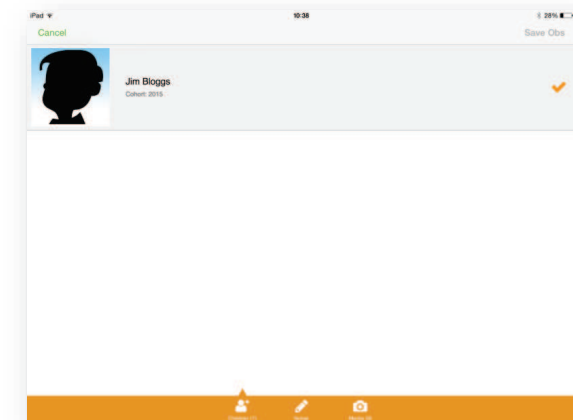
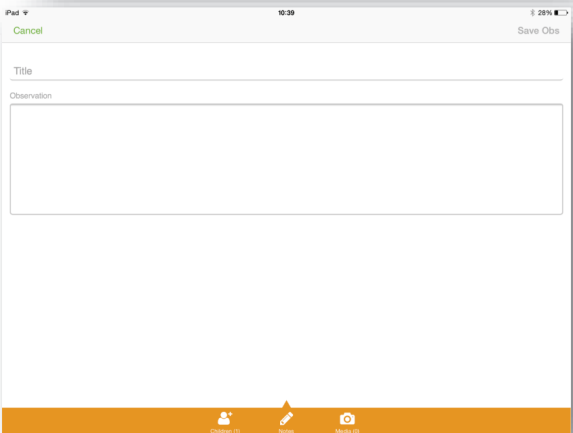


## Adding an Observation

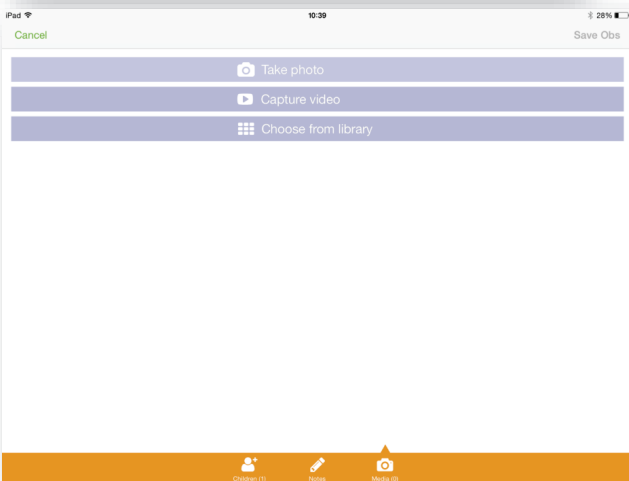
To add an observation, on the top of the Home screen of the Tapestry app press the + button.



First select which child you want to make an observation for. You will only be able to select your own children who you have been linked with on this Tapestry account.



Press the pencil icon to write the text of your observation. Give your observation an appropriate title, and then enter what you want to write.



To add a photo or video to your observation, press the camera icon. Select 'take a photo' to take a photograph through the Tapestry app, and 'Record a Video' to record video through the Tapestry app. Please make sure your Android device permissions allow the Tapestry app to use the camera and the microphone.

If you recorded your media earlier or have taken it from another source press the 'Choose from Library' option.

When you are finished press the 'SAVE' button to upload the observation. Depending on which options your setting has chosen, your observation may have to be approved by a member of staff before it is officially posted into your child's journal.



## Tapestry for Parents and Relatives Apple iOS Device Guide



### How to get the Tapestry app for Apple iOS devices:

You can download and install the Tapestry app like any other app, just go to the apple iOS app store:

Search 'Tapestry EYFS' or 'Tapestry' and it should be simple to find the app – just look for the criss-cross Tapestry logo (as in the top left hand corner of this tutorial). Download and then install the app.

We update our apps fairly frequently, so if you don't have automatic updates turned on, please regularly go to the iOS app store to keep Tapestry up to date, this way you won't miss out on any important updates or changes.

### Login Information

In order to use Tapestry, your setting will have to create a user account for you on the system. Tapestry support (the customer services team) are unable to create or modify relative accounts; if you have an issue with your Tapestry account please contact your setting. Tapestry support can only directly provide parents and relatives with basic advice on how to use the system.

**Your Username:** This will be the email address your setting used to register you on Tapestry, for example jparent@example.co.uk.

**Your Password:** You will get your password in one of several ways:

1) You will receive an email generated by your setting that contains a link you can follow to set up your own password and PIN number for Tapestry. This link will expire one week after it has been sent. If your link has expired or won't work for another reason, please contact your setting manager for assistance.

2) Your password will already have been set by your setting. You will receive it in written form, or in an email sent by setting staff. If the setting are printing this tutorial off for you, it may also be written here:



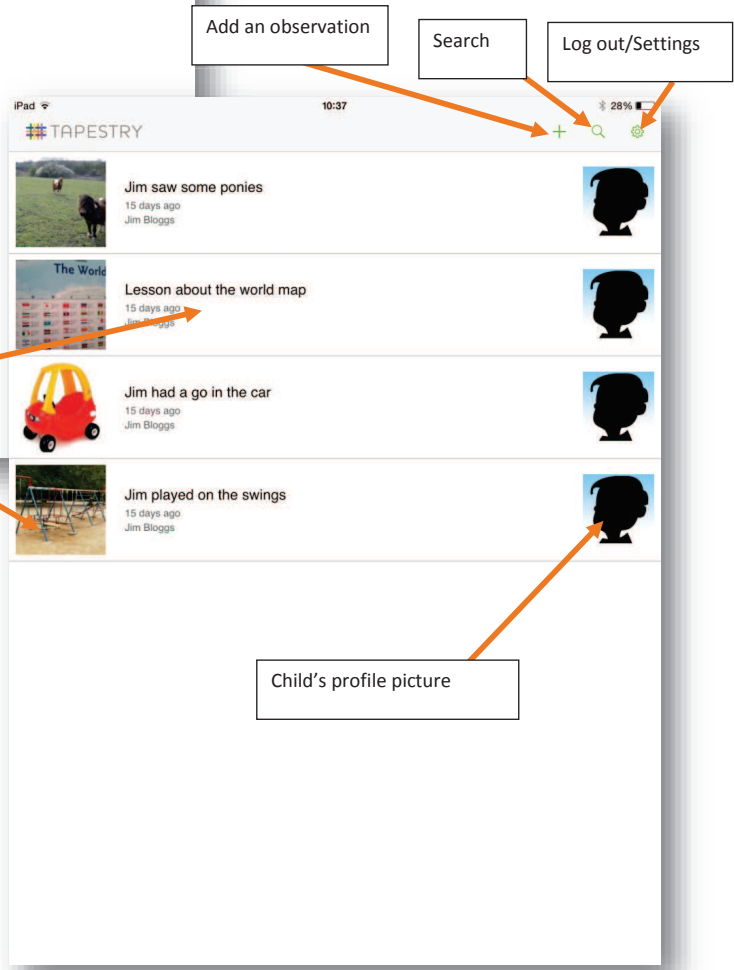
You can change both your email and password through the browser version of Tapestry whenever you like.

# Tapestry App Interface

## Login Screen



## Home Screen



# Viewing an Observation

To view an observation, tap the one you would like to see. You can scroll down (and up) by dragging up and down on the screen if there are quite a few to view.

