



# Xplor Home


For Parents



# Setting up your Xplor Account for the first time

- 1 Check for an invitation email in your Inbox and select **Create Account**.
- 2 Click **Create Account**.
- 3 Tap **Password**.
- 4 Enter **Mobile Number**.
- 5 Enter **Account Pin**.
- 6 **All Done!**

XPLOR  
**Welcome**



Hi Wilma,



Your childcare centre Bedrock ELC 1 is using Xplor for parents. Xplor allows you to see photos and videos of your child's learning, monitor health, manage bookings, and use contactless sign-in & out.

[Create Account](#)

**What's next?**

GET XPLOR HOME

Download the Xplor Home app once you've created your account to access all of our great features for families.

SECURELY SIGN IN AT CARE

[Learn to sign in your child with the Home app](#) or using the [Xplor Hub](#)

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**Welcome to Xplor**

We are always super excited to welcome new users to Xplor and Bedrock ELC 1.

We will now take you through a few simple steps to verify your email and set up your new account.

[Create Account](#)


[I already have an account](#)

<

**Create Password**

Password

Repeat Password

Strength: Good 

8 characters

passwords-don't-match

[Next](#)

<

**Enter mobile number**

This mobile number will be used to log into the Xplor Hub.

Mobile

invalid-phone-number

[Next](#)

<

**Create Account Pin**

Your four digit PIN can be used with your phone number to sign into Xplor.

Pin

Repeat Pin


4-digits

pins-don't-match

[Next](#)

×

**Welcome Wilma**



You are now a proud new member of Bedrock ELC 1. For all future logins please use the email below.

Email

[Finished](#)



# Already have an Xplor account?

1

Check for an invitation email in your Inbox and select **Link Account**.


2

## All Done!

The system will automatically detect if your email address is currently registered with Xplor and will automatically merge your accounts together

XPLOR

## Welcome



Hi Emily,

Your childcare centre Galaxy Early Learning Centre has requested you link your Xplor account to their centre.



As a reminder, Xplor allows you to see photos and videos of your child's learning, monitor health, manage bookings, and use contactless sign-in & out.

[Link Account](#)

### What's next?

GET XPLOR HOME

Download the Xplor Home app once you've created your account to access all of our great features for families.

 Download on the App Store  GET IT ON Google Play



SECURELY SIGN IN AT CARE

Learn to sign in your child with the [Home app](#) or using the [Xplor Hub](#)

1

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## Welcome Emily



You are now a proud new member of Galaxy Early Learning Centre. For all future logins please use the email below.

Email

[Finished](#)

2

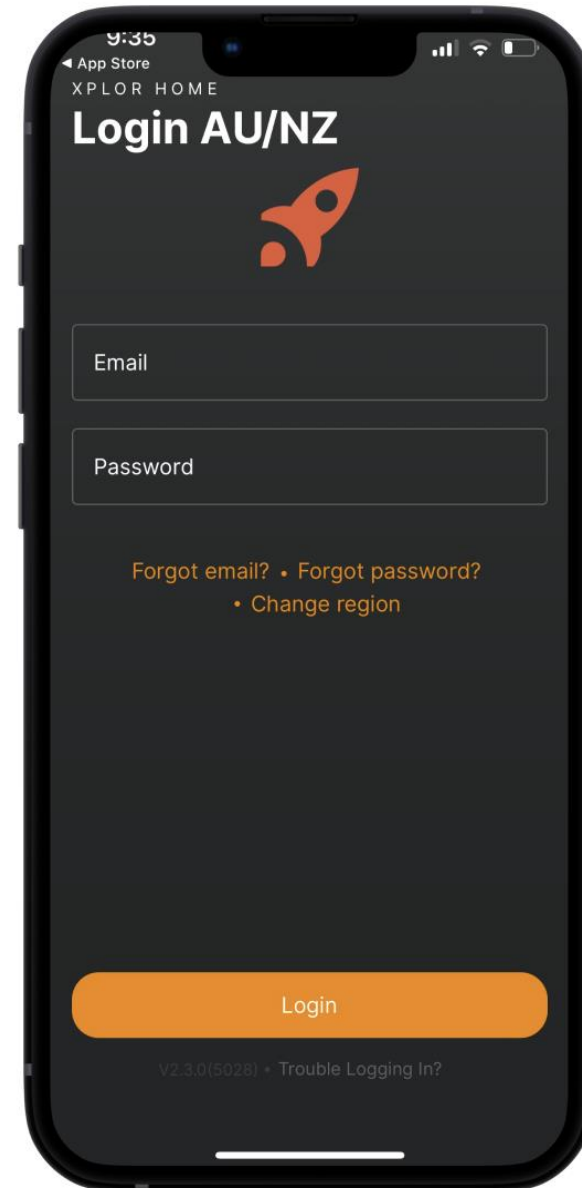
# Logging In

Now that you have set up your account with Xplor and your service, you are now ready to log in to either the Home App and Home Web!

