# BoardWell

Welcome to *BoardWell* **-** Guardian

To access the *BoardWell* application please go to either the play store or apple store.

Available on the **App Store**    GET IT ON **Google Play**

Once you have downloaded the app refer to your email that you received from *BoardWell.*
The email you receive contains your username and your password.
Your username is your email address, this means that there are no users with the same username.
Your password is case sensitive, so take care to remember your password.
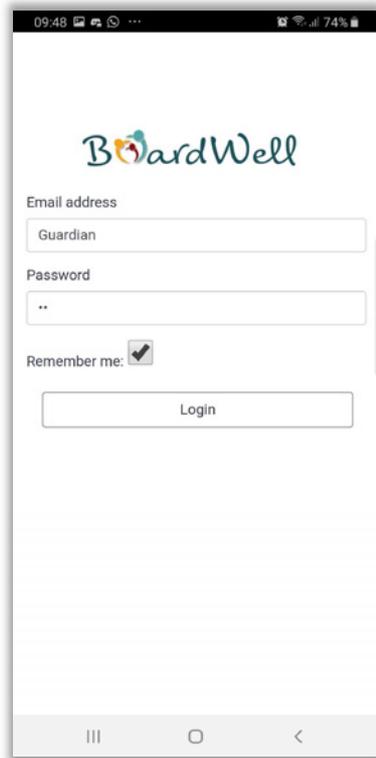
Login Screen

Once you have opened the app you will see one of the above screen.
Enter your login details in the fields and tap sign in.
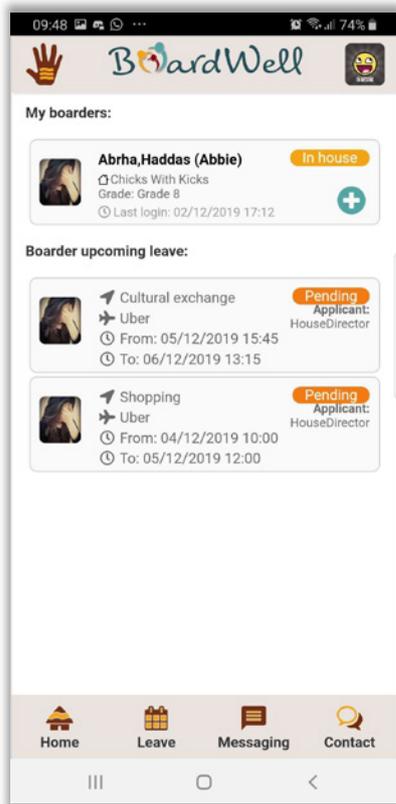
List of Boarders
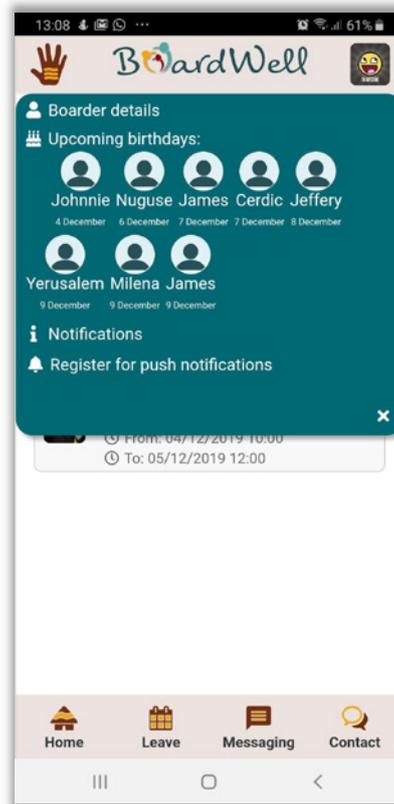


How to get to Boarder details

The image on the left is the view that the Guardian will see as soon as they log in.
On the right is the after tapping on the hand at the top left corner

