

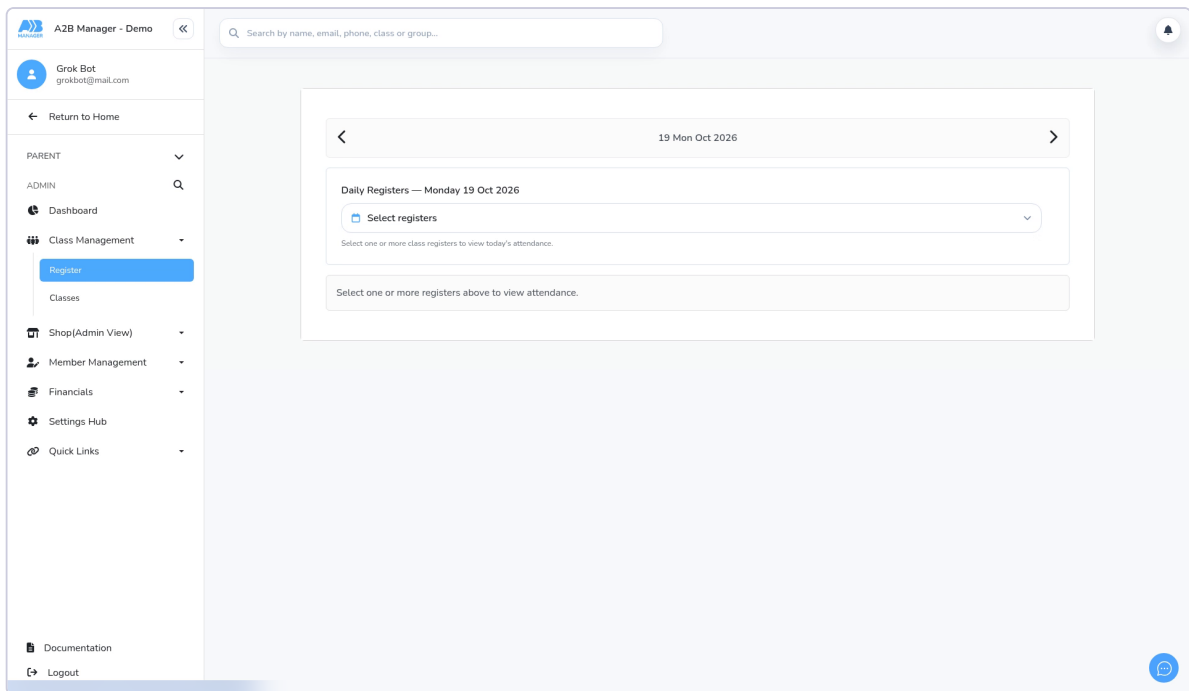
How to Send Media Through the Register

You can send a photo, video or voice note to a child's parent straight from the register. It appears on the parent's dashboard until the expiry date you choose, and you can email them about it too.

Sending media from the register

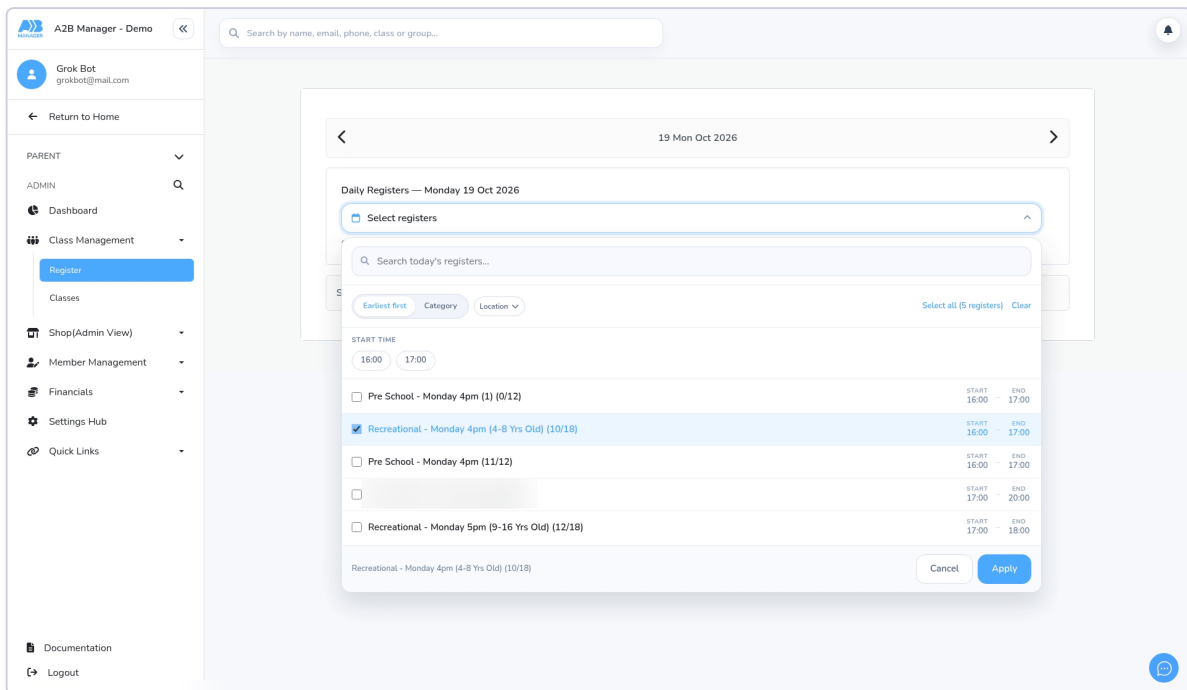
1. Open the Register (0:00)