- 1 Check for an invitation email in **Download the Home App** via the Google Play Store or Apple Store.
- 2 Login using your **Email & Password**.
- 3 All Done!

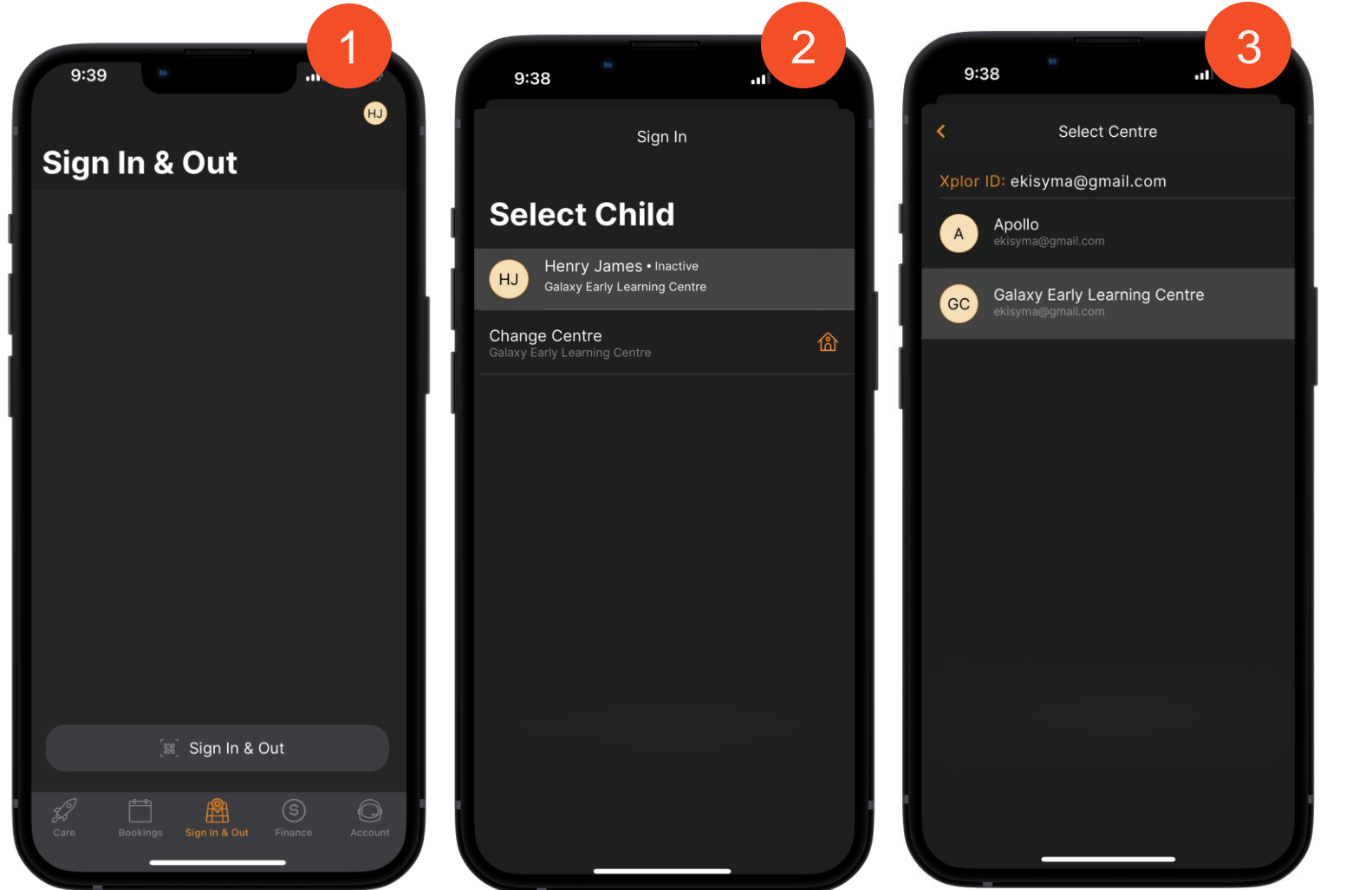
You can also log in any time on the Parent Home Web platform by going to **[home.myxplor.com](https://home.myxplor.com)**.

