



Adding additional contacts for check-in/check-out

Ross Lugos



Open Curacubby and click **Students**

Demo Preschool Campus Selector School, Camp, Rea... Welcome, Lugos, Ross

Home > Overview

Overview

Support

- Overview ✓
- Parents
- Students**
- Invoices
- Reach Out
- Attendance
- Reports V2
- Simple Reports
- Accounting
- Reports
- Simple Reports
- Accounting

56 Parents

55 Students Who's here now?

88 Families

176 Unpaid invoices

41 Enrolled students

Action Center

- 8 Invoices are queued to go out May 1st, 2020
- 8 Parents did not receive their text messages in the recent past. Please ensure their contact numbers are accurate.
- There are 84 parent signups. Please review them.
- 1 Parents did not receive their emails in the last day. Please ensure their email addresses are accurate.



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Click the **Student's Name**

The screenshot shows the 'Demo Preschool' software interface. The top navigation bar includes the logo, 'Demo Preschool', a 'Campus Selector' dropdown set to 'School, Camp, Rea...', and a user profile for 'Welcome, Lugos, Ross'. The left sidebar contains a 'Support' button and a menu with items: Overview, Parents, Students (checked), Invoices, Reach Out, Attendance, Reports V2, Simple Reports, Accounting, Reports, Simple Reports, and Accounting. The main content area is titled 'Students > overview' and features a filter dropdown set to 'All', a 'Show 10 entries' control, and a search box. Below this is a table of students with columns for Name, Tags, and Status. The student 'Baron, Brodie' is highlighted with a pink box around their name.

	Name	Tags	Status	
	Baron, Brodie	maple Camp School conditi... Complete	Enrolled ✓	
	Battle, Sasha	Accepted gryffindor ravenclaw applica...	Matriculate	
	Bottle, Water	Orange ... Decline applica... Part Time Accepted School Camp	Enrolled ✓	
	Bottle, Juice	School	Enrolled ✓	
	Bowtruckle, Baby	applica... Week1 Accepted	Enrolled ✓	
	Child, Second	School	Enrolled ✓	



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Click the **Profile** tab

The screenshot shows the 'Demo Preschool' software interface. The top navigation bar includes the school name, a 'Campus Selector' dropdown, and a user profile for 'Welcome, Lugos, Ross'. The left sidebar contains a 'Support' button and various menu items like Overview, Parents, Students, Invoices, Reach Out, Attendance, Reports V2, Simple Reports, Accounting, and Reports. The main content area is titled 'Students » Baron, Brodie' and features a tabbed interface with 'Profile', 'Parents', 'Enrollment', 'Invoices', 'Forms', and 'Attendance'. The 'Profile' tab is highlighted with a pink box. Below the tabs, there is a 'Show 10 entries' dropdown and a search box. A table displays a list of invoices with columns for Number, Status, Invoice Date, Paid, and Total. Each row includes a gear icon for settings.

Number	Status	Invoice Date	Paid	Total	
564026	Paid	Apr 01 2020	Mar 20 2020 01:18 PM	\$0.00	⚙️
473470	Saved Temporarily	Dec 05 2019	-	\$109.00	⚙️
459967	Saved Temporarily	Nov 15 2019	-	\$26.50	⚙️
423648	Saved Temporarily	Oct 03 2019	-	\$15.50	⚙️
423447	Saved Temporarily	Oct 03 2019	-	\$15.50	⚙️
422888	Unpaid	Oct 03 2019	-	\$20.00	⚙️
398986	Paid	Sep 06 2019	Sep 16 2019 09:15 PM	\$0.00	⚙️



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Click **Edit Student**

The screenshot shows the 'Demo Preschool' user interface. The top navigation bar includes the school name, a campus selector, and a user profile. The left sidebar contains various menu items, with a 'Support' label next to the 'Students' item. The main content area displays the student profile for 'Baron, Brodie', including tabs for Profile, Parents, Enrollment, Invoices, Forms, and Attendance. The 'Edit Student' button is highlighted with a pink box. Below the profile information, there are sections for 'Additional Contacts' and a table with columns for Name, Mobile #, Email, Role, Emergency Contact?, and Check In/Out?.