- Go to **Class Management > Register**.



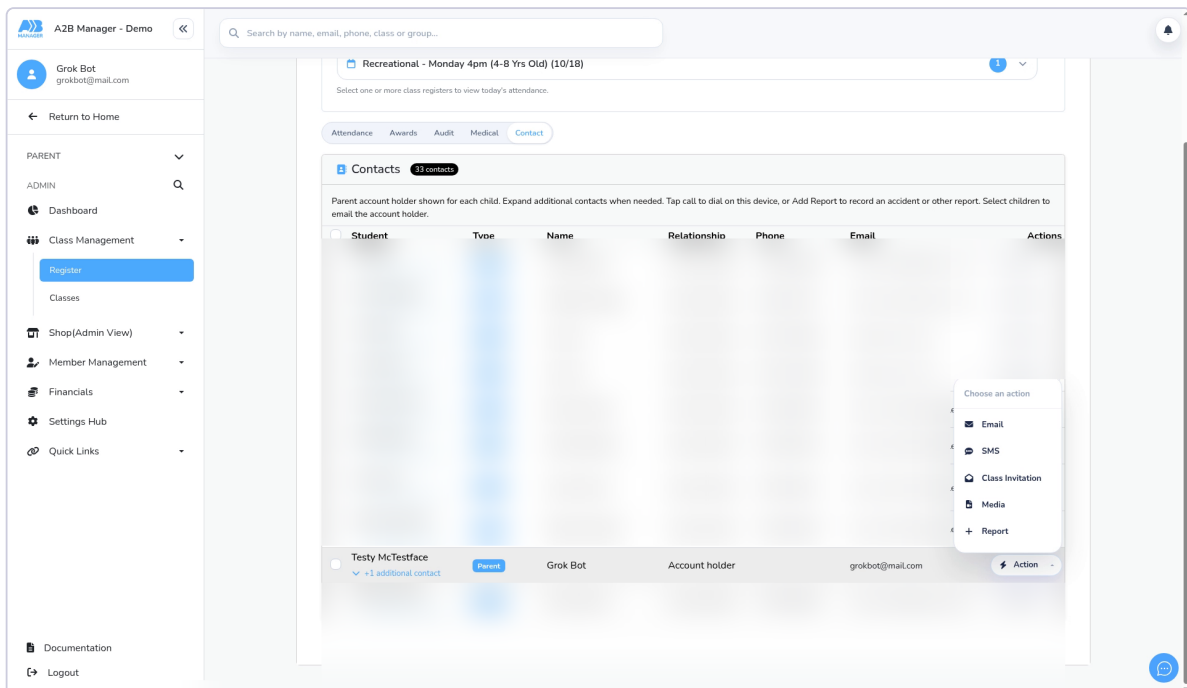
2. Choose the class register (0:04)

- Pick the date, click **Select registers**, tick the class and click **Apply**.



