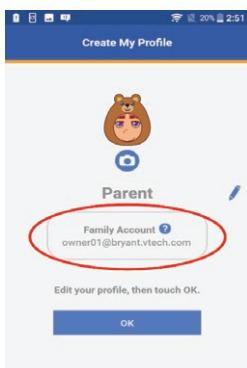
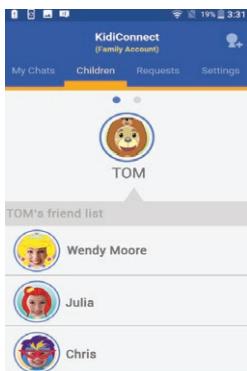




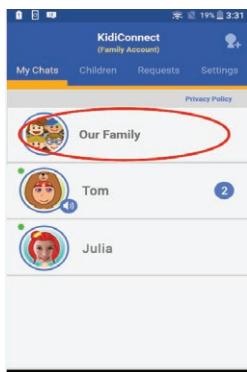
## Setting Up Contact List: Family Account

**Step 1:**

A Family Account is a Learning Lodge® account that is used to manage family profiles. The Family Account is created automatically when you register your child's KidiBuzz™, and it links the parent who creates the account to any children who have a registered KidiBuzz™.

**Step 2:**

Whoever owns the Family Account is in charge of the child's contact list on KidiConnect™. You can only view the child's contact list and approve new friends or invite new members to the family through the Family Account.

**Step 3:**

Every Family Account has its own group chat room in KidiConnect™ where all members of the family can chat together. You cannot create new chat rooms or delete this existing one.

**Step 4:**

When you add a new member to your family, by default they will be added to your family's group chat room and to the contact list of your children at the same time.

For more information on how to add someone to your family, see the tutorial: *How do I add a new member to my family?*

## Setting Up Contact List: New Family Member

Use the KidiConnect™ smartphone app to invite your family to join KidiConnect™. Then, they can chat with your child too. Just follow these instructions if you want to add a new member to your family.

### Step 1:



Open the KidiConnect™ smartphone app, and touch the Add Friend icon in the upper right corner of the main menu screen.

### Step 2:



Select "Add Adult to Family".

Note: This option will only appear if you are logged in to the Family Account.

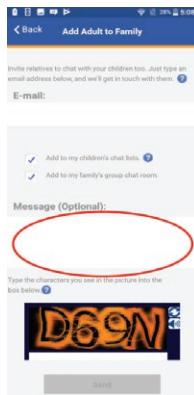
### Step 3:



Type in the email address of the person you wish to add on the next screen.

It does not matter if this person is already using KidiConnect™ or not. If they are using KidiConnect™, we will send them a friend request through the app. If not, we will send them an email invitation to install the app.

### Step 4:



The invitation we send will let them know about KidiConnect™. But if you want to add a personal message, you can type it in the message box.

### Step 5:

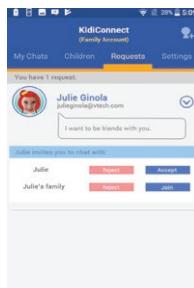


Finally, type the characters you see in the image into the box below it. If it's hard to read the characters, tap the reload icon to load a new picture. Or tap the speaker icon to read the characters out loud.

Touch the "Send" button when you're done.

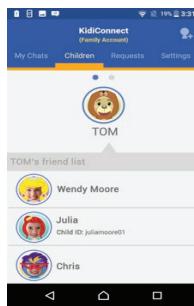


### Step 6:



As we mentioned earlier, if the person you added is already using KidiConnect™, they will get a friend request through the app. Once it's accepted, they will be added to your family.

### Step 7:

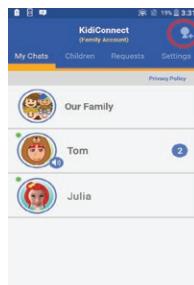


If the person you added is not using KidiConnect™, they will get an email invitation to install the app. Once they install it and create a Learning Lodge® account, they will then need to send a request to join your family. Accept the request to add them.

## Setting Up Contact List: Add Child Friend

Kids can also communicate with each other through KidiConnect™. If your child has a friend who also has a KidiBuzz™, follow the instructions in this tutorial to send a friend request to your child's friend.

### Step 1:



Open the KidiConnect™ smartphone app, and touch the Add Friend icon in the upper right corner of the main menu screen.

### Step 2:



Select "Add a Child Friend".

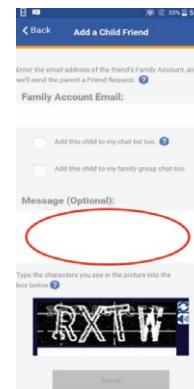
Note: This option will only appear if you are logged in to the Family Account.

### Step 3:



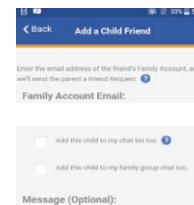
Type in the email address of the friend's family account to send a request to the friend's parent.

### Step 4:



If you want to add a personal message to the parent, you can type it in the message box.

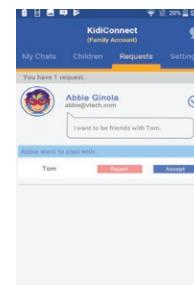
### Step 5:



Finally, type the characters you see in the image into the box below it. If it's hard to read the characters, tap the reload icon to load a new picture. Or tap the speaker icon to read the characters out loud.

Touch the "Send" button when you're done.

### Step 6:



When the friend's parent accepts your request, the friend will be added to your child's contact list.