

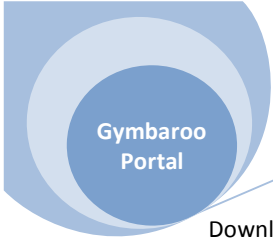


## Gymbaroo Portal User Manual

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## Introduction

The Gymbaroo Portal System is designed to be a single point of entry for all online Gymbaroo activities.

### About This document

This document is the User Manual for the Gymbaroo Portal System. It is meant to be used as a reference manual to answer the 'How Do I...?' type questions. You can read it from start to finish, but that would be boring.

Read the Overview section below to understand the main elements of the system and then use the index to find out how you can do what you want to do.

**Note that this document can be viewed by clicking on the User Manual link at the bottom of the portal web pages. Updates to this document will not be mailed, simply put on the website.**

### Overview

The portal currently has the following functions:

**Forums (message boards)** – forums are a communication tool allowing multi way communication between several people at the same time. Based on the old style message board, you can leave a message for everyone to read. The difference here is that they can leave a response for you (and everyone else) to read. There are several forums already created in the system based around general topic areas. If you want another one added, please just ask.

**Knowledge Base** – the knowledge base is essentially an online library of articles and information that is useful to teachers and franchisees. It can be searched by category or keyword and favourite articles can be printed or bookmarked. The KB will also be used to store the material for the professional development program.

**Professional Development Centre** – the professional development area offers online questionnaires that allow you to test your knowledge in certain areas. Tests are grouped by subject. Tests are usually multiple choice or true false.

**Franchisee Web Page Management** – this area is exactly the same as the current management area and allows you to control your web page that appears on the head office website.

**Words and Pictures** – this section will store copies of all the words and pictures needed so that you can download them at any time.

**Links** – a list of useful links

There is also admin section that allows franchisees to manage their own and their teacher's access to the system.

### Accessing the Portal

The portal can be accessed via <http://portal.gymbaroo.com.au>

## Logging In

Enter your username and password into the relevant boxes and click on the Login button.

If you have forgotten your password, click the link and enter your email address and your password will be sent to you.

Welcome to GYMBAROO members area section

Username:

Password:

[Forgot Password?](#)

## The Menu



The menu items are self explanatory – click on the item that you want.

## Words and Pictures

This section contains the words and pictures for each term / theme.

**Browse by Category**

Select One

---

**View Word Information by Category**

<a href="#">THE BODY</a> (5)	<a href="#">NURSERY RHYMES</a> (24)	<a href="#">TEDDY ADVENTURES</a> (2)
<a href="#">FOOD</a> (0)	<a href="#">SPACE</a> (0)	<a href="#">LEISURE</a> (0)

You can either click on the theme that you want (e.g. The Body) to display the list of files to download or you can select from the pull down list and click on the GO button to the right.

## Links

The links section contains useful links for franchisees and teachers. Links are stored in categories.

The screenshot shows two side-by-side panels. The left panel, titled 'Browse by Category', contains a dropdown menu with 'Select One' and a 'GO' button with a right-pointing arrow. The right panel, titled 'Search By Link Description', contains a search input field and a 'Search' button with a magnifying glass icon. Below these panels is a section titled 'View Links Information by Category' which lists three categories: 'Child Development Links (1)', 'Child Activity Links (1)', and 'GymbaROO Partners (1)', each preceded by a folder icon.

Simply click on a category to view the links inside or select the category from the pull down list and click on the GO button.

This screenshot shows the same 'Browse by Category' and 'Search By Link Description' panels as above. Below them is a section titled 'Category » GymbaROO Partners'. A dashed line separates this section from the one above. Below the title, it says 'There was 1 links information found in this category:'. A single entry is listed with the number '1' in a small box, followed by the link 'Yuranga' and the description 'Yuranga manages the GymbaROO websites'.

Once you have selected the category you will see the page above that lists the links. Simply click on the link of your choice go to the website.

## Forums

Forums are online message boards that will allow you to leave messages for franchisees or teachers to read and respond to if they wish. It is a great way to ask for help, announce something new, or have a general brainstorming online. First some general concepts:

**Post** - A post is a piece of information submitted by a single user. It may be a new post, which starts a new topic, or a reply to an existing post. Posts are typically a sentence, paragraph, or a few paragraphs.

