



CHAMPIONS®

# 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.

### 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

### 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.

**QUESTIONS?** Email [ChampionsHelp@KC-Education.com](mailto:ChampionsHelp@KC-Education.com), call 800-246-2154, or contact your site director.