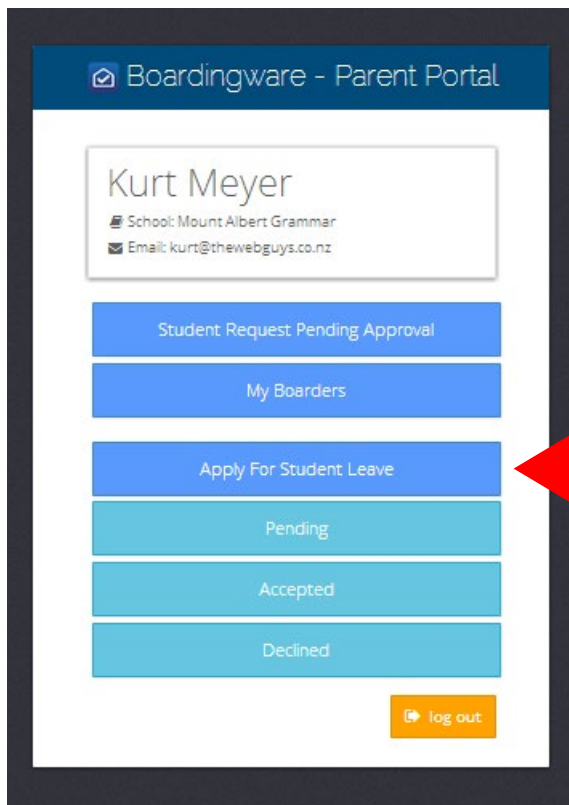
## Creating your Boardingware Account.



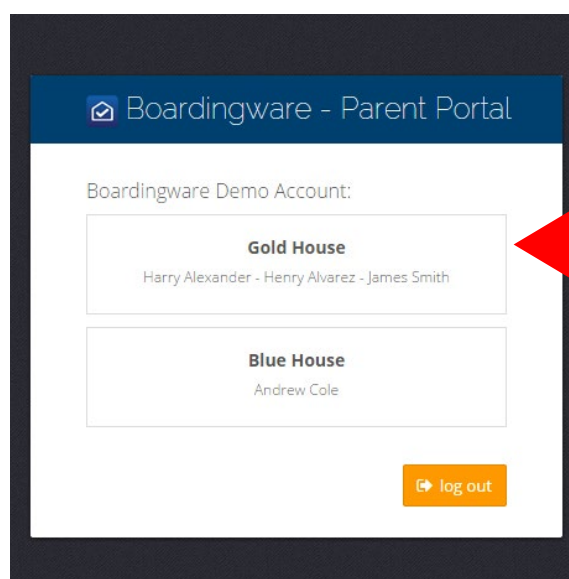
6. Check your “My Boarders” section to make sure the student has been linked to your account.



## Applying for leave on behalf of your child.

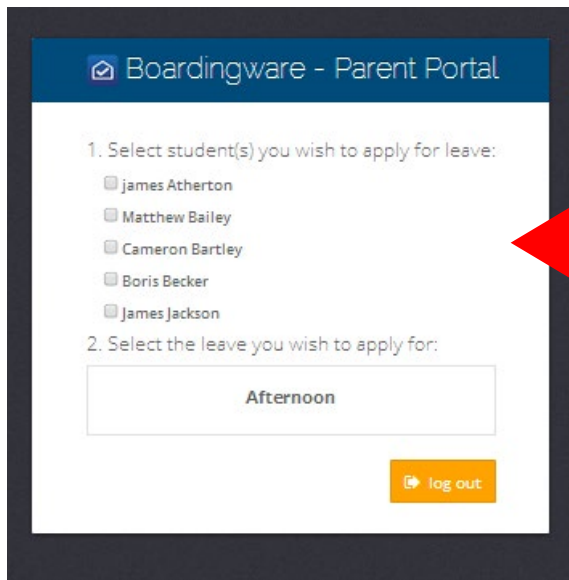


1. To apply for leave on behalf of your child. Click the “Apply For Student Leave” tab.



2. If you have children in different schools or across different houses within a school. Select the house of the child you want to apply for leave for.

## Applying for leave on behalf of your child.



The screenshot shows the 'Boardingware - Parent Portal' interface. It features a blue header with the logo and title. Below the header, there are two main sections: '1. Select student(s) you wish to apply for leave:' and '2. Select the leave you wish to apply for:'. The first section contains a list of five students with checkboxes: James Atherton, Matthew Bailey, Cameron Bartley, Boris Becker, and James Jackson. A red arrow points to the 'Cameron Bartley' checkbox. The second section contains a dropdown menu with 'Afternoon' selected. At the bottom right, there is an orange 'log out' button.

3. Select the student and leave type you would like to apply for.





## Applying for leave on behalf of your child.

Boardingware - Parent Portal

### Apply for Afternoon

james Atherton

Destination

Dinner

Contact Name

Kurt Meyer

Note

Terms and Conditions

This info must be true

I AGREE TO THESE TERMS AND CONDITIONS.

Submit

3. Fill out the leave form, accept the terms and conditions and click the "Submit" button.

Boardingware - Parent Portal

Sarrah Jackson

School: Boardingware International Ltd  
Email: parent@boardingware.com

Student Request Pending Approval

My Boarders

Apply For Student Leave

Pending 1

Accepted

Declined

log out

4. Notice that you will have a new pending request. This will be transferred to the accepted or declined tab once the leave has been reviewed. You will also receive an email notification when the status changes.



## What to do if you have problems.

### **If you did not receive an invitation e-mail.**

- Contact your Boarding School staff and check that they have your correct email address on the system.
- If they have the right email address ask them to resend it.
- Check your Spam email folder.

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### **If you cannot open Boardingware on your device.**

- Boardingware is designed for modern browsers, please ensure you have the latest version of Google Chrome or Internet Explorer installed on your device and try again.
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**Still having trouble getting started?**

Contact our support team at:

**[support@boardingware.zendesk.com](mailto:support@boardingware.zendesk.com)**