**Topic** - A topic is a collection of posts. The posts are organized in chronological order. The idea of a topic is that there is a single post that contains the topic of discussion. The rest of the posts in the topic are replies to this first post and to other replies. Topics are sort of like conversations, allowing many people to state their opinions about an idea, or debate an issue.





**Forum** - A forum is a container for topics. Forums often have a general subject that the topics within are about. For instance, you might have a *Movie Reviews* forum, which would contain topics in which people would discuss movies and their opinions about them.

## Navigating Forums

Navigating through posts is based on the idea of posts, topics and forums. Generally, a user will start at the **Forum Index** (index.php).


You last visited on 12 Mar 2008 05:21 am  
 The time now is 12 Mar 2008 05:52 am  
[portal.gymbaroo.com.au](http://portal.gymbaroo.com.au) [Forum Index](#)


[View posts since last visit](#)  
[View your posts](#)  
[View unanswered posts](#)

Forum		Topics	Posts	Last Post
<b>Testing</b>				
	<a href="#">Suggestions</a> Please enter your suggestions / questions here so that we can discuss	0	0	No Posts
<b>General</b>				
	<a href="#">Head Office Announcements</a> All announcements from HO	0	0	No Posts
	<a href="#">Staff Availability</a> Place you availability or your need for staff here.	0	0	No Posts
<b>Teachers</b>				
	<a href="#">Ask Jane</a> All your development questions for Jane to respond to.	0	0	No Posts


The **Forum Index** shows a list of forums. If you click on one of the forums, you will be shown the **View Forum** page, which is a listing of the topics in the forum (viewforum.php). By default they are sorted in chronological order by the most recent post in each topic.

Users browsing this forum: [admin](#)

 [portal.gymbaroo.com.au Forum Index -> Suggestions](#) [Mark all topics read](#)


Topics	Replies	Author	Views	Last Post
 <a href="#">Do you think we should have a 4 day weekend?</a>	0	<a href="#">admin</a>	2	12 Mar 2008 05:53 am <a href="#">admin</a> =>


Display topics from previous:


 [portal.gymbaroo.com.au Forum Index -> Suggestions](#) All times are GMT


**Page 1 of 1**


Jump to:


 New posts


 New posts [ Popular ]


 New posts [ Locked ]

 No new posts

 No new posts [ Popular ]

 No new posts [ Locked ]

 Announcement

 Sticky

You **can** post new topics in this forum  
 You **can** reply to topics in this forum  
 You **can** edit your posts in this forum  
 You **can** delete your posts in this forum  
 You **can** vote in polls in this forum  
 You **can** attach files in this forum  
 You **can** download files in this forum  
 You **can** [moderate this forum](#)

If you click on a topic, you will be shown the **View Topic** page, which is a listing of the posts in that topic (viewtopic.php). The posts in a topic are organized chronologically, with the oldest post first.

In the example below you can see that there are 2 posts (both from admin – see the left hand side). The first is the initial post message and the second is a response.

new topic postreply portal.gymbaroo.com.au Forum Index -> Suggestions

View previous topic :: View next topic

Author	Message
<b>admin</b> Site Admin Joined: 27 Sep 2007 Posts: 14	Posted: 12 Mar 2008 05:53 am Post subject: Do you think we should have a 4 day weekend? What does everyone think - are 4 day weekends a good idea? Back to top <a href="#">profile</a> <a href="#">pm</a> <a href="#">email</a>
<b>admin</b> Site Admin Joined: 27 Sep 2007 Posts: 14	Posted: 12 Mar 2008 06:06 am Post subject: I think they are a GREAT idea. Let's make it happen!!! Andrew Back to top <a href="#">profile</a> <a href="#">pm</a> <a href="#">email</a>

Display posts from previous: All Posts Oldest First Go

new topic postreply portal.gymbaroo.com.au Forum Index -> Suggestions All times are GMT

## Creating a Post

1. First, select the forum that you are interested in from the list of forums in the main page. (If you ever get lost, just click the Forum link in the menu bar to get you back to the start).

