



Electronic Sign In for Parents



Hello **youthful curiosity**,
you've come to a **SAFE SPACE**.

1300 769 110
hello@hubhello.com



As a parent if your service is using Electronic Sign In you are able to sign your child in and out via their kiosk or alternatively some services/educators allow parents to use their contactless sign in QR code to sign in from your device.

If your service is using the contactless sign in they will provide a QR code that you can scan using the camera on your phone. Just hold your phone camera over the code and it will take you to the sign in page, please then follow the instructions below.



If your service/educator has chosen not to use the QR code for contactless sign in you will sign in via their device – kiosk, iPad, tablet, phone, computer.

Your service/educator will have entered in their login information and the parent sign in page will appear.

Regardless of if you use the service/educators device or if you have scanned the QR code, you will be prompted to enter in your phone number and pin.

A dark blue screen with the HubHello logo in the top left corner. In the center, it says "Ellison Park ELC" and "ENTER PHONE NUMBER" above a text input field. Below the input field is a numeric keypad with buttons for digits 1 through 9, 0, and a backspace button (X). The background features a subtle pattern of dots and lines.

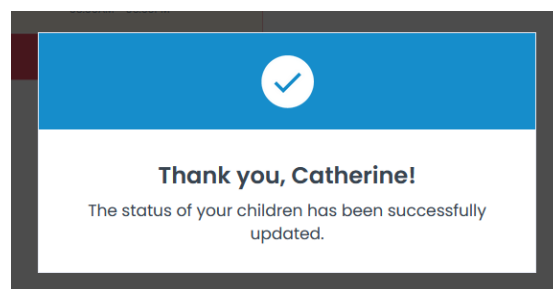
Once you have entered your phone number and pin number you will be prompted to sign your child/ren in or mark them absent. You will see your own children appear here and any children where you are listed as an emergency contact with authority to sign the child/ren in or out.

Make sure that when you sign the child in/out or mark a child as absent, you then click on save.

The screenshot shows the HubHello app interface. At the top, it says 'Hi, Catherine Feimingham!' and 'Friday, Oct 14, 2022 01:09 PM'. Below this is a table with three columns for children: Lucy Ellem, Amity (Mum) Feimingham, and Jonty Feimingham. Each column has two buttons: 'SIGN IN' and 'ABSENT'. Red arrows point to the 'SIGN IN' button for Amity and the 'ABSENT' button for Jonty. At the bottom, there is a 'CANCEL' button on the left and a 'SAVE' button on the right, with a red arrow pointing to the 'SAVE' button.

Lucy Ellem 08:00AM - 05:00PM	Amity (Mum) Feimingham 07:00AM - 05:00PM	Jonty Feimingham 08:00AM - 05:00PM
SIGN IN	SIGN IN	SIGN IN
ABSENT	ABSENT	ABSENT

When you click on save you will receive a message to show that it has been saved successfully.



Absences and Missed Attendances

If your child has been marked absent by the service/educator or your child has been signed in/out by the service/educator, you will be prompted to confirm these entries when you sign into the Electronic Sign In.

You have the ability to confirm these all at once by click on 'Confirm All'.

Hi, Catherine Felmingham!

Ellison Park ELC

Confirm Attendances

Ellison Park ELC has signed in/out children in your care. Please confirm.

[Confirm All Attendances](#)

Amity Felmingham Tuesday, October 11, 2022 07:00 - 17:00 SIGNED IN: 08:24 AM	Amity Felmingham Tuesday, October 11, 2022 07:00 - 17:00 SIGNED OUT: 04:10 PM	Jonty Felmingham Friday, October 7, 2022 06:00 - 18:00 SIGNED IN: 08:04 AM	Jonty Felmingham Tuesday, October 11, 2022 06:00 - 12:30 SIGNED IN: 08:24 AM	Jonty Felmingham Tuesday, October 11, 2022 06:00 - 12:30 SIGNED OUT: 04:10 PM
NO YES	NO YES	NO YES	NO YES	NO YES

CANCEL

CONFIRM

Messages

Your service has the ability to leave you messages on the Electronic Sign In and this will appear when you first sign in. You will need to acknowledge this message prior to moving to the next screen.