[See here for Home App FAQs](#)



# Toggle between different services

- 1 Open the **Xplor Home App**
- 2 Click on the circle in the **Top Right Hand Corner**
- 3 Select **Change Centre**
- 4 Select the **Service** from the list



# Sign In Option 1: QR Code



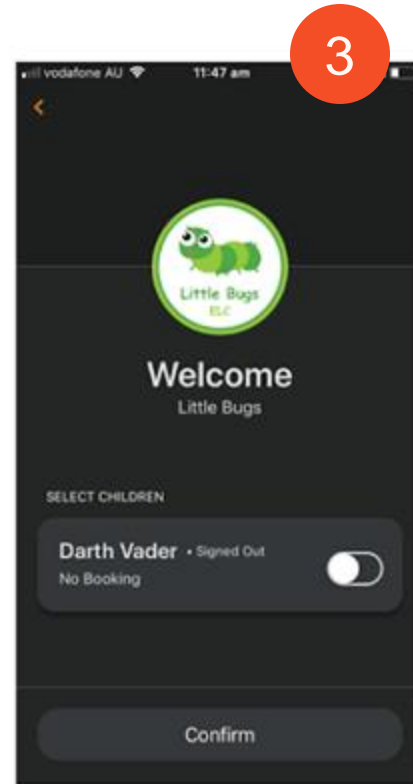
You can sign your child in/out of care through the Home App by using the QR code located on the HUB



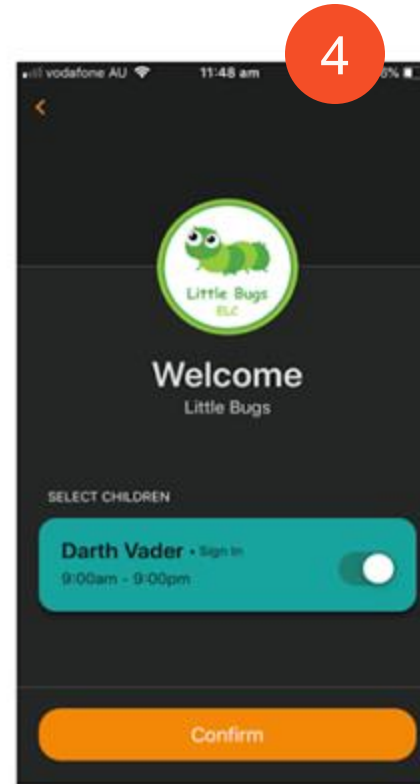
1. Tap the 'Sign in & Out' Tab



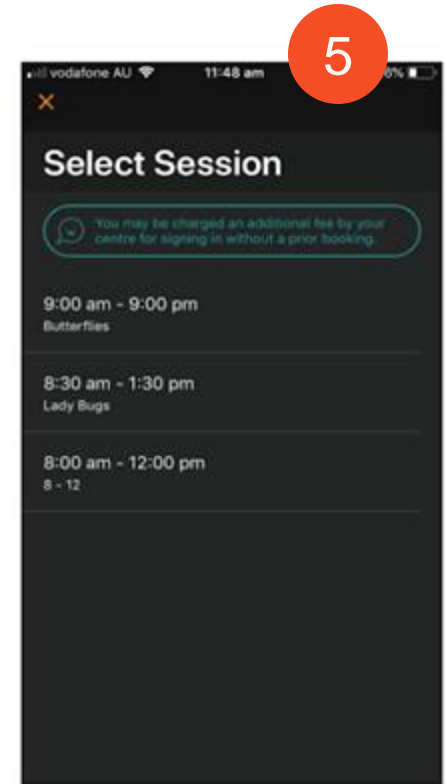
2. Tap scan code and scan the code on the HUB tablet



