

Sibling/Carpool Groups

KIDaccount offers the ability to select multiple siblings, family members, or friends during dismissal time. This functionality allows for a simpler and faster dismissal process. Please note that groups can only be made by staff who have the role of School Administrator in the KIDaccount system.

These instructions include:

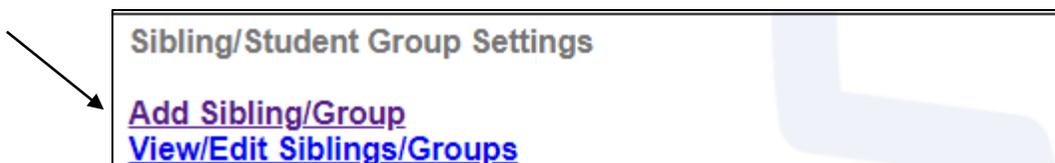
- 1) How to set up sibling/carpool groups
- 2) Viewing groups in carline

1) Setting up Sibling/Carpool Groups

Select the Admin icon on the home page to set up a group, then click on **Adv. Settings**.



Scroll down and locate the **Add Sibling/Student Group Settings** box on the Advanced Settings page. Then, follow the 3-step process on the next page.



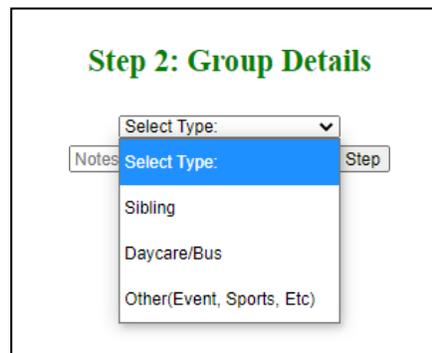
Sibling/Carpool Groups

Step 1: Create a Group. Name the group you are creating. *Ex: Smith or Jones carpool.* Then, click the **Next Step** button.



The screenshot shows a form titled "Step 1: Create A Group". It features a text input field containing "Jones Carpool" and a "Next Step" button to its right.

Step 2: Group Details. On this page, click on the drop-down and choose the type of group being created. After selecting the appropriate type of group, optional notes can be added. Once done, click on the **Next Step** button.

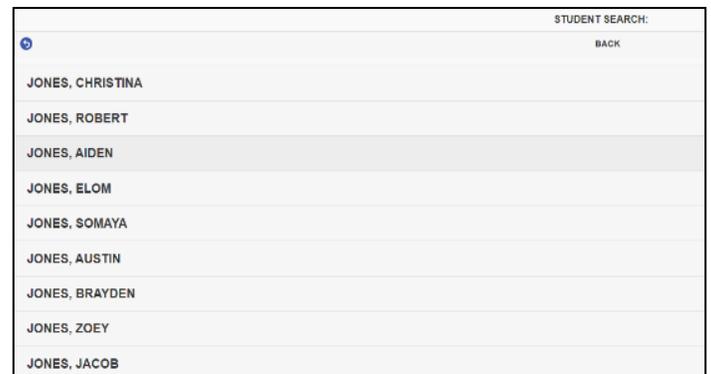


The screenshot shows a form titled "Step 2: Group Details". It features a "Select Type:" dropdown menu with a blue highlight on the "Siblings" option. Other options include "Daycare/Bus" and "Other(Event, Sports, Etc)". There are also "Notes" and "Next Step" buttons visible.

Step 3: Add students To Group: Lastly, in the search bar begin adding students by the last name to the group. Click **Search** and select the correct student from the list.



The screenshot shows a form titled "Step 3: Add Students To Group". It features a text input field containing "Jones" and a "Search" button to its right.



The screenshot shows a "STUDENT SEARCH:" interface with a "BACK" button and a list of student names:

STUDENT SEARCH:
BACK
JONES, CHRISTINA
JONES, ROBERT
JONES, AIDEN
JONES, ELOM
JONES, SOMAYA
JONES, AUSTIN
JONES, BRAYDEN
JONES, ZOEY
JONES, JACOB

Sibling/Carpool Groups

Once you have added all students to the group, click on **Save Group**. After clicking Save Group, the page will be redirected to the Advanced Setting Page.