Users browsing this forum: admin

new topic portal.gymbaroo.com.au Forum Index -> Suggestions Mark all topics read

Topics	Replies	Author	Views	Last Post
Do you think we should have a 4 day weekend?	0	admin	2	12 Mar 2008 05:53 am admin

Display topics from previous: All Topics Go


new topic portal.gymbaroo.com.au Forum Index -> Suggestions All times are GMT

Page 1 of 1

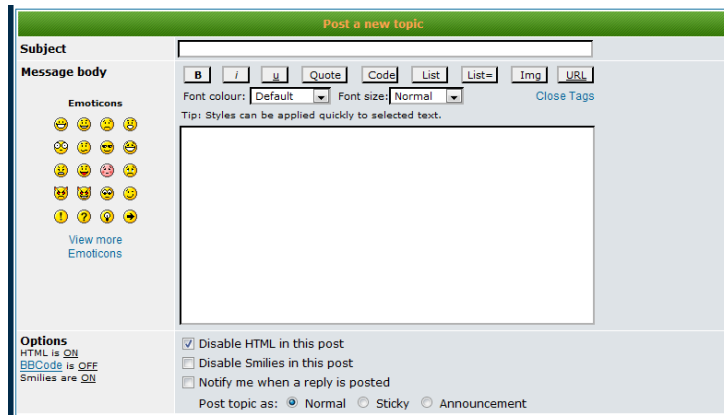
Jump to: Select a forum Go

- New posts
- No new posts
- Announcement
- New posts [ Popular ]
- No new posts [ Popular ]
- Sticky
- New posts [ Locked ]
- No new posts [ Locked ]

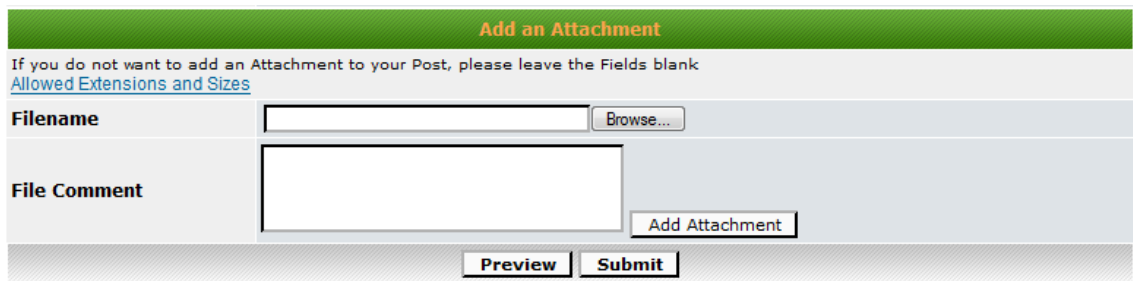
You can post new topics in this forum  
 You can reply to topics in this forum  
 You can edit your posts in this forum  
 You can delete your posts in this forum  
 You can vote in polls in this forum  
 You can attach files in this forum  
 You can download files in this forum  
 You can moderate this forum

2. Once 'inside' the forum, you have the option to either create a brand new post or create a reply to one that is already there.
3. To create a new post, click on the  button and you will see the following screen.





4. Enter a subject in the top box and then enter your text below. Note that at any time you can add a smiley into the text. Don't worry if it looks just like text, it will be ok when you save the post.
5. Ignore the rest of that section.
6. Underneath this section you will see



7. If you wish, you can add an attachment to your post. This is useful if you want to show someone an image. Simply select your file to upload by clicking the Browse button and then add a comment and click the Add Attachment button.
8. Finally click on the Submit button to submit your post for everyone to see. If you wish, you can preview your post before submitting. Note that even after submitting, you can still make changes.

## Replying to a Post

If you do not want to create a new post, but rather reply to something that someone else has written, do the following.

1. First, select the forum that you are interested in from the list of forums in the main page. (If you ever get lost, just click the Forum link in the menu bar to get you back to the start).

Users browsing this forum: [admin](#)

[newtopic](#) portal.gymbaroo.com.au Forum Index -> Suggestions [Mark all topics read](#)

Topics	Replies	Author	Views	Last Post
Do you think we should have a 4 day weekend?	0	<a href="#">admin</a>	2	12 Mar 2008 05:53 am <a href="#">admin</a> →

Display topics from previous:

[newtopic](#) portal.gymbaroo.com.au Forum Index -> Suggestions All times are GMT

Page 1 of 1

Jump to:

New posts

No new posts

New posts [ Popular ]

No new posts [ Popular ]

New posts [ Locked ]

No new posts [ Locked ]

Announcement

Sticky

You **can** post new topics in this forum  
 You **can** reply to topics in this forum  
 You **can** edit your posts in this forum  
 You **can** delete your posts in this forum  
 You **can** vote in polls in this forum  
 You **can** attach files in this forum  
 You **can** download files in this forum  
 You **can** [moderate this forum](#)