Select **[Boarder details]** and look at the images on the next page to edit boarder details.
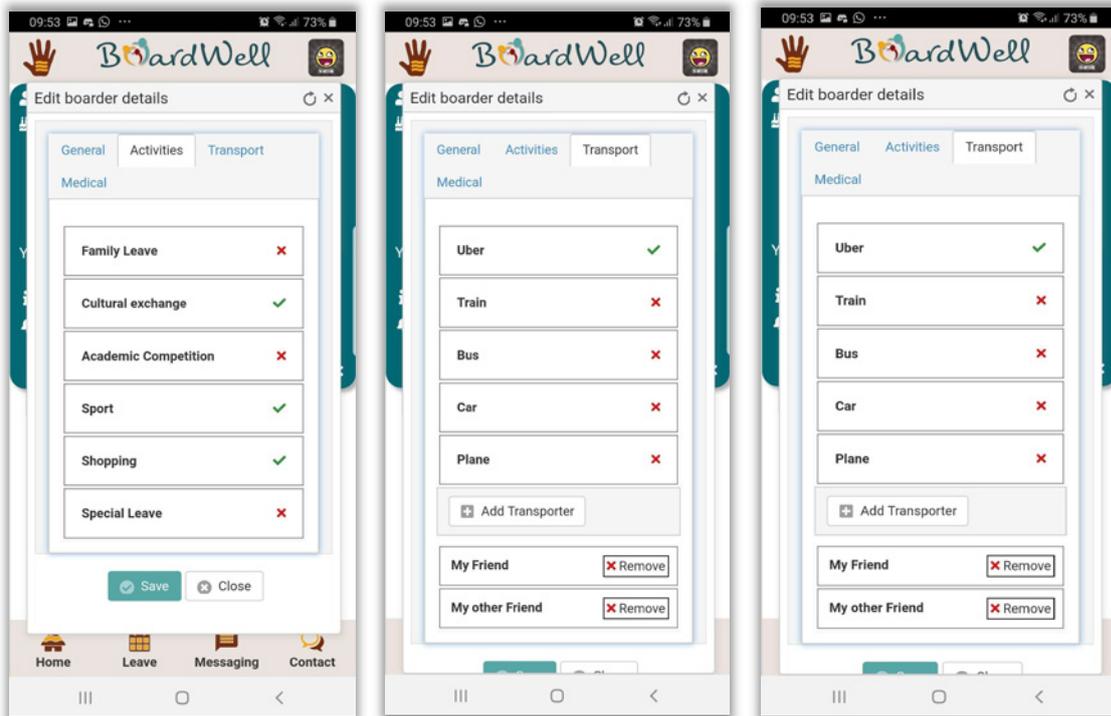
General Tab                    Activities Tab                    Transport Tab

After tapping on the image of a boarder there are tabs associated with different aspects of the app.
After logging in for the first time, a guardian should set up some personalisation for the boarder.
Proceed to the Activities tab. The image on the left is how the activities tab looks. Tapping on one
of the text areas changes the icons on the left from a tick [✔] to a cross [✖] and opposite.

On the right is the Transport tab. The selection here are done the same as on the activities tab.
Tap on the text and the tick [✔] to a cross [✖] and other way around.