Hi, Nan Nan Edwards!

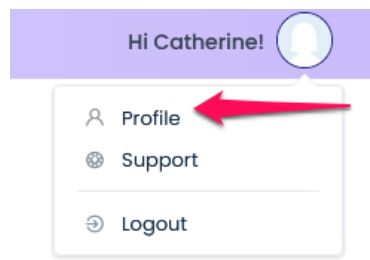
Ellison Park ELC

Just a reminder that even on rainy days we still like to head outside to let off some energy so we do ask that everyone pack at least 1 change of clothes. We enjoy the opportunity to run around, climb, and get dirty outside, having clean and dry clothes is a must so that the children can get changed once they come inside. Thanks for understanding The Ellison Park Team

OK

Reset Pin Number

If you have forgotten your pin number or wish to reset this, you can go to the your cameo in the top right corner and click on Profile



You will then click on 'My Account' and scroll down to 'Enable Pin'. Here you can change your pin number if required.

My Account

Account

Username: catherine_felmingham

Email: cattfelmingham@gmail.com ✓

Change Password ☐

Enable PIN ☒

PIN Code:

Confirm PIN Code:

[Service Agreements](#) **Save**

If you need to change the pin number of your child's guardian/parent 2 or emergency contacts, you can do this by going to 'My World' and clicking on the pencil symbol to edit the person's details.

My World

Amity (Mum) Felmingham Daughter [Go to Profile >>](#)

Erika Clark Son [Go to Profile >>](#)

Imogen Watson Daughter [Go to Profile >>](#)

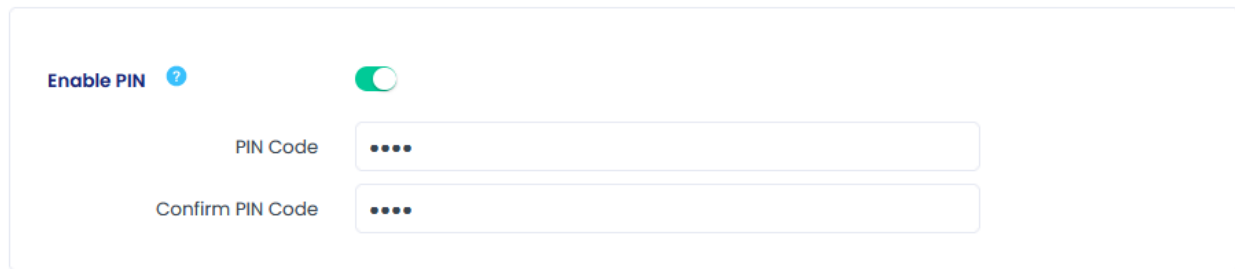
Jane Felmingham Son [Go to Profile >>](#)

Jonty Felmingham Son [Go to Profile >>](#)

Stephanie Wright Other [Go to Profile >>](#)

Craig Smith Husband [Go to Profile >>](#)

You will then scroll down to the 'Enable Pin' section and make the necessary changes.



The screenshot shows a user interface for enabling a PIN. At the top left, it says "Enable PIN" with a blue question mark icon. To the right of this text is a green toggle switch that is currently turned on. Below the toggle, there are two input fields. The first is labeled "PIN Code" and contains four black dots. The second is labeled "Confirm PIN Code" and also contains four black dots. The entire form is enclosed in a light gray border.

*** Please remember that you should contact your service for additional information and support for use of the parent portal, the mobile app and all areas of HubHello. If your service is not sure how to assist, they can contact our support team for further assistance, we do ask that you don't call or email HubHello yourself as our team will refer you back to your service.**

*** You can find additional information and support documents by going to support via your profile including, how to merge your account, how to add guardian/parent 2 access, BookMe walkthrough, how to sign your CWA, how to verify your email and mobile etc.**