2. Once 'inside' the forum, you have the option to either create a brand new post or create a reply to one that is already there.
3. Click on the Topic that interests you and you will see all the posts in that topic

[newtopic](#) [postreply](#) portal.gymbaroo.com.au Forum Index -> Suggestions [View previous topic](#) :: [View next topic](#)

Author	Message
<b>admin</b> Site Admin  Joined: 27 Sep 2007 Posts: 14  <a href="#">Back to top</a>	Posted: 12 Mar 2008 05:53 am Post subject: Do you think we should have a 4 day weekend?  What does everyone think - are 4 day weekends a good idea?  <a href="#">profile</a> <a href="#">pm</a> <a href="#">email</a>
<b>admin</b> Site Admin  Joined: 27 Sep 2007 Posts: 14  <a href="#">Back to top</a>	Posted: 12 Mar 2008 06:06 am Post subject:  I think they are a GREAT idea. Let's make it happen!!!  Andrew  <a href="#">profile</a> <a href="#">pm</a> <a href="#">email</a>

Display posts from previous:

[newtopic](#) [postreply](#) portal.gymbaroo.com.au Forum Index -> Suggestions All times are GMT

4. Click on the Post Reply button (at the top or bottom – it doesn't matter) and repeat steps 4 onwards from the above section.

### Reply Notification

When you create a post, you can choose to receive an email that tells you when someone has replied to your post. This is a useful tool to keep you informed and to move the communication along faster in the forums. To do this, simply select the checkbox as shown below before you submit your post.

<p><b>Options</b>                  HTML is <b>ON</b>                  BBCode is <b>OFF</b>                  Smilies are <b>ON</b></p>	<p><input type="checkbox"/> Disable HTML in this post</p> <p><input type="checkbox"/> Disable Smilies in this post</p> <p><input checked="" type="checkbox"/> Notify me when a reply is posted</p> <p><input type="checkbox"/> Delete this post</p>
---	---

## Knowledge Base

The knowledge base is a storage area for information that is cross referenced and search capable. Click on the Knowledge Base link in the menu.

The KB (knowledge base) front page contains 4 main areas. The first area is the browse section allowing you to browse the categories. The second (to the right of the Browse) is the Search area allowing you to type in keywords that interest you to get a list of relevant articles. Underneath those is the category list with brackets showing the number of items inside that category? Underneath are some quick link lists that show the most popular articles (questions), the most recently added and the most popular search terms.

The screenshot displays the Knowledge Base interface with the following sections:

- Browse by Category:** A dropdown menu with "-- Select Category --" and a "GO" button with a right arrow.
- Search the Knowledgebase:** A search input field, a "Search" button with a magnifying glass icon, and a link for "[Advanced Search]".
- View Questions by Category:** A list of categories with folder icons:
  - [Articles about Gymbaroo](#) (1)
  - [Consulting Tips](#) (28) - Consulting Tips
  - [First Steps Articles](#) (0) - Downloadable First Steps articles
  - [Professional Development](#) (11) - Professional Development Notes and Readings
- Most Popular Questions:** A list of six questions with question icons:
  - [Could a 12 mths old child have already developed a preferred hand?](#)
  - [An 11 month old girl who only crawls backwards](#)
  - [What is the right age to send your children to kindergarden?](#)
  - [2 year old screaming in a high pitched voice when bored or frustrated.](#)
  - [Helping parents help their children](#)
  - [18 month old child has retained sucking reflex. Has trouble swallowing food that has lumps.](#)

## Browsing By Category

To browse by category, you can either select the category from the pull down list and then press the GO button or you can actually click on the category name to go into it. Once you have selected a category, you will see the next screen that works the same way.

The screenshot shows the Gymbaroo Portal interface. At the top left, there is a logo with the text 'Gymbaroo Portal'. The main content area is divided into two sections. The left section is titled 'Browse by Category' and contains a dropdown menu with '-- Select Category --' and a 'GO' button. The right section is titled 'Search the Knowledgebase' and contains a search input field, a 'Search' button with a magnifying glass icon, and a link for '[Advanced Search]'. Below these sections is a 'View Questions by Category' section with three categories: '2006 T4 Just noticeable differences (1)', '2007 (3) 2007 Professional Development Units', and '2008 (7) 2008 Professional Development Units'. The selected category is 'Professional Development', and the page shows 'Professional Development Notes and Readings'. A message states 'There were 0 questions found in this category.'