Medical Tab                    Medical Tab continued

The Medical tab is for any information regarding medical needs that is associated to your boarder.
Add your medical details here, this is for administrative purposes for the schools.
Below the **[Save]** button there is the allergies section, just drag the form to the top to access the items below the **[Save]** button.
If your boarder has any allergies please add the allergies here, if it is a food allergy remember to tick the block that is there to indicate that it is a food allergy.
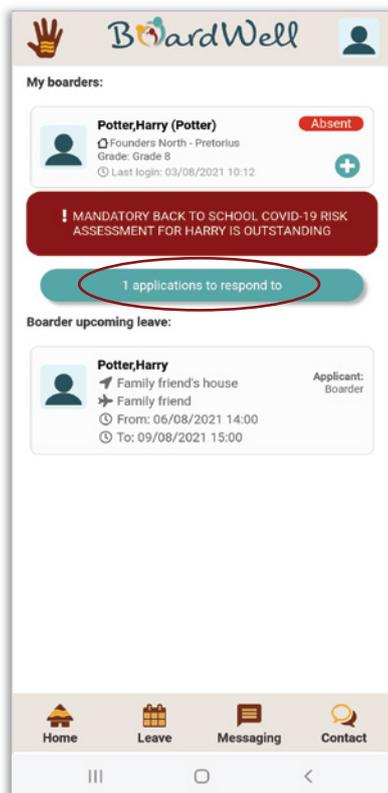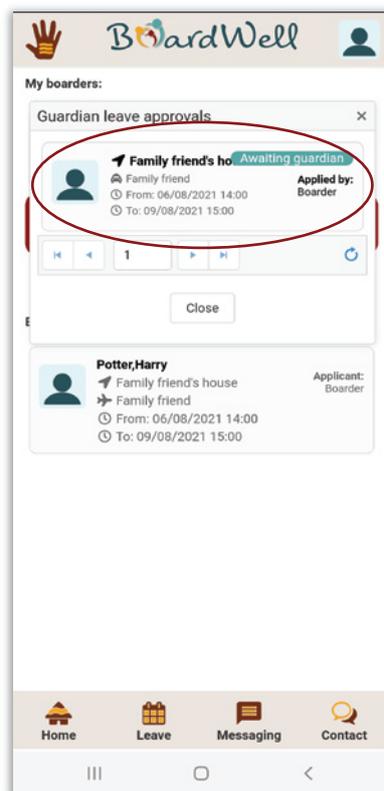
Home Screen        Guardian Leave Approval Tab        Approval Window
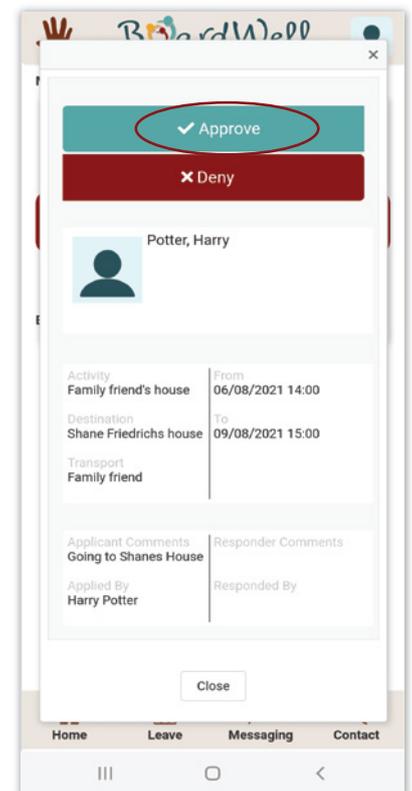
On the Home Screen select "1 applications to respond to" only if you have one child currently in boarding. If you have 2 or more children in boarding, click on their specific names under "Boarder upcoming leave".

This will then take you to the Guardian leave approval tab. Click on the leave that was applied for, which will open up the Approval window. Please ensure that all the information is correct before selecting the "Approve" button.

All leave application needs an approval by guardians, unless the boarders has applied to stay-in for the weekend.

support@boardwell.co.za

http://boardwell.co.za/
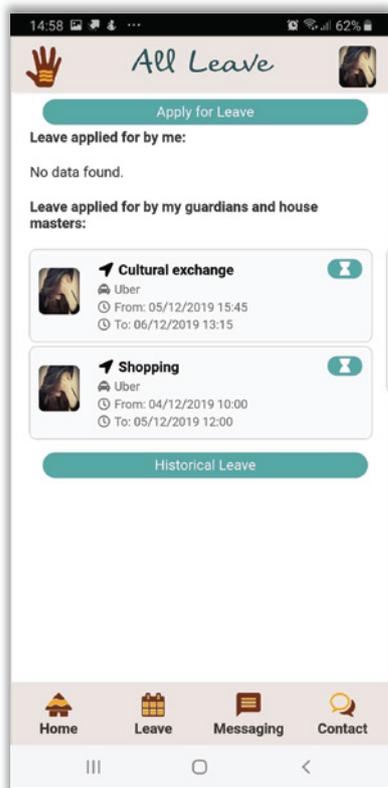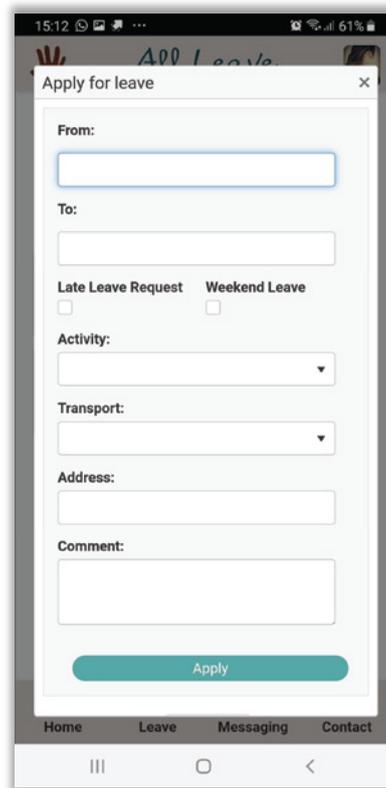
Leave Tab



Leave Application

The Leave tab, this tab shows upcoming and past leave requests. Tapping on the [Apply for Leave] button brings you to the leave application (right image).

