

HOW TO SET UP NOTIFICATIONS

This guide describes how to set your notification preferences for updates about your child's day at Champions®. You can choose real-time alerts, end-of-day summaries, or customized settings for each child.

- You can set different notification preferences for each child.
- You can choose push alerts, email alerts, or both.
- Your phone or browser must allow notifications for alerts to come through.

STEP-BY-STEP INSTRUCTIONS

MOBILE APP

STEP 1:

Sign in and tap the profile icon at the bottom of your screen

STEP 2:

Select your profile and tap "Notifications"

STEP 3:

Choose your notification preferences.

- Push alerts appear on your phone's lock screen.
- Email alerts are sent to your inbox.

TROUBLESHOOTING

Not getting alerts? Check that notifications are enabled on your phone or browser.

Still nothing coming through? Confirm your email address is correct in your profile.

DESKTOP

STEP 1:

Sign in and click the menu (3 dots) in the upper right corner.

STEP 2:

Click your name to view your profile.

STEP 3:

Select "Relationships."

STEP 4:

Use the toggles to turn notifications on or off.

- Gray toggle = Off
- Blue toggle = On

QUESTIONS? Email ChampionsHelp@KC-Education.com, call 800-246-2154, or contact your site director.