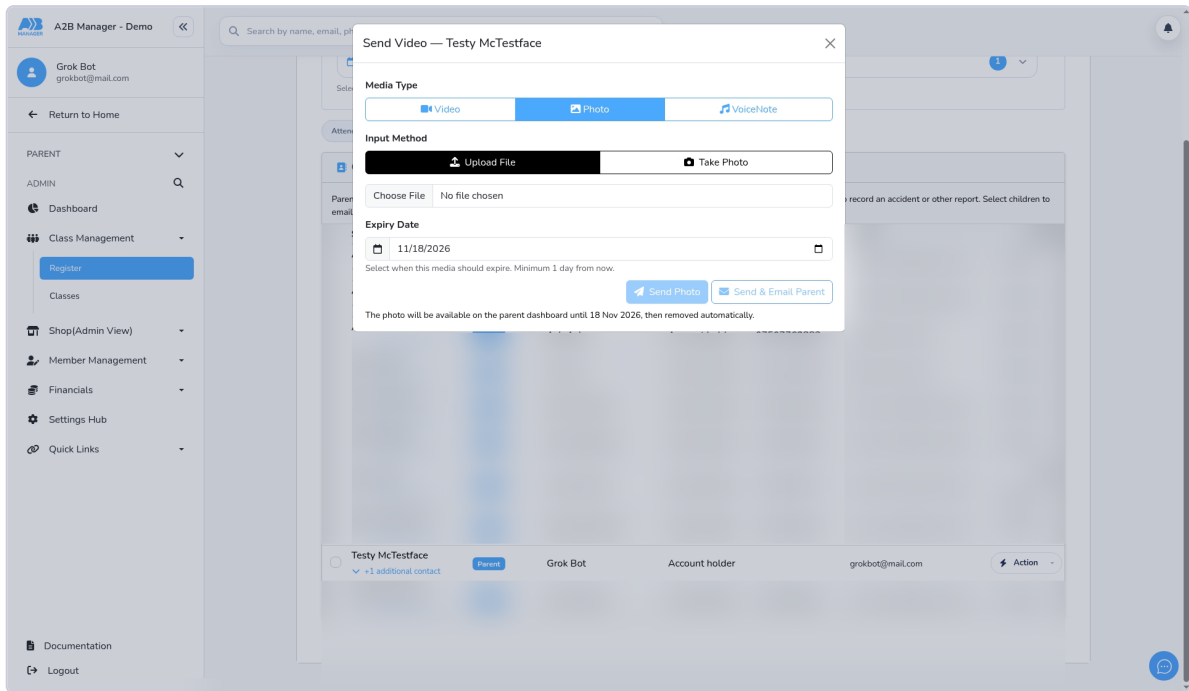
3. Find the child and open Action (0:15)

- Click the **Contact** tab and find the child.
- Click **Action** on their row. The menu offers Email, SMS, Class Invitation, Media and Report.



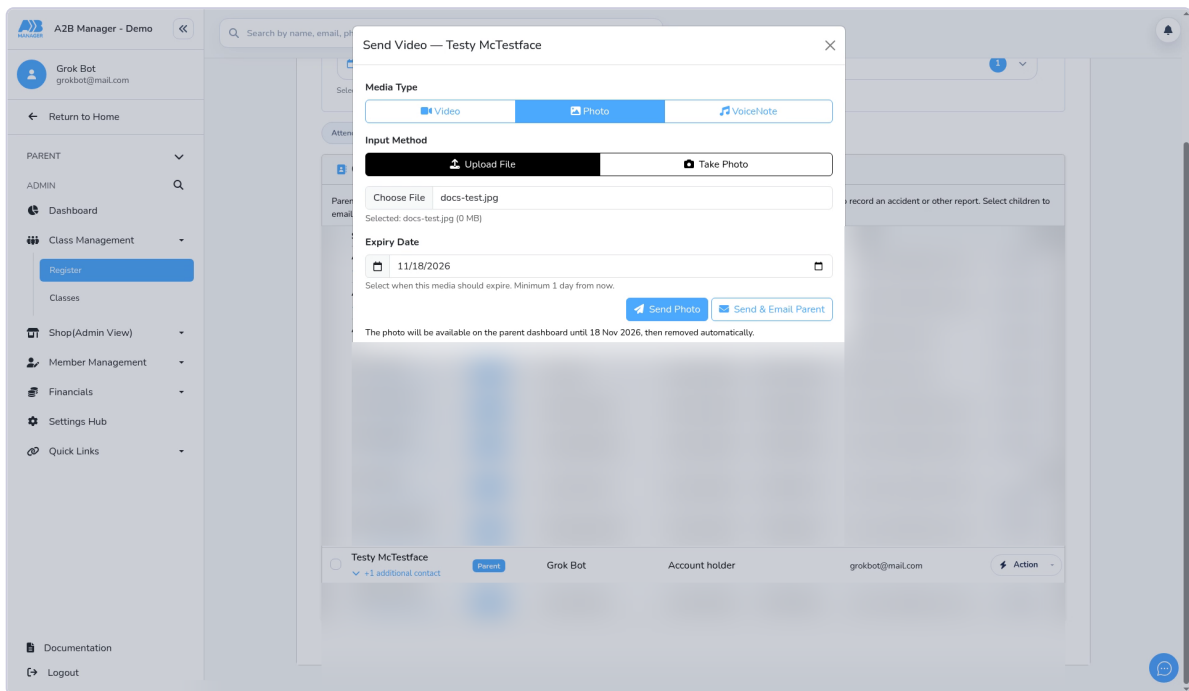
4. Choose Media and the type (0:24)

