

User's Guide

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Child Emergency Plan does not store sensitive data or files. Only the user’s login information is stored in Child Emergency Plan’s database.

Getting Started

Download and open the application to register and create a User Profile.
Select New User? Sign Up and complete your profile.
Select the box to agree to the Terms of Use and Privacy Policy.
Select Register.

Adding a Child Profile

The Child Emergency Plan database does not store sensitive or confidential data about your child. All data related to your child resides in your mobile phone’s data storage.

From the Home screen, select the + Please Add Child option or Child icon and complete the profile.



Adding Child Information

From the Home screen, choose a child's profile.

Select one or more of the icons in the Complete Kids Profile section to input data for:

- Parent (or Guardian)
- Medical
- Child Care Provider
- School
- Extra Curricular
- About
- Insurance
- Support
- Documents
- Legal

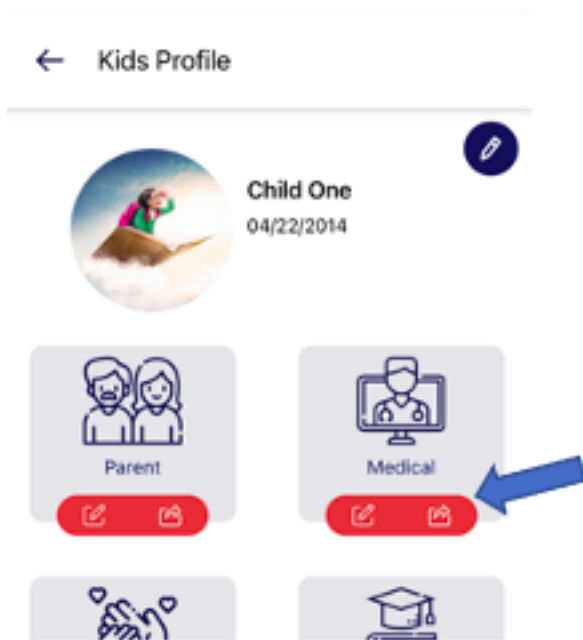
Sharing Child Information

All information related to the child remains stored solely on the mobile phone, unless shared. Sharing options may differ on iPhone or Android.

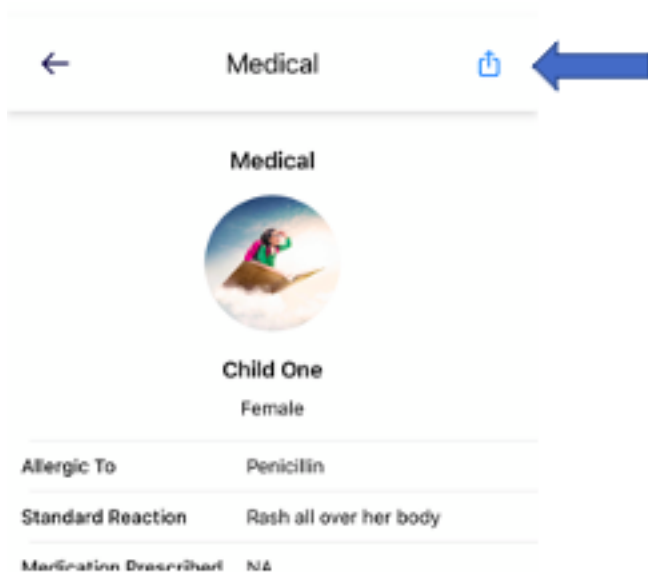
From the Home screen, select the gear icon.



Select Edit Child Profile
Choose a child profile.
Select the share arrow icon next to the report.



Select the mobile phone's share icon (top right corner on iPhones).



Choose one of the options to share the report via AirDrop, text, email, print, or save to files.

Reports can also be saved to third party cloud storage software (i.e., Google Drive and Dropbox, among others) and shared with others. Access can be granted or revoked as needed.

Editing Child Information

From the Home screen, select the gear icon.

Select Edit Child Profile.

Choose a child profile.

Select the pencil in the square (edit) icon for any of the following:

Parent (or Guardian)

Medical

Child Care Provider

School

Extra Curricular

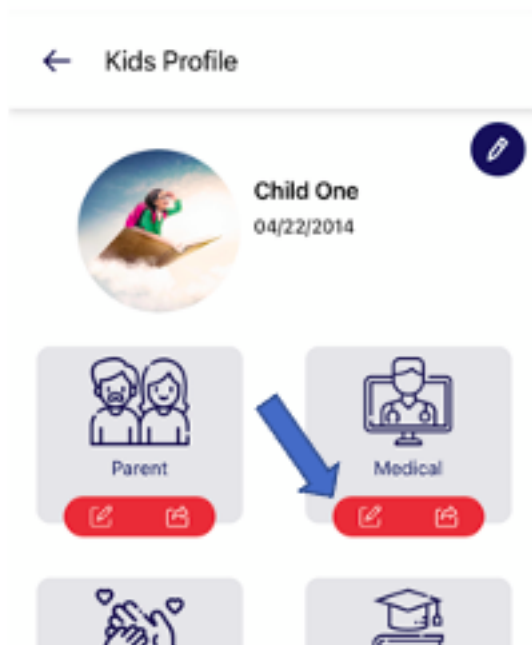
About

Insurance

Support

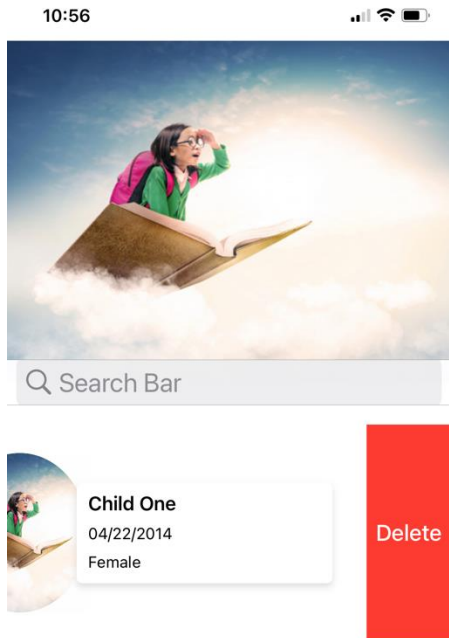
Documents

Legal



Deleting a Child Profile

From the Home screen, slide the child profile to the left until the Delete option appears.



Select Delete.

Editing the User Profile

From the Home screen, select the gear icon.

Add a photo using the Pencil icon.

Choose a photo source from the mobile phone's camera or gallery.

Edit any of the fields.

Select Update.