3. Toggle on the child you'd like to sign in or out

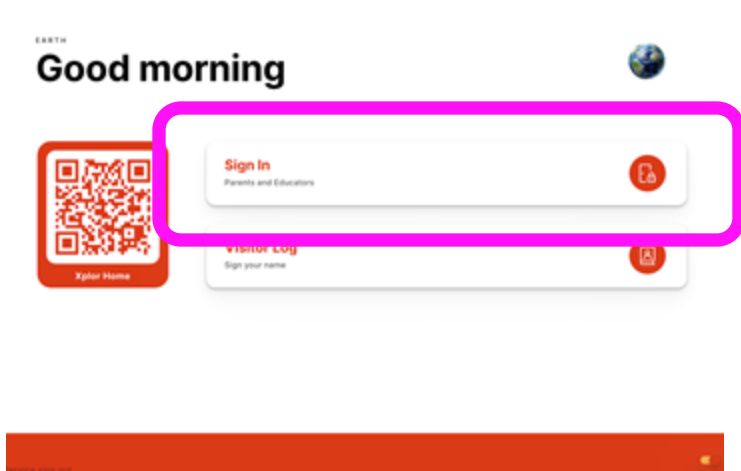


4. Confirm

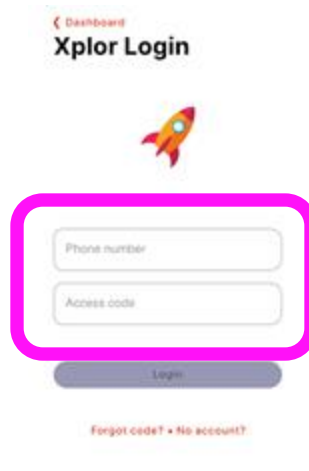


5. Select the session

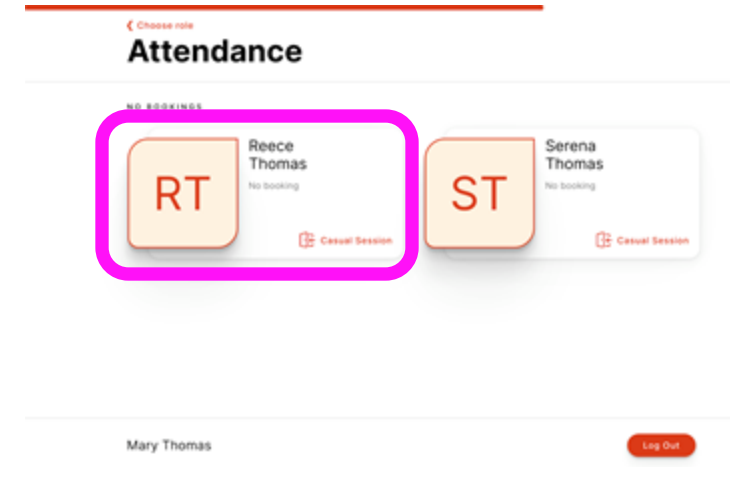