- Choose **Media**.
- Under **Media Type**, pick **Photo**, **Video** or **Voice note**.
- Under **Input Method**, choose **Upload File** to pick a saved file, or record one there and then (Take Photo or Record Video) on a device with a camera.



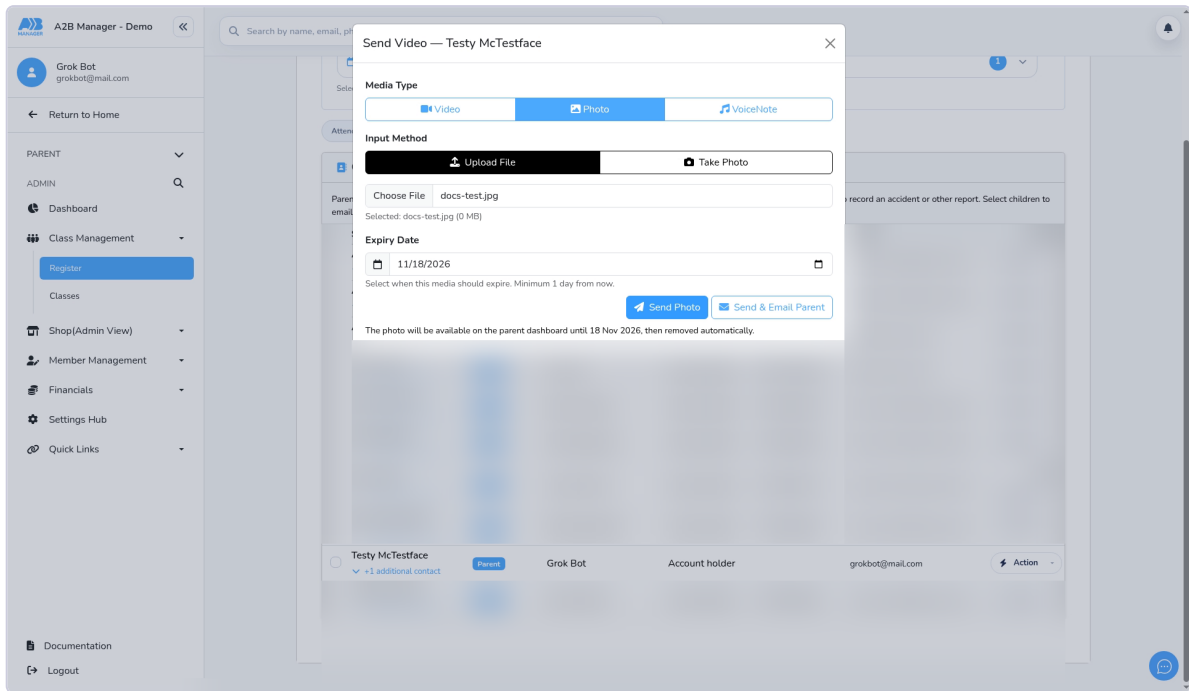
5. Attach the file and check the expiry (0:36)

- Click **Choose File** and select the file.
- Check the **Expiry Date**. The media stays on the parent's dashboard until then and is removed automatically. The minimum is one day from today.



6. Send it to the parent (0:49)

- Click **Send** (for example Send Photo) to put the media on the parent's dashboard.
- Or click **Send & Email Parent** to also email the parent to let them know.
- In the video we close the window without sending, so nothing reaches a parent.



Good to know

- The window's title may say Send Video whichever type you choose. Check the Media Type buttons instead.
- Only send media to the child's own parent, and follow your club's safeguarding and photo consent policy.