Demo Preschool Campus Selector School, Camp, Rea... Welcome, Lugos, Ross

Home > Students > Baron, Brodie

Students » Baron, Brodie

Profile Parents Enrollment Invoices Forms Attendance

Edit Student

Baron, Brodie

Enrolled Campus: School Camp
Accepted: Classrooms: Maple
Date enrolled: Jan 20 2020 07:05 AM
Date start:
Date left:
Schedule: Tu,W,Th,F(4-5:45)
Tags# maple complete Camp School condition-allergy
Age 6 years 8 months Gender Female
Grade DOB 2013-08-01

Additional Contacts

Name	Mobile #	Email	Role	Emergency Contact?	Check In/Out?
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Scroll down and click **+ Add New Contact**

Demo Pres

Overview

Support

Parents

Students

Invoices

Reach Out

Attendance

Reports V2

Simple Reports

Accounting

Reports

Simple Reports

Accounting

Grade

Funding source

Media consent

Siblings enrolled

Additional Contacts

Mobile #	First Name	Last Name	Email	Role	Pin	Emer Cont
4154445555	John	Doe	john@doe.com	Parent (full-access)	<input checked="" type="checkbox"/>

+ Add New Contact

Doctor

Name: Dr. Phillips

Phone: []

Medical Conditions

Condition	Description	Severity	Treatment	Delete
allergy	Peanuts	mild	Benadryl	

+ Add New Medical Condition

Immunizations

Welcome, Lugos, Ross

Out?



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Enter the contact's **Mobile Phone**

Additional Contacts

Mobile #	First Name	Last Name	Email	Role	Pin
4154445555	John	Doe	john@doe.com	Parent (full-access)	...
4-_-_-_-_-					

[+ Add New Contact](#)

Doctor

Name: Dr. Phillips
Phone:

Medical Conditions

Condition	Description	Severity	Treatment	Delete
allergy	Peanuts	mild	Benadryl	

[+ Add New Medical Condition](#)



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If the user already exists, you will be prompted to add that user as an additional contact. Click **YES** and the users' remaining fields will autofill.

Grade **Funding source** Media consent
 Siblings enrolled

Additional Contacts

Mobile #	First Name	Last Name	Email	Role	Pin
4154445555	John	Doe	john@doe.com	Parent (full-access)	⋮
415-555-5555	Do you want to add Jane as one of your additional contacts?				

[+ Add New Contact](#)

Doctor

Name **Phone**

Dr. Phillips

Medical Conditions

Condition	Description	Severity	Treatment	Delete
allergy	Peanuts	mild	Benadryl	🗑️

[+ Add New Medical Condition](#)



Adding additional contacts for check-in/check-out

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If the contact does not already exist, enter the contact's **Name** and email address (optional).

The screenshot shows a web application interface for managing contacts. The sidebar on the left contains navigation options: Overview, Parents, Students, Invoices, Reach Out, Attendance, Reports V2, and Reports. The main content area is divided into several sections:

- Grade**: A dropdown menu.
- Funding source**: A text input field.
- Media consent** and **Siblings enrolled**: Checkboxes.
- Additional Contacts**: A table with columns: Mobile #, First Name, Last Name, Email, Role, and Pin. The table contains two rows: John Doe (john@doe.com) and Jane Smith (no-account+jsmith@ci). The 'Jane' cell in the first name column is highlighted with a pink box.
- + Add New Contact**: A link below the table.
- Doctor**: A section with a 'Name' field (Dr. Phillips) and a 'Phone' field.
- Medical Conditions**: A table with columns: Condition, Description, Severity, Treatment, and Delete. The table contains one row: allergy (Peanuts, mild, Benadryl).
- + Add New Medical Condition**: A link below the table.

The right sidebar shows a user profile for Ross Lugos.



Adding additional contacts for check-in/check-out

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[Optional] Select the contact's **Role**.

The screenshot shows a web application interface for managing school contacts. On the left is a navigation sidebar with a 'Support' button and various menu items like Overview, Parents, Students, Invoices, Reach Out, Attendance, Reports V2, and Reports. The main content area is titled 'Additional Contacts' and contains a table with columns for Mobile #, First Name, Last Name, Email, Role, and Pin. Two contacts are listed: John Doe (Parent (full-access)) and Toby Smith (Uncle). A dropdown menu for the 'Role' of Toby Smith is open, showing options: Parent (full-access), Parent (limited access), Grandparent, Aunt, Uncle (highlighted with a pink box), Babysitter/nanny, Friend, Neighbor, Out of state, and Other. Below the table is a 'Doctor' section with a form for Name (Dr. Phillips) and Phone. At the bottom is a 'Medical Conditions' table with columns for Condition, Description, Severity, Treatment, and Delete. One condition is listed: allergy (Peanuts, mild, Benadryl). A 'Welcome, Lugos, Ross' header is visible in the top right corner.

Mobile #	First Name	Last Name	Email	Role	Pin
4154445555	John	Doe	john@doe.com	Parent (full-access)	...
415-555-7777	Toby	Smith	no-account+jsmith@ci	Uncle	...

Condition	Description	Severity	Treatment	Delete
allergy	Peanuts	mild	Benadryl	[Delete Icon]



Adding additional contacts for check-in/check-out

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Type the contact's **PIN** if they will be using Curacubby's digital attendance (check in/out). This is a 4-digit code the contact will use to check your student in and out. (The contact can set this themselves).

