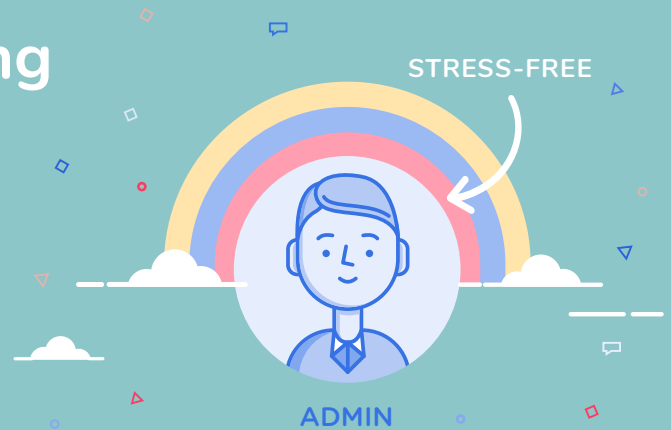


Your Guide to Springring

The Admin Portal

Visit help.myspringring.com



Welcome to Springring!

Prepare for a whole new kind of communication!

From internal communication, to managing staff, to making school wide announcements, Springring will make everything a breeze.

We've created this to guide you through setting up your Springring account and School.

Let's get started!

Login and Setup

The Admin Portal

1. Open your email and check for a Springring invite (make sure to check spam and junk folders as well)
2. Click on the **blue button** to join your school
3. You will automatically be taken to a webpage for you to create and set your password (remember that your password must have at least 8 characters, an uppercase letter, number, and special character)



You're invited to Spring School of Bahrain

Peter Fall (peter.fall@school.com) has invited you to join Spring School of Bahrain, on an Admin account.

[Join Spring School of Bahrain](#)

Spring School of Bahrain URL: springschool.myspringring.com

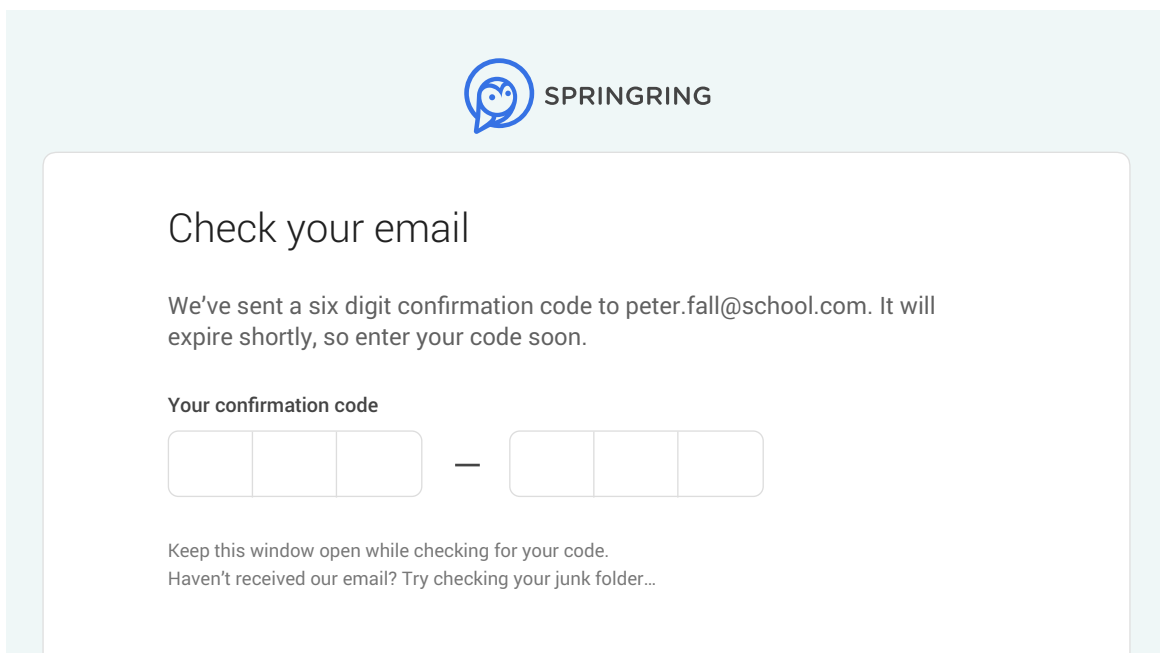
If you have any questions or need help, you can reach us any time at support@myspringring.com

Login and Setup

Creating Your School

Great, let us start building your school! (This step is intended for the Springring account owner. If your School is already setup and you have received your Admin invitation, you can skip this)

1. Enter your main **work email address**. A confirmation code will be sent to you so make sure you have access
2. Enter the 6-Digit Confirmation Code sent to your email address



SPRINGRING

Check your email

We've sent a six digit confirmation code to peter.fall@school.com. It will expire shortly, so enter your code soon.

