

How to Add a New Child		
Notes: Children's details are imported from your MIS or they can be added or updated in Tiny		
Tracker		
You will require Administrator Privileges to manage Children's Details.		
1.	Adding a New Child	
		Add New Child Details
	Select Add New Child +	Search In name, upn of DOB (DO-MMM-YYY)_ Q, Frist Name Sumarie Prevale (Prevolique somaine) Advark, James Frist Name Sumarie Male UPN
		Adams, Nancy Date of Birth Date of Admission Leaving Date Atala, Candis Ca Ca Ca
	Complete the following fields for your	Alemila, Sofia No Contacts +++ Contacts ++++ Contacts +++ Contacts +++ Contacts +++ Contacts +++
	new child:	Banks, Chice Attributes Banks, Moly Pupil Premium Pree School Meals English as an
	First Name and Surname	Brox, Konnad additional Gain, William Inguage Inguage Cain, William Inguage Child Looked After Gifted and
	Gender	Cantor, Evanor Talented Catter, Ryan Catter, Ryan GW Social Services LB Louise Test
	 UPN (if known) 	Chubin, Aile Criubin, Aile Criny, Waar
	Date of Birth	Clarke, Enma Colins, Raiph Save Pupil Details
	Admission Date	
	Leaving Date	
	Note: 👘 is usually left blank	
	until the child has left your organisation.	
2.	Adding Children's Contacts Details	
	C	Contact Details
	Select No Contacts to add or edit	Add New Contact + Details
	a child's contacts.	First Name Surname
	Select Add New Contact + to add a	Contact Type
	new contact	contact type
		Phonenumber Email
	Note: Tiny Tracker will use this	Postcode Address
	information to share the child's	Parental Allow Phone Allow Email
	Learning Journey and Achievements	Contact? Contact? Contact?
	through the Parent Passnort if you have	Contact? Passport
	this switched on.	LB Louise Test
	Input the contact's main details, then	
	use the check boxes to add enhanced	
	information. For example, whether they	
	have granted permission to be	
	contacted by email. or if they have been	
	granted access to the Parent Passport.	
	Select Save Contact Details to confirm	
	changes.	



Additional Information 3. Details First Name First Name Surname Female UPN/Unique Identifier First Name Surname Male UPN Further information about each child Date of Birth Date of Admission Leaving Date can be added in Attributes. 8 No Contacts ••• Deleted? *Note: To customise attributes see* - Attributes -----Help Sheet How to ... Create Pupil Premium Free School Meals English as an additional language Attributes In Care Child Looked After Gifted and Talented GW Social Services LB Louise Test Save Pupil Details Select İnput 🔶 Save Pupil Details