

PARENT USER GUIDE

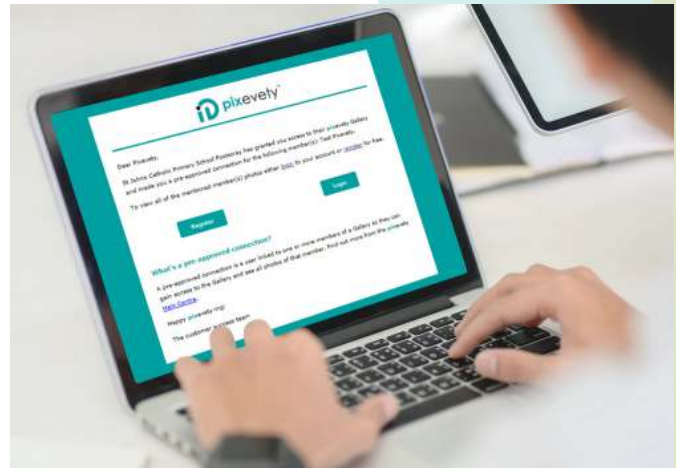
pixevely helps our school to safely manage and share our growing photo & video collection with our entire school community.

Steps to get started

1 Register for an account

To access our gallery, please register for a free **pixevely** account using the link provided in this email. Once registration is complete, you will be prompted to confirm your account before gaining access to our gallery.

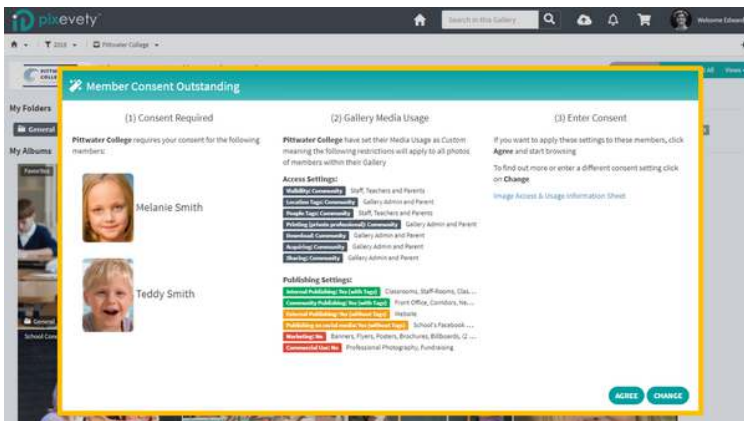
Important: You must register for an account using the email address where this email was received so you can connect to the School Gallery once you log into your account.



2 Review your child's consent

Once logged into your **pixevely** account you will be asked to review the school's image permission settings and choose to either agree to these settings or change them for your child(ren).

Please note: Only 1 parent per student will be required to provide consent. That parent becomes the primary authoriser within the Gallery for the student.



3 View Images and Access your VIPs

Once inside our gallery, you can browse through albums, each album will contain photos.

Double click on an album to explore the content within, photos can be viewed in a larger size by double clicking on the thumbnail.

Easily access all the photos of your child(ren) in one location by clicking on the orange My VIPs button in the top right of your screen.

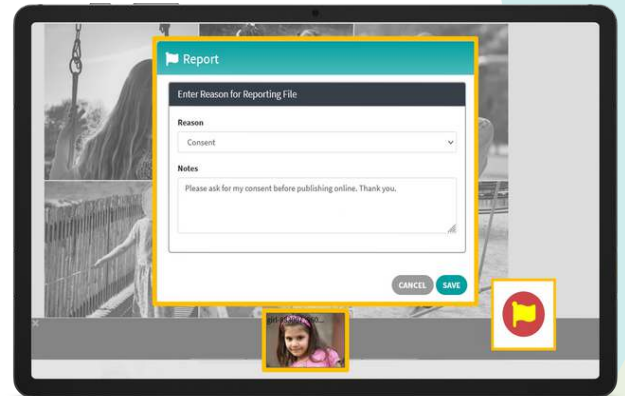


NAVIGATE THE GALLERY

4 Flag Files

If you notice any faces that have been incorrectly named, click on the photo once and it will appear in your Working Tray. Select the yellow flag to *Request Immediate Removal*.

Complete the report by selecting "Not this Person" from the dropdown menu and leave a note to provide the school with the correct details. The image will then be removed from the gallery until the name change has been completed.



