

# Livingtree Engage

## QuickStart Tips for Families

### 1 Activate Account

Click the link in your welcome invitation email/text message, and follow the instructions. Make sure your contact information is up-to-date with the school.

### 2 Download App

You can access Livingtree Engage from anywhere using your smartphone. Download the app by searching "Livingtree" in App Store or Google Play.

### 3 Update Phone Number

Under profile preferences, update your phone number to receive important notifications sent out by school faculty and staff via text alerts and automated phone alerts.

### 4 Set Language Preference

Under profile preferences, update your language to translate all posts, comments, inbox messages, calendar events, and notifications to the language of your choice.

### 5 Customize Notifications

Under profile preferences, customize how and for what specific content you'd like to receive notifications.

### 6 Add Family Members

To add an additional family member, caregiver, or guardian to your Livingtree family, click "My Network" and then "Invite."

### 7 View Class Posts

View posts, photos, videos, and files from your child's teachers and school on Conversations. You can filter the content under "Group Filter."

### 8 Participate and Engage

Join the conversation and provide feedback by submitting a "Like" or Commenting on posts in your Conversations feed.

### 9 Send Direct Messages

Click "Inbox" for a direct medium to communicate with your child's teacher and other school members.

### 10 View Upcoming Events

Click "Calendar" to view and create upcoming events, Sign Up for tasks, and to RSVP to events.

For detailed instructions, read the parent manual: [try.livingtree.com/parentmanual/](http://try.livingtree.com/parentmanual/)