# Sign In Option 2: Mobile and Pin



1 Tap **Sign In**

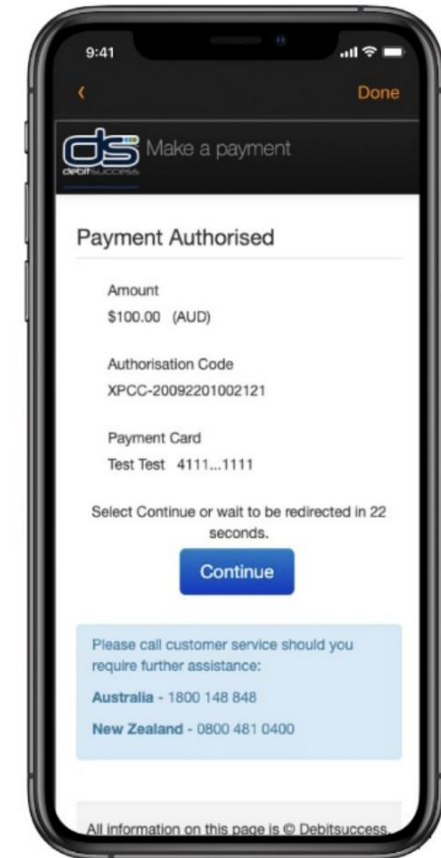
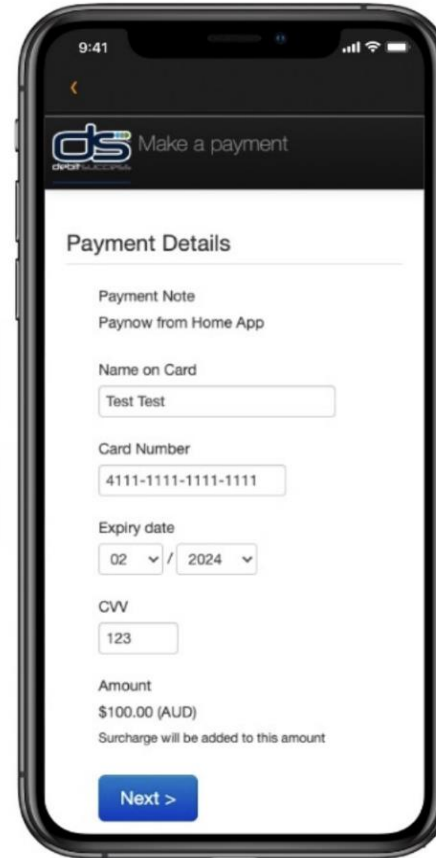
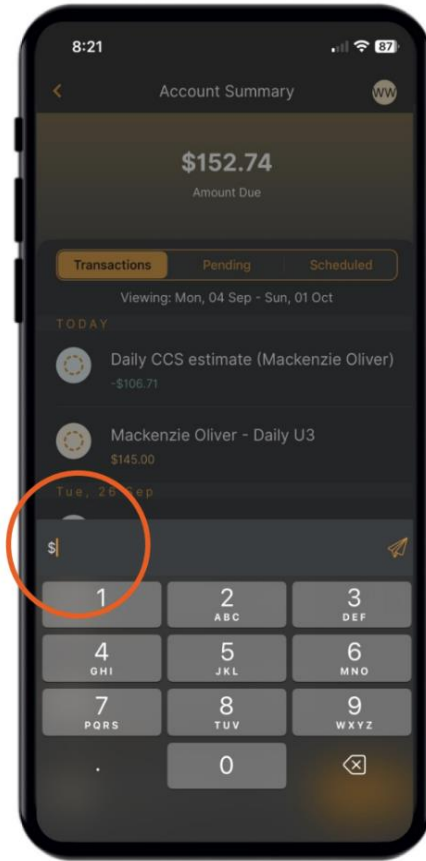
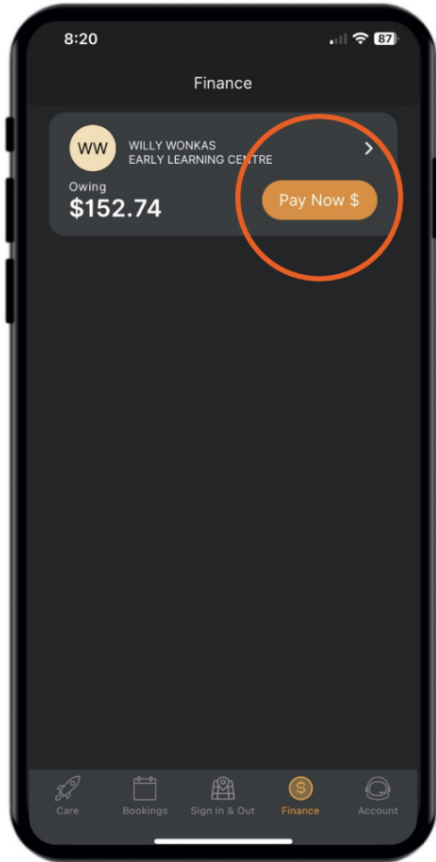


