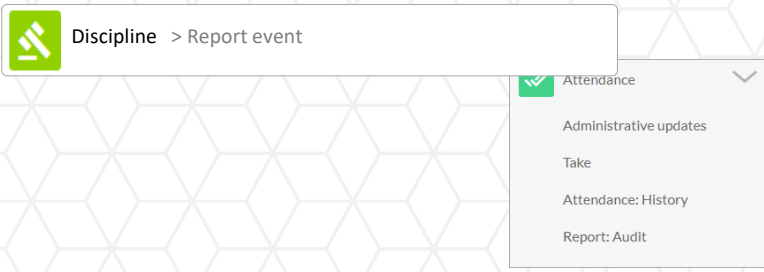


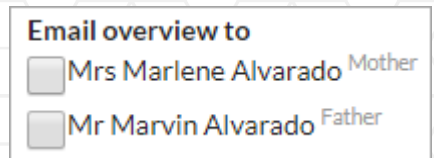


# WHERE IS IT?



## How to enter an event

1. Open the event log screen.
2. Enter a category, and find the student either by entering their name or using the folder icon.
3. The date is set to today's date, and the submitter will set to your account name.
4. Enter the details of the event and if any actions were taken.
5. Under the text boxes, there will be the guardians of the students. If you wish to add other users then they will appear here as well..
6. Select the boxes next to their names to send them a copy of the event.



## GOOD TO KNOW

- The form can be automated to show Parents, Head of School or a disciplinary / academic review user group.
- Categories can be added and points attributed for the achievement awards.
- They can be used for positive events not just discipline!
- The event can be sent automatically by SMS.

Points	Inform Parents	Inform Staff
0	Class Level Default ▼	Class Level Default ▼ ×
0	Class Level Default ▼	Class Level Default ▼ ×
0	Class Level Default ▼	Class Level Default ▼ ×

[add entry](#)

Links to People Picker knowledge base guides

- [Report Event](#)
- [View history](#)
- [Student Profile](#)