Your confirmation code

 —


Keep this window open while checking for your code.
Haven't received our email? Try checking your junk folder...

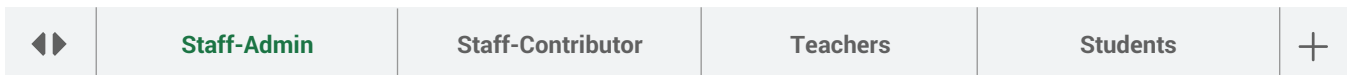
3. Fill out your personal information and create a password for your account
4. Fill out your school's information
5. Choose your school's URL (this **cannot** be changed later). A good example would be schoolname.myspringring.com

Adding your Staff

Importing Users: Admin

Now with your school information setup, it is time to import your staff.

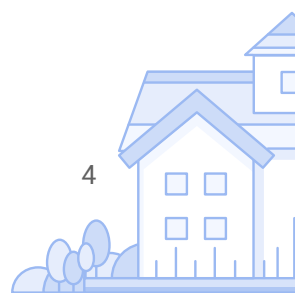
1. Click on  **Import**
2. Click on **Download Template** and open the document
3. In the Excel Sheet, click on the *Staff-Admin* sheet in the bottom left corner



4. Start by filling out your Admin's first and last names
5. Fill out each Admin's e-mail address (if your Admin is also a Parent, you **cannot** use the same email address. We recommend you use their work e-mail address)
6. Your template should now look like this:

	A	B	C	D	E	F	G
1	First Name	Last Name	Email	Group 1	Group 2	Group 3	
2	Peter	Fall	peter.fall@school.com				
3							
4							

7. You can now start assigning your Admin into groups

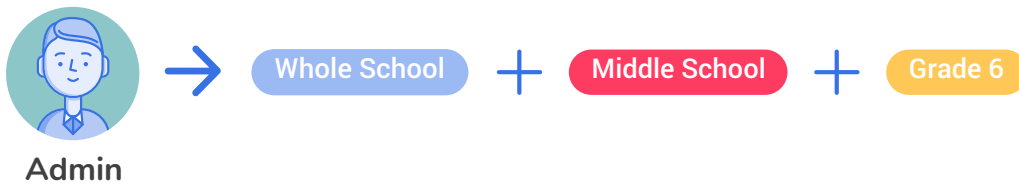


Adding your Staff

Importing Users: Admin

Groups will be the way you separate and organize your Admin staff.

For example, your Admin can be grouped like this:



8. Start by typing in your group names
9. Your template should now look like this:

	A	B	C	D	E	F	
1	First Name	Last Name	Email	Group 1	Group 2	Group 3	
2	Peter	Fall	peter.fall@school.com	Whole School	Middle School	Grade 6	
3							
4							

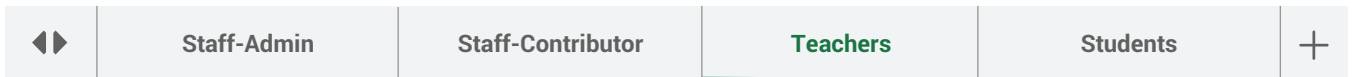
10. Repeat these steps until you finish adding all your Admin users



Adding your Staff

Importing Users: Teachers

1. In the Excel Sheet, click on the *Teachers* sheet in the bottom left corner



2. Start by filling out your Teacher's first and last names
3. Fill out each Teacher's e-mail address (if your Teacher is also a Parent, you **cannot** use the same email address. We recommend you use their work e-mail address)
4. Your template should now look like this:

	A	B	C	D	E	F
1	First Name	Last Name	Email	Group 1	Group 2	Group 3
2	Alice	Spring	alice.spring@school.com			
3						
4						

5. Time to start assigning your Teachers into groups

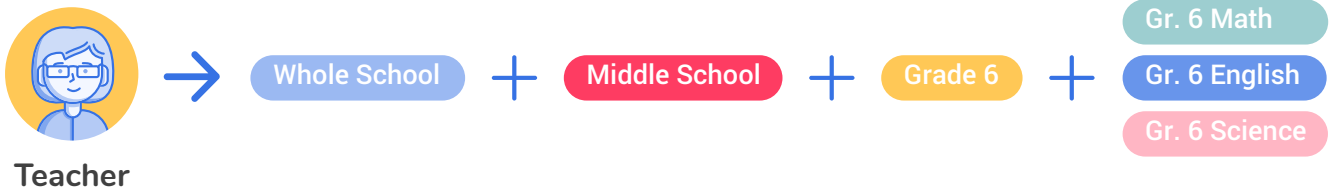


Adding your Staff

Importing Users: Teachers

Groups are Springring's way of organizing your Staff, Teachers, and Students.