Here you select the date and time from the time the leave starts until you return. For weekend leave always select the day on which you leave and 14:00  as the time you leave.

The date for return: if you return the day before school, the time selected must be 15:00. If you return the morning of school, then the return time selected must be 06:30.

## LEAVE APPLICATION CONTINUED...

Just below the date and time is two (2) tick boxes the one is [Late Leave Request] the other is [Weekend Leave]. Always select Weekend Leave.

[Weekend Leave] – Weekend leave is for any leave that takes place during or over a weekend.

[Late Leave Request] - If you are applying for leave after the cut-off time late leave needs to be ticked. The cut off time for leave is 20:00 on a Wednesday evening.

With regards to the Activity drop down menu, please select the applicable destination for your weekend stay.

With regards to the Transport drop menu, please select the applicable method of transportation to your weekend destination.

With regards to the Address tab, you must include the name and surname of your destination hosts. If you are going home, you only need to type in "Home".

With regards to the Transporter name tab, you must type in the full name and surname of the person transporting you, unless you are going on the bus.

 With regards to the Contact number tab, you must give a valid contact number for the person transporting you, unless you are going on the bus.

Once you have completed your Leave Application, please remeber to click the Apply button to complete your boarding sign-out for the weekend.
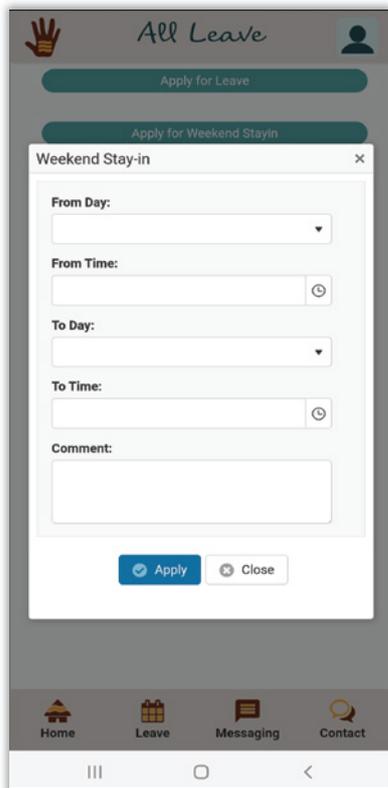
Stay-in Tab

For Weekend Stay-in, always select at the "From Day" drop down menu "Friday".
For the "From Time" tab, always select 14:00 from the drop down menu.
For the "To Day" drop down menu, select Sunday, if the school starts on Monday or select Monday, if school starts on another day of the week.
For the "To Time" tab, always select 15:00 from the drop down menu.

With regards to the "Comments" tab, give a valid reason for the stay-in request.
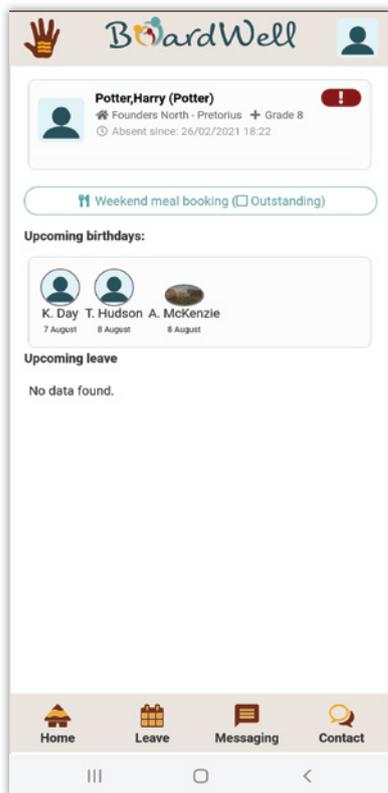
Weekend Meal Booking Tab
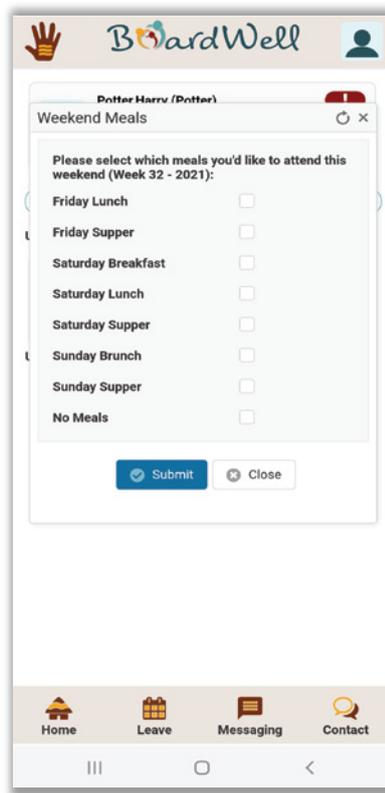