The screenshot shows the Curacubby web application interface. On the left is a navigation sidebar with a 'Support' button and menu items: Overview, Parents, Students, Invoices, Reach Out, Attendance, Reports V2, Simple Reports, Accounting, Reports, Simple Reports, Accounting. The main content area is titled 'Demo Pres' and includes fields for 'Grade' and 'Funding source', and checkboxes for 'Media consent' and 'Siblings enrolled'. Below this is the 'Additional Contacts' section, which contains a table with the following data:

Name	Last Name	Email	Role	Pin	Emergency Contact?	Check In/Out?	Delete
	Doe	john@doe.com	Parent (full-access)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	Smith	no-account+jsmith@ci	Uncle	<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

The 'Pin' field for the 'Uncle' contact is highlighted with a pink box. Below the table is a '+ Add New Contact' link. Further down is the 'Doctor' section with fields for 'Name' (Dr. Phillips) and 'Phone'. Below that is the 'Medical Conditions' section with a table:

Condition	Description	Severity	Treatment	Delete
allergy	Peanuts	mild	Benadryl	

At the bottom of the medical conditions section is a '+ Add New Medical Condition' link. On the right side of the application, there is a user profile header: 'Welcome, Lugos, Ross'.



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Select whether the contact is an emergency contact, can check in/out or both.

The screenshot displays a web application interface for managing school contacts. On the left is a navigation sidebar with a 'Support' button and various menu items like Overview, Parents, Students, Invoices, etc. The main content area is divided into several sections:

- Grade and Funding source:** Includes a dropdown for 'Grade' and a text input for 'Funding source'.
- Media consent and Siblings enrolled:** Two checkboxes, both currently unchecked.
- Additional Contacts:** A table with columns: Name, Last Name, Email, Role, Pin, Emergency Contact?, Check In/Out?, and Delete.

Name	Last Name	Email	Role	Pin	Emergency Contact?	Check In/Out?	Delete
	Doe	john@doe.com	Parent (full-access)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	Smith	no-account+jsmith@ci	Uncle		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
- Doctor:** A section with a 'Doctor' icon and a 'Name' field containing 'Dr. Phillips', and a 'Phone' field.
- Medical Conditions:** A table with columns: Condition, Description, Severity, Treatment, and Delete.

Condition	Description	Severity	Treatment	Delete
allergy	Peanuts	mild	Benadryl	

At the bottom of the main content area, there are links for '+ Add New Contact' and '+ Add New Medical Condition'. The right sidebar shows a user profile for 'Welcome, Lugos, Ross'.



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Scroll down and click **Save**

The screenshot shows a web application interface for a school or organization. The top navigation bar includes a logo, the text "Demo Pres", and a user profile "Welcome, Lugos, Ross". A left sidebar contains navigation items: Overview, Parents, Students, Invoices, Reach Out, Attendance, Reports V2, Simple Reports, Accounting, and Reports. A green "Support" button is also visible. The main content area is divided into two sections: "Medical Conditions" and "Immunizations".

Medical Conditions

Condition	Description	Severity	Treatment	Delete
allergy	<input type="text" value="Peanuts"/>	<input type="text" value="mild"/>	<input type="text" value="Benadryl"/>	

[+ Add New Medical Condition](#)

Immunizations

Name	Status	All Finished	Dates	Complete?	Delete
<input type="text" value="HEPATITIS"/>	Complete	<input checked="" type="checkbox"/>	<input type="text" value="2019-09-11"/> <input type="text" value="2019-09-16"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> [X]	
<input type="text" value="DTaP"/>	Complete	<input checked="" type="checkbox"/>	<input type="text" value="2019-09-17"/>	<input checked="" type="checkbox"/>	

[+ Add Immunization](#)

Save **Cancel**

At the bottom of the page, a table header is visible with columns: Name, Mobile #, Email, Role, Emergency Contact?, and Check In/Out?.



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That's it. You're done.

Support

- Students
- Invoices
- Reach Out
- Attendance
- Reports V2
 - Simple Reports
 - Accounting
- Reports
 - Simple Reports
 - Accounting
 - Student Attendance
 - Staff Time Cards
- Signup Tool
 - Signups
 - Settings

Edit Student

Baron, Brodie

Enrolled
Accepted:
Date enrolled: Jan 20 2020 07:05 AM
Date start:
Date left:
Schedule:
Tu,W,Th,F(4-5:45)

Campus: School Camp
Classrooms: Maple

Tags# maple complete Camp School condition-allergy

Age 6 years 8 months
Grade
Gender Female
DOB 2013-08-01

Additional Contacts

Name	Mobile #	Email	Role	Emergency Contact?	Check In/Out?
Smith, Toby	415-555-7777		Uncle	true	true
Doe, John	415-444-5555	john@doe.com	Parent	true	true

Doctor