For example, your Teachers can be grouped like this:



- Start by typing in your group names (make sure they are written **exactly** the same way they were written for Admin)
- Your template should now look like this:

	C	D	E	F	G	H	I
1	Email	Group 1	Group 2	Group 3	Group 4	Group 5	Group 6
2	alice.spring@school.com	Whole School	Middle School	Grade 6	Gr. 6 Math	Gr. 6 English	Gr. 6 Science
3							
4							

- Repeat these steps until you finish adding all your Teachers



Adding your Students

Importing Users: Students

1. In the Excel Sheet, click on the *Students* sheet in the bottom left corner



2. Start by filling your Student's ID (Students **cannot** have the same ID)
3. Fill out the Student's first name, last name, and e-mail address (if they have one)
4. Fill out the Student's Parent's information (a Student needs to have at least ONE parent)
5. Your template should now look like this:

	A	B	C	D	E	F	G
1	Student ID	Student First Name	Student Last Name	Student Email	Parent 1 First Name	Parent 1 Last Name	Parent 1 Email
2	123321	Ariel	Winter	ariel.winter@school.com	Jasmin	Winter	jasmin.winter@home.com
3							
4							

6. You can now start separating your Students into groups.

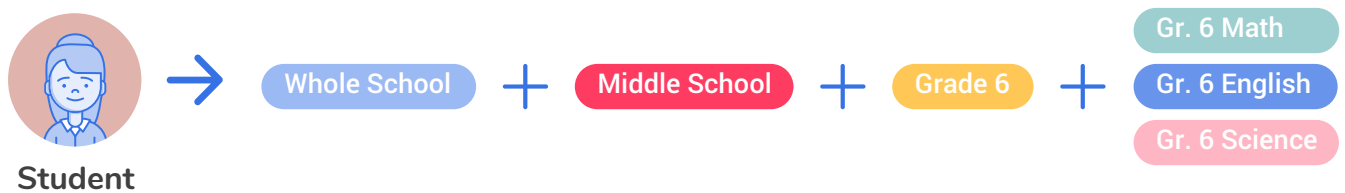


Adding your Students

Importing Users: Students

Groups will be the way you separate and organize your Students and their Parents.

For example, your Students can be grouped like this:



- Start by typing in your group names for your Students (make sure they are written **exactly** the same way they were written for Admin and Teachers)
- Your template should now look like this:

	J	K	L	M	N	O	P
1	Parent 2 Email	Group 1	Group 2	Group 3	Group 4	Group 5	Group 6
2	jack.winter@home.com	Whole School	Middle School	Grade 6	Gr. 6 Math	Gr. 6 English	Gr. 6 Science
3							
4							


- Repeat these steps until you finish adding all your Students




Importing your Users

Uploading your template file


Once you have completed filling your users' information, it's time to import them.

1. Save your template file
2. Open your school's Springring account and click on  **Import**
3. Under the **Import your file** section, drag your file into the dashed box


Import your exported file Find the CSV file file you exported and import it here.



[Download .csv Template](#)
Please follow the exact format in the template file



Drag file to import
[Or Click here](#)

4. Click on 
5. Wait for everything to be processed and review your data
6. Once all of your users have been added to Springring, you will receive an email confirming your recent import
7. Start creating Boards to start communicating



Board Types and Creation

Board Types

Boards are the main way you will be communicating throughout your school.

Springring offers two board types:

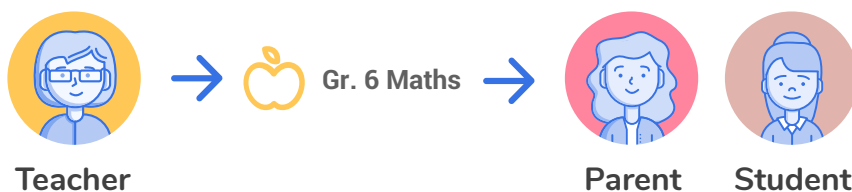
School Boards

These boards are good for school-wide communication and are **managed by Admin** (for example: School Announcements)








Class Boards or 'Class'

These boards are used for daily forms of communication and are **managed by Teachers** (for example: Gr. 6 Math)



Board Types and Creation

Creating a Board

1. Click on  **Manage Boards**.
2. Click on the  button in the top right corner
3. Type a name and description for your board
4. Select an Editor. This will be the person responsible for posting and adding new users (you can have more than one editor)
5. Select the groups you want to be a part of this board. The groups will be the users who will be able to **view** your posts
6. Select users that do not belong to a specific group to be a part of this board
7. Once you have picked the members, click on 
8. You have now created a board
9. Click on the  button and select the board you just created from the left
10. Click on  to create your first post!




Inviting your Users

Sending out invitations

With your Users imported and boards set-up, it's time to send them invitations!

1. Click on  Manager Users

Here you will be able to review the users you imported. You can also add any individual user you might have missed.

2. Review your Admin, Teacher, and Student's information (ensure that their email addresses are all correct)
3. Once you're ready, click on 

Your Users will now receive invitations to create their accounts and start using Springring.