Weekend Meal Booking Option Tab

Please select which meals you will attend during the weekend. If no meals are required, please select the "No Meals" option. Rememer to click the "Submit" button when you are done.
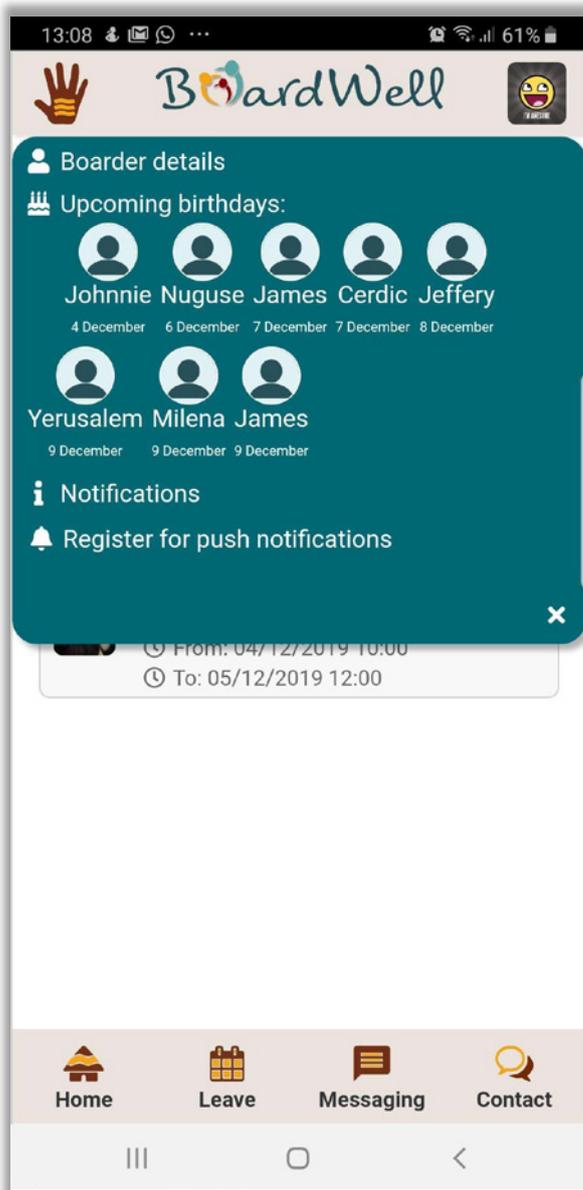
This is the left side menu. To get here press on the hand with the three lines 🖐 at the top left of the screen.
This is where different notifications are presented.

**[Boarder Details]** this is where you would go to change details of your boarder(s) [Refer to page 4]

**[Upcoming birthdays]** is a fun feature we are showing, it allows you as a guardian to see the birthdays that would be for the next week inside the boarding school.

[**Register for Push Notifications**] this will allow you to receive notifications on your main screen without logging in.

