

RETURNING USERS

Welcome back! Read below for instructions on how to use the My Lemonade Day app as a returning user. **NOTE:** Returning users DO NOT need to register again, you can login using your credentials to reactivate for Lemonade Day each year.

STEP 1





Enter your login credentials. If you don't remember your password, click Forgot Password to have an email sent to you.

Email claire@lemonadeday.org Password Forgot Password?

Don't have an account? Register

STEP 3

Once you're logged in, you will be redirected to your learner manager. You can toggle between the cards and table in the upper right corner.

Enter your login email and password

| 🥗 Lemonade Day!" | Your Learner Manager How do I add a Learner? | ENG MENU Cards Table |
|----------------------------------|---|--|
| | Your Mentor Code SCH692 | |
| + Add New Learner | Frost Bank Username: frostbank | Jennifer Baur Username: jenniferb |
| LEARNER FIRST NAME | guardian email claire@lemonadeday.org | guardian email claire@lemonadeday.org |
| LEARNER LAST NAME | GUARDIAN PHONE NUMBER - | GUARDIAN PHONE NUMBER |
| GUARDIAN EMAIL (OPTIONAL) | GUARDIAN CONSENT Location Media Contest | GUARDIAN CONSENT Location Media Contest |
| GUARDIAN PHONE NUMBER (OPTIONAL) | GRANTED GRANTED GRANTED | GRANTED GRANTED |

RETURNING LEARNERS

Returning learners can open the app on their device and login with their credentials in order to get started for this year. If they forgot their username or password, <u>click here</u> for directions on how to reset.

REMOVING LEARNERS

Remove any learners that you are no longer mentoring. Click here for instructions.

ADDING NEW LEARNERS

Add new learners by entering their first and last name into a learner card or your mentor table. Learners can then download the app to their device and user their first and last name plus your mentor code to get started. (HINT: Your mentor code can be found at the top of your learner manager.)

| 🕂 Add New Learner | 🐠 Lemonade Day | r | | | | | | | | | | | | 🁏 ENG | |
|----------------------------------|----------------|------------------|---------------|-------|--------------|------------------|---------------------|--------|--------------------|---------------------|--------|----------|---------|-------------------|---|
| LEARNER FIRST NAME | | | | | | (| Mentor Code | SCH692 | •) | | | | | | 8 |
| | | | | | | | Register a | Learne | er | | | | | | |
| LEARNER LAST NAME | | Upload CSV | | | | | | | | | | | 2 | | |
| | ۲ | Learne | r O | ۲ | | | Permission | | ٥ | ۲ | Р | rogram | 0 | | |
| GUARDIAN EMAIL (OPTIONAL) | Pro | ofile First Name | Last Name | Media | Location | Contest Entry | Guardian Email | Sent | Contact Number | Sync | Lesson | Progress | Results | | |
| | | | | | | | | | | •Y- | oy- | oy- | oy | | |
| | | Add First Name | Add Last Name | - | - | - | | | Add Contact Number | What do we do next? | | | | Save This Learner | |
| GUARDIAN PHONE NUMBER (OPTIONAL) | (| Prost | Bank | 0 | \checkmark | \bigcirc | claire@lemonadeday: | 0 | | | 0.0 0 | | - • | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| SAVE THIS LEARNER | | | | | | | | | | | | | | | |

NOTE: If you're mentoring a learner who has previously participated with another mentor, you **DO NOT** have to add them to your mentor table. After the previous mentor has removed them from their table, the learner will login to the app on their device with their credentials; they will then be prompted to add your mentor code to get started. After the learner adds your mentor code, they will be auto-populated to your learner table.