2 Enter **Mobile Number** and **PIN**



3 Tap your child's name to sign in or out

# Using Pay Now



1 Go to **Finance** then click **Pay Now**

2 Enter the **amount** then click the **send icon**

3 Enter your **card payment details** and confirm the amount is correct

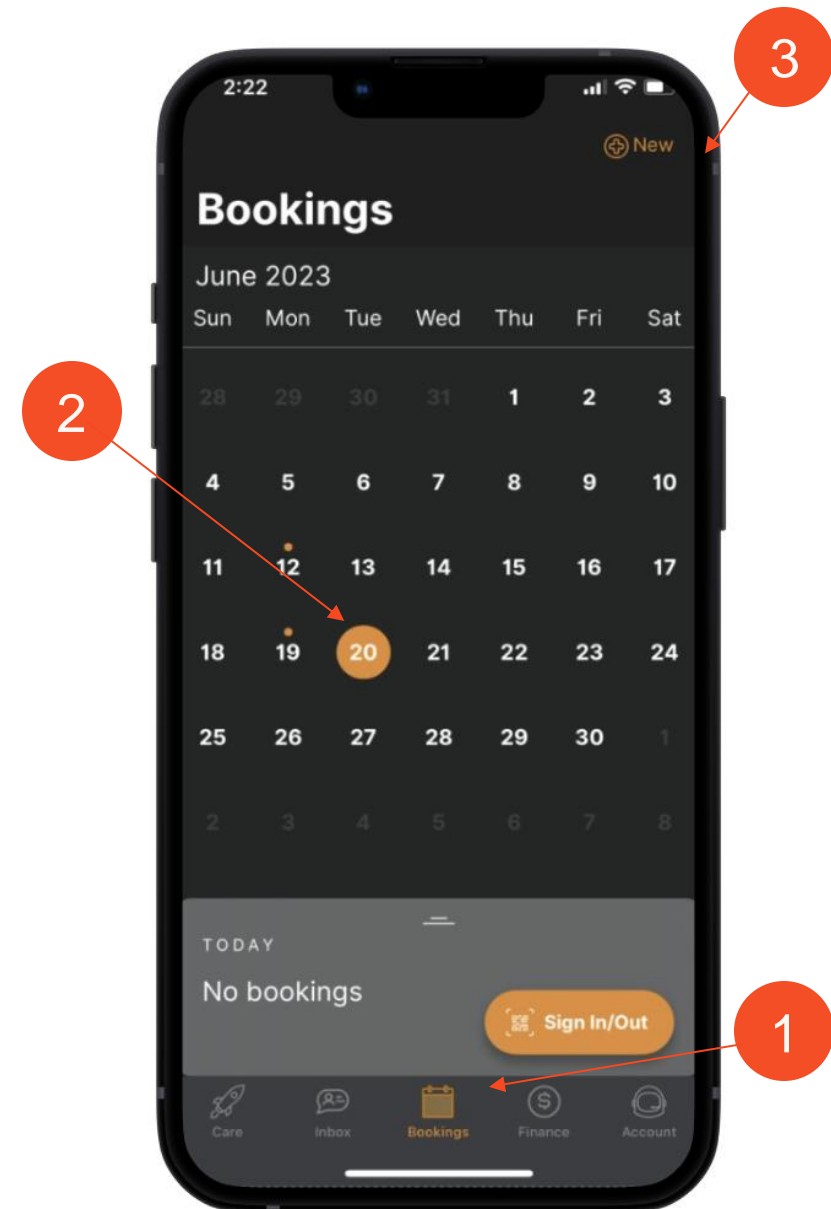
4 **Review** your payment details and submit your payment



# Managing your child's bookings on the Home App

- 1 Select the **Bookings** option in your **Home App**
- 2 Any future bookings will be indicated by an **orange circle** in the calendar. You can tap on those dates to view more details about the booking
- 3 Tap the **+ New** icon on the top right corner to request for additional bookings/absences
- 5 You will receive a push notification once the service admin has rejected/accepted the booking request

Note: You may not see future bookings until after your services Go Live date



# Invite family and/or friends to pick up and drop off your child



## How to invite a Contact via the Home App for Collection

- 1 As the Primary Carer, navigate to **Account** then select **Contacts**
- 2 Select the Child you are wanting to add a contact to
- 3 Press the **+ADD** on the top right of the screen
- 4 Select either **Add Existing Contact** or **Add New Contact**
- 5 Fill out the **Contact details**
- 6 Once completed, select **Send Invite**

A screenshot of a mobile app interface showing the 'Add new contact' form. The form is displayed on a dark background with white text and input fields. At the top, the time is 10:30 and the user is identified as Henry ~ Apollo. The form fields include: Name (Joanne Smith), Email address (Joanne.smith@gmail.com), Phone number (optional) (0430641357), Address (Address), and Relationship to child. A 'Send invite' button is located at the bottom of the form.

10:30

Henry ~  
Apollo

### Add new contact

All fields are required unless marked as 'optional'.

Name

Joanne  
Smith

Email address

Joanne.smith@gmail.com

Phone number (optional)

0430641357

Address

Address

Enter address manually

Relationship to child

Send invite

# Invite family and/or friends to pick up and drop off your child - continued



## Contact Account Creation Steps

- 1 Contact will receive a Welcome email to create **password and pin** once you have sent an invite
- 2 The Contact is to press '**Accept Invite**' and follow the steps to create their account.

## Contact sign in options

**Option 1:** Use Mobile Number and PIN

**Option 2:** Email and password

**Note:** Contacts do not have access to the Home App.