Home Back

KIDaccount

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Create Student/Sibling Group:
[Delete Group](#) [Save Group](#)

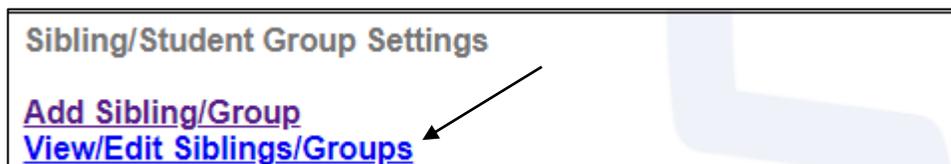
Step 3: Add Students To Group

Search By Last Name Search

Students In Group: (Click Student To Remove From Group)

[Kendall Jones](#)
[Rylee Jones](#)
[Dylan Jones](#)

To make edits to a group, click on **View/Edit Sibling Groups** in Settings. Here, students can be removed or added, or the group name can be changed.



Sibling/Student Group Settings

[Add Sibling/Group](#)
[View/Edit Siblings/Groups](#)

Sibling/Carpool Groups

2) Viewing Groups in Carline

After scanning a parent pick-up card in the dismissal line, a list of students associated with that card/parent will appear. **NOTE:** Ensure all students in a group have the same Pick-Up Person listed for dismissal.

For this example, we will scan the KIDaccount card for Rylee Jones. After scanning Rylee's card, the Scanner will select the appropriate Pick-Up Person. For this example, we are selecting Mark Jones.

NOTE: By clicking on **View Groups**, you can view all students in the same Group as Rylee.

Rylee Jones

[Back](#) [View Groups](#)

DIT APPERSON (Grandparent)

MARK JONES (Father)

JESSICA JONES (Mother)

OFFICE CONFIRMATION

After selecting the appropriate Pick-Up Person, the Scanner will have the option to release the other students in the same group. Once all students are selected, click on **Finish**.

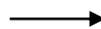
[Return to Scanner](#)

Select Students to Add To Group OR Select any ADDITIONAL students from group to release

Dylan Jones

Kendall Jones

Finish



[Return to Scanner](#)

Select Students to Add To Group OR Select any ADDITIONAL students from group to release

Dylan Jones

Kendall Jones

Finish

Sibling/Carpool Groups

The Scanner will be prompted to click on the appropriate Pick-Up Person for each student in the group individually. The name of the student will appear on top of the page. Do the same for each student in the group.

Return To Scanner

Dylan Jones

Back View Groups

MARK JONES (Father)
JESSICA JONES (Mother)
PAT JONES (Grandparent)
PATRICIA TAYLOR (Grandparent)
OFFICE CONFIRMATION

Return To Scanner

Kendall Jones

Back View Groups

MARK JONES (Father)
JESSICA JONES (Mother)
DUANE SCHREIMANN (Grandpare...
DIAN SCHRIEMANN (Grandparent)
DENISE SMITH (Aunt)
OFFICE CONFIRMATION

On the Carload Page, groups will be highlighted in red or blue. Select the student(s) names you want to release to the pick-up person, and KIDaccount will process your request accordingly.

Lane One	
Home Switch Lane Release Group 2 Undo Release Group 1	
1 1 Jones, Rylee (23)(M Howerton)	✕
4 1 Jones, Dylan (BoysAndGirlsClub)(H Lollman)	✕
04 1 Jones, Kendall (09)(C Brauner)	✕
4 1 Smith, Liam (32)(H Lollman)	✕
4 1 Smith, Emerson ()(H Lollman)	✕
4 1 Smith, Nicholai (32)(H Lollman)	✕

Sibling/Carpool Groups

This concludes the Sibling/Carpool Groups overview.

Please contact us if you have any questions.

CustomerService@kidaccount.com

Thank you for choosing KIDaccount