5 Download Images

Within an album, click once on images to move them to the working tray at the bottom of your screen, select the Download icon:

Download: allows you to download an individual image to your computer or, multiple images as an emailed Zip file.

Download and Acquire: download images and place copy of the image into your personal pixevely gallery

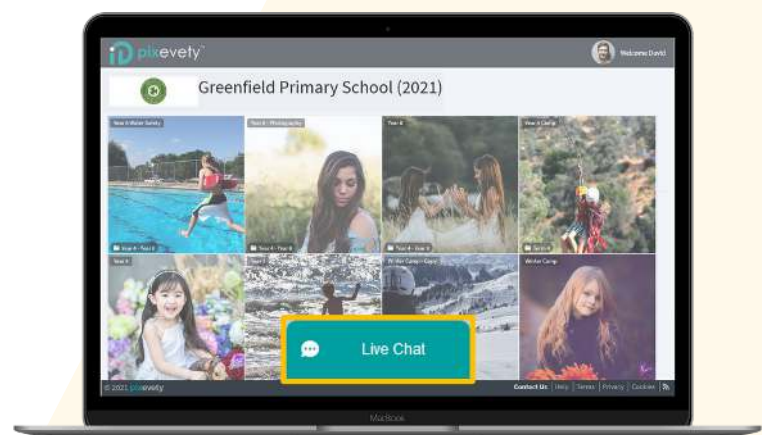
Acquire: place a copy of images into your personal pixevely gallery



6 Live Chat

pixevely are always on hand to help! If you have any questions, click the 'Live Chat' button at the bottom of your screen to speak to a pixevely customer success representative.

Alternatively, click on Contact Us to leave a message and we will be in touch shortly.

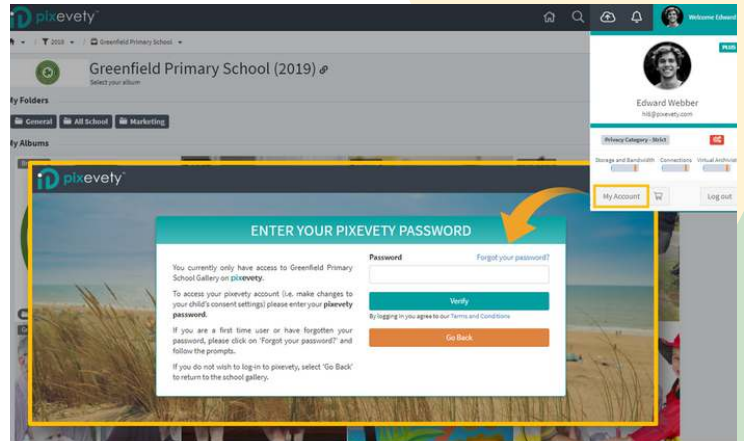


UPDATE YOUR CHILD'S PHOTO PERMISSIONS

1 Click on 'My Account'

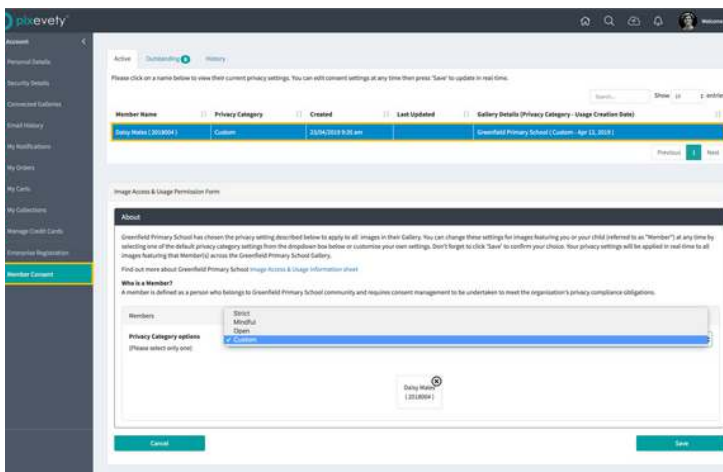
To update your child's consent settings, click on your name in the top right hand side of the screen and then click on **My Account**.

You will be asked to enter your **pixevely** password. If you do not know your password, simply click **'Forgot your password?'** and follow the prompts



2 Update your child's consent settings

Once in the **My Account** screen, click **Member Consent**. From here you will see your child(ren)'s name. Select their name and create a custom setting to reflect your wishes.



3 Save your child's consent settings

Once saved, the new consent settings will be applied to all photos your child is tagged in within our school Gallery.