**[Notifications]** these are the notifications that are set-up and sent from your school to you.
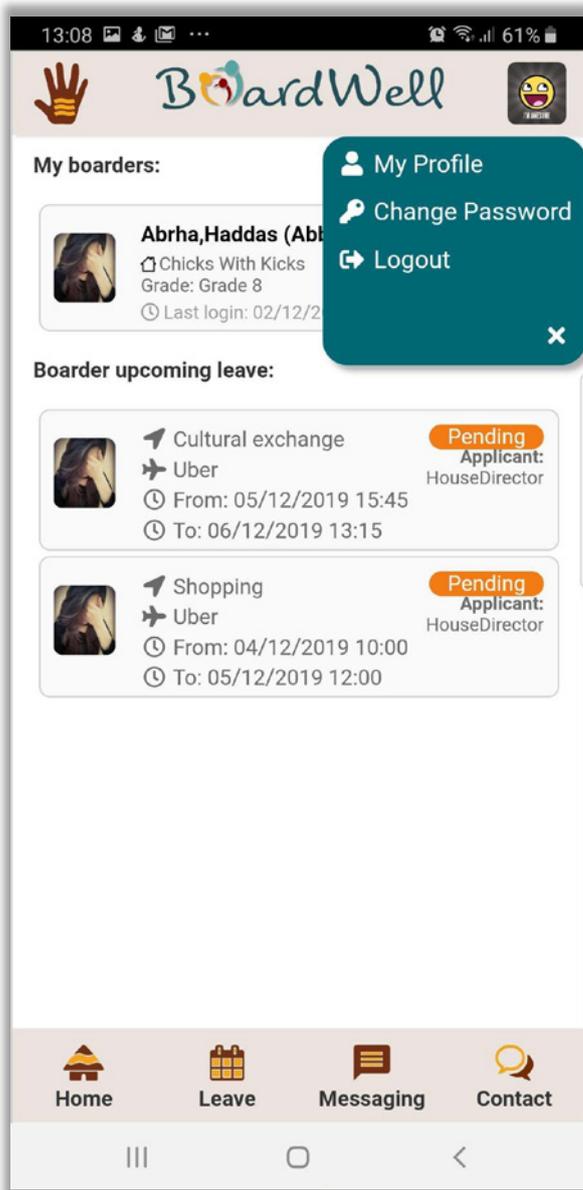
This is the left side menu. To get here press on the picture at the top right of the screen.
This is where different notifications are presented.

**[My Profile]** this is where you can change your profile image and other details.

**[Change Password]** is where the logged in user can change their password. Remember passwords are case sensitive.

**[Logout]** will sign you out of the application.
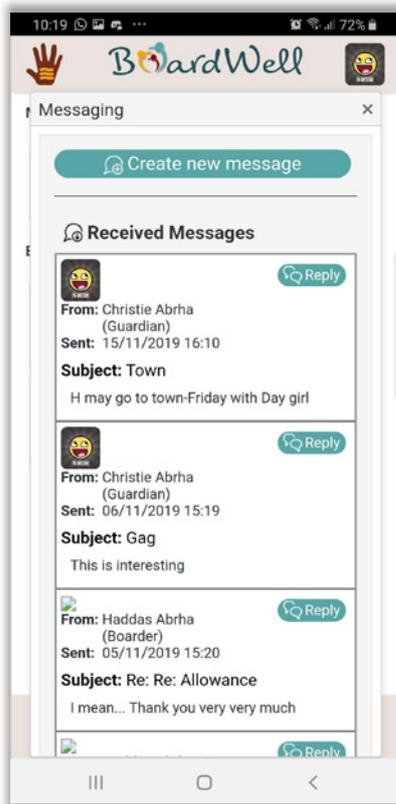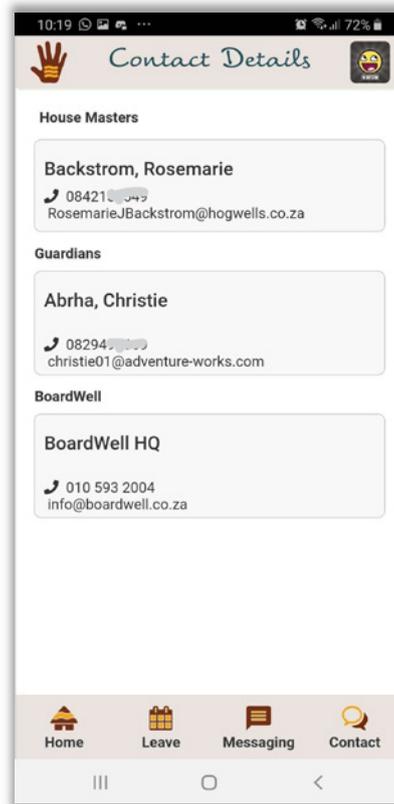
Messaging



Contact Details

The image on the left is the view that shows up after tapping on the **[Messaging]** on the bar at the bottom of the screen.

Select **[Contact]** to see the image on the right. This is where you would see details regarding the boarding house, the House Director and as well as our contact details for support.