In this case, the category chosen actually has subcategories. I chose the Professional Development category and can then decide to choose a sub category. In this case I clicked on 2008, which took me further into the system to where I can see the sub-sub categories.

The screenshot shows the 'View Questions by Category' section for the 'Professional Development' category. It displays two sub-categories: '2008 T1 Brain development. Unit 2.1 (0)' and '2008 T2 Primitive reflexes. Unit 2.2. (7)'. The '2008 T2 Primitive reflexes. Unit 2.2.' sub-category is highlighted.

You will see below that the Brain Development 2.1 unit does not have any articles in it, but the 2.2 unit has 7. So, I click on that one and now see the screen below – which is the document list inside that category.

The screenshot shows the 'Category » 2008 T2 Primitive reflexes. Unit 2.2.' page. It displays a message: 'There were 7 questions found in this category:'. Below this, there is a list of two documents:

1. [Additional Resources](#)  
Infant reflexes: Additional resources 1. Go to: [http://www.babyzone.com/baby/newborns/photos\\_infant\\_reflexes/1](http://www.babyzone.com/baby/newborns/photos_infant_reflexes/1) And see 10 video clips of infant reflexes! 2. There is a fun download from the Pennsylvania State University which lets you elicit a virtual reflex response on a virtual baby! [http://t ...](http://t...)
2. [Further research on primitive reflexes](#)  
Zafeiriou, Dimitrios I. (2004). Primitive reflexes and postural reactions in the neurodevelopmental examination. *Pediatric Neurology*, 31, (1),1-8 \* Neurodevelopmental Center "A Fokas", First Department of Pediatrics, Aristotle University of Thessaloniki, Thessaloniki, Greece <! ...

Here I see the list of documents with a brief. I then click on the 'Additional Resources' link to open that document for reading.

• Knowledgebase Home > Professional Development > 2008 > 2008 T2 Primitive reflexes. Unit 2.2.

## Additional Resources

### Infant reflexes: Additional resources

1. Go to: [http://www.babyzone.com/baby/newborns/photos\\_infant\\_reflexes/1](http://www.babyzone.com/baby/newborns/photos_infant_reflexes/1)  
And see 10 video clips of infant reflexes!

2. There is a fun download from the Pennsylvania State University which lets you elicit a virtual reflex response on a virtual baby!  
<http://tit.its.psu.edu/mto/psychology/reflex.html>

3. From Medline Plus:  
<http://www.nlm.nih.gov/medlineplus/ency/article/003292.htm>

#### Alternative names

Primitive reflexes; Reflexes in infants





#### Definition

A reflex is an involuntary muscular response to a sensory stimulus. Certain sensations or movements are known to produce specific muscular responses.

The presence and strength of a reflex is an important indication of neurological development and function. Many of the infantile reflexes disappear as the infant matures, though some remain throughout adulthood.

**Considerations** Infantile reflexes are tested and observed by the medical team to evaluate neurological function and development. Absent or abnormal reflexes in an infant, persistence of a reflex past the age where the reflex is normally lost, or redevelopment of an infantile reflex in an older

### Would you like to...

-  [Print this page](#)
-  [Email this page](#)
-  [Post a comment](#)
-  [Add to favorites](#)

### User Opinions (0 votes)

No users have voted.

### How would you rate this answer?

- Helpful
- Not helpful

[Rate It!](#)

Now I can read the document. Note on the right hand side, I have several options as well. These are:

- Print the page
- Email the page
- Post a comment
- Add to my favourites
- Rate the article

## Search the Knowledge Base

If you are unsure where the article you want is located in the hierarchy, you can perform a search.

Type your search word or part of word or even multiple words into the box and click on the Search button.

### Search the Knowledgebase

Search



[\[Advanced Search\]](#)

In this case, I type in 'neuro' as my search term.



**Browse by Category**  
-- Select Category --

**Search the Knowledgebase**  
    
[\[Advanced Search\]](#)

### Search Results for "neuro"

There were 5 questions found for your query:

1. [Helping parents help their children](#)  
...ropriate classes for 45 minutes once a week. GymbarOO was founded in 1982 on the premise that the neurological development of the young child is integrally linked to later learning and development....
2. [Research on Primitive Reflexes](#)  
...lties? 1970 University of Kansas — Gustaffson(O.T.) compared the reflex levels of a group of neurologically impaired children with a group of children with no known neurological impairment. Ali...
3. [Primitive reflexes and ADHD](#)  
...other three reflexes. AD/HD is the current diagnostic label for one of the most prevalent **neuro**-developmental disorders of childhood (American Psychiatric Association, 2000) that comprises d...
4. [Toe Running](#)  
uggest that mum gets another opinion re the child's problems - preferably someone who can do

Here you see that there are several articles that have reference to the word 'neuro' in them.

## Other KB Features

Just under the main menu you will notice another small menu for the KB.

[Knowledgebase Home](#) [Glossary](#) [Favorites](#) [Contact](#)

Here are a few more links that may be of interest:

**Glossary** – a glossary of terms, searchable by first letter.

**Favourites** – when viewing an article that you like, you can save it as a favourite. To review your favourite articles, use the Favourites link above.

**Contact** – if you wish to contact the KB administrator (Jane) click the contact link to leave her a message.

## Testing Centre

The testing centre enables the franchisee and teacher to test their knowledge relevant to the current units of study.

The main screen of the testing centre shows the available tests. As you can see below there are 3 items. The first 2 are relevant to the Brain Development Unit and the last is an evaluation of the brain development program.

WORDS	LINKS	FORUMS	KNOWLEDGE BASE	TESTING CENTRE	ADMIN	LOGOUT
<a href="#">Take a Test</a>			<a href="#">Administration</a>			
<b>Take a Test</b>						
Test	Status	Get Test				
<b>Brain Development 1</b> Module 2.1 of The Neurological Development of Children	Available	<a href="#">Test</a>				
<b>Brain Development 2</b>	Available	<a href="#">Test</a>				
<b>Brain Development Evaluation</b> Toddler Kindy GymbaROO - Professional development Unit 2.1 Brain development	Available	<a href="#">Test</a>				

## Taking a Test

To take a test, simply click on the 'Test' link on the right hand side associated with the test you want to do. In this case we will click on the Brain Development 1 test.

No Timer	Brain Development 1
<p><b>1. The basic units of the nervous system are:</b></p> <p><input checked="" type="radio"/> a. blood vessels</p> <p><input type="radio"/> b. nerve pathways</p> <p><input type="radio"/> c. neurons</p> <p><input type="radio"/> d. myelin sheaths</p>	
<p><b>2. The fastest rate of growth for neurons occurs during utero and is at a rate of:</b></p> <p><input type="radio"/> a. 100,000 neurons per minute</p> <p><input checked="" type="radio"/> b. 250,000 neurons per minute</p> <p><input type="radio"/> c. 500,000 neurons per minute</p> <p><input type="radio"/> d. 1,000,000 neurons per minute</p>	

Tests can have either multiple choice or true or false questions. Simply click on the round circle associated with your answer. In this case I have selected (a) in question 1 and (b) in question 2.

Continue answering your questions until you are the bottom of the page and you will see a

Answer

button. Click this to submit your test.

## Reviewing Results

The next page you see is your results page. This page shows what you selected as an answer and what the correct answer actually is – sometimes with explanatory details.

No Timer	Brain Development 1
<b>1. The basic units of the nervous system are:</b>	
<input type="radio"/>	a. blood vessels
<input checked="" type="radio"/>	b. nerve pathways
Correct Answer is C	
<input type="radio"/>	c. neurons
<input type="radio"/>	d. myelin sheaths

As you can see above, my answer of (b) was incorrect and the correct answer was (c).

## Results Summary

Continue

At the bottom of the results review screen you will see a [Continue](#) button. Click this button to take you to the Results Summary page. This page shows you your total score and grade for this test.

## Brain Development 1

**Date:** March 15, 2008 10:06:25 AM

**Last name:** Thornberry

**First name:** Catherine

**Score:** 20 / 36 (56%)

**Grade:** Not Bad

**Details:**

At the bottom of this page you can click on the 'Return to Take a Test Page' or you can leave the testing centre by clicking on one of the main menu options.

## Admin Area (For Franchisees)

Franchisees have 2 extra functions available to them. They are:

**Manage Franchise** – this link takes you to the existing system that you use to manage your web page on the head office site.

**Manage Users** – this link allows you to manage the users that you are responsible for. Each franchisee is responsible for their teacher's access to the system. You must initially set up your teacher accounts.



## Manage Franchise (For Franchisee)

This section allows users to update their details that are displayed on the head office website.

### Modifying Franchise Details

Click on the menu item: **Franchisee Details**

Wollongong	
▶	Main
▶	Franchisee Details
▶	Timetable Admin
▶	Treasure Bag Admin
▶	File Management
▶	Parameter Admin
▶	Logout

Franchisee Information	
Franchise Name	<input type="text" value="Wollongong"/> <input type="button" value="CHANGE PASSWORD"/>
Owner Name	<input type="text"/>
Centre Address	<input type="text"/>
	<input type="text"/>
	State <input type="text" value="NSW"/>
	Country <input type="text" value="AUSTRALIA"/>
Postal Address	<input type="text"/>
	<input type="text"/>
	State <input type="text" value="NSW"/>
	Country <input type="text" value="AUSTRALIA"/>
Centre Phone	<input type="text"/>
Office Phone	<input type="text"/>
Fax	<input type="text"/>
E-mail	<input type="text"/>
Website	<input type="text" value="http://www.gymbarooillawarra.com.au/"/> <input type="checkbox"/> Direct Link
Name of the Block No. 1	<input type="text"/>

This screen allows you to update your franchisee details. You do not have to fill in all fields – if you don't fill in a field it will simply not display on the website.

Simply fill in the relevant fields and then at the bottom of the page click on the **Submit** button to save your changes.

### Basic Contact Details

These are your basic contact details such as the owners name, the centre and office addresses and phone numbers. If you have 2 numbers (say a fixed and a mobile) you can put them together in the Centre Phone field with a '/' between them.

Note that if you don't fill in a field, it will not be shown on the website.

### Website Details

If you have your own website, you can put your website link here. It doesn't matter if you enter 'http://www.mysite.com' or just 'www.mysite.com'

### Direct Link Checkbox

Next to the website address, you will find a checkbox titled 'Direct Link'. If you click on this, it will mean that when users click on your franchise link from the list of franchises in your state / country, it

will immediately open a new window with your own website in it. If this option is not checked, then they will see your franchisee page.

### *Extra Information Fields*

Some of you will have extra information that you wish to place on your franchisee page. This may be a brief history of your franchise, teacher profiles, directions etc.

There are 3 extra information fields available to you for this purpose. Simply type the title of the information (e.g. Background, Teacher Profiles etc) and then the information itself in the main box.

### Timetable Management

Click on the menu item: **Timetable**

The system is designed to allow you up to two timetables at once. These are called **Current Term** and **Next Term**.

### *Timetable Elements*

Each Timetable has the following information:

- **Title** – e.g. *Werribee Term 3 2006 Timetable*
- **Subtitle** – e.g. *Term starts 27/07/2006 and ends 13/09/2006*
- **Other Info** – e.g. *Find the age of your child and look across to see the days their classes run.*

And then a list of the following:

- **Class Name** – e.g. *Walkers to 18 months*
- **Class Stage** – e.g. *Penguins*
- **Day** – select from the pull-down list
- **Start Time** – e.g. 09:20
- **End Time** – e.g. 10:05 (this is optional. If you leave it at 00:00 it will not display)
- **Order** – this will order the classes in the timetable. The order is a value from 1-10 with 1 being first. So, if you want your Non Mobile classes first, ALL the non mobiles should have the number 1 in this box. All the crawlers should have 2 etc.

### *Managing Your Timetables*

The first screen you see will show you your current terms timetable.

Title : 2006 Term 3 Timetable  
 Subtitle :

**Current Timetable**  
 Lane Cove (4 Rosenthal Ave)

Course Name	Stage	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Babies 6 wks - 6 Months		12:30 - 01:00						
Dabies			11:05 - 12:20					
Crawlers		11:35 - 12:20	12:30 - 01:15					
1 yrs - 2 yrs		09:45 - 10:30	09:45 - 10:30					
2 yrs - 3 ½ yrs		10:35 - 11:20	10:35 - 11:20					

Next Term Timetable  
 Add / Modify Timetable

Your options in the box below are:

- Next Term Timetable
- Add / Modify Timetable

Click on 'Add / Modify Timetable'.

The top part of the screen is for managing your timetable header information. Type in your Title, Subtitle and Extra information and press the **Upd** button to save. *Remember*, you don't need to enter information into every field unless you want to.

### Timetable Header

Title	Subtitle	Option
2006 Term 3 Timetable		
<b>Notes</b>		
Lane Cove (4 Rosenthal Ave)		Upd

The bottom part of the screen contains your actual timetable information. Each row represents one class.



Order	Course Name	Stage	Day	Start Time hh:mm	End Time hh:mm	Option
3	1 yrs - 2 yrs		Monday	09:45	10:30	<input type="checkbox"/>
4	2 yrs - 3 ½ yrs		Monday	10:35	11:20	<input type="checkbox"/>
2	Crawlers		Monday	11:35	12:20	<input type="checkbox"/>
1	Babies 6 wks - 6 Mn		Monday	12:30	01:00	<input type="checkbox"/>
3	1 yrs - 2 yrs		Tuesday	09:45	10:30	<input type="checkbox"/>
4	2 yrs - 3 ½ yrs		Tuesday	10:35	11:20	<input type="checkbox"/>
1	Babies		Tuesday	11:35	12:20	<input type="checkbox"/>
2	Crawlers		Tuesday	12:30	01:15	<input type="checkbox"/>
						Update Del
1			Select the Day	00:00	00:00	Add

### Adding a Class

At the bottom of the list of classes is an empty row. Simply type your class name, class stage, day, start and end times, and ordering number and press the **Add** button.

**Note:** Multiple classes of the same course (e.g. Non Mobile Babies on Mon, Wed, and Fri) must have exactly the same class name for them to be grouped together in the same row on the timetable.

Your class has now been added to the timetable along with the other classes.

### Modifying a Class

You can modify any or all of the classes in your timetable in one go. Simply change the name or time or order as you wish and then click on the **Update** button at the bottom of the list of classes to save your changes.

### Deleting a Class

You can delete a class or classes by clicking the checkbox to the right hand side of the class and then clicking the **Del** button at the bottom on the list of classes.

### Next Terms Timetable

From the main timetable page, there is also a link titled 'Next Term's Timetable'. By clicking on this, you will go to an edit screen for your next term's timetable. This screen is exactly the same as the screen for editing the current term.

### Using the Current Term as a Template

To save you retyping your timetable again for next term, you can use the current term as a template and then modify it where relevant.

Click on the Use **Current Term as Template** and your current term timetable will be copied to your next term timetable. You can then use the **Add / Modify Timetable** to make any changes necessary.

### Copying Next Term to Current Term

When you move from one term to another, you will need to move your next term timetable into your current term. This will save you typing it all again. When you have entered information into Next Terms Timetable or Themes, you will see an extra option to **Copy Next Term to Current Term**. This will remove your current term information and replace it with the next term.

**Current Term Timetable**  
**Add / Modify Timetable**  
**Use Current Term as template**  
**Copy Next Term to Current Term**

**Note:** This action will remove all your current term timetable and theme information, so take care when doing it.

## Treasure Bag Management

Click on the menu item: **Treasure Bag Admin**

The system is designed to allow you up to two terms of theme / treasure bag information at once. These are called **Current Term** and **Next Term**.

For each Term, the theme / treasure bag information is broken into Toddlers and Babies. On your area of the head office site, there will be a table for each.

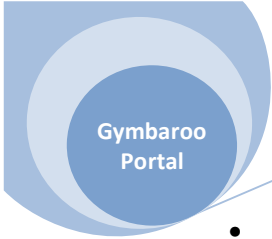
### Treasure Bag Elements

Each Theme has the following information:

- **Title** – e.g. *Werribee Term 3 2006 Treasure Bag*
- **Subtitle** – e.g. *Our Theme for this term is TRANSPORT*
- **Other Info** – e.g. *This term we will be looking at all sorts of transport...*

And then a list of the following:

- **Week No.** – 1 – 10 (or 12)
- **Week Start** – 2006-05-05
- **Week End** – 2006-05-12



- Item – Car

## Managing Your TB Items

The first screen you see will show you your current terms themes.

**Title :** Transport  
**Subtitle :**

**Mobile Babies and Toddlers**

Week	Start Date	End Date	Treasure Bag Item
1	2006-07-18	2006-07-22	Car
2	2006-07-25	2006-07-29	Boat
3	2006-08-01	2006-08-05	Train
4	2006-08-08	2006-08-12	Helicopter
5	2006-08-15	2006-08-19	Aeroplane
6	2006-08-22	2006-08-26	Rocket
7	2006-08-29	2006-09-02	Bike
8	2006-09-05	2006-09-09	Scooter
9	2006-09-12	2006-09-16	Bus
10	2006-09-19	2006-09-23	Fire Engine

**Non Mobile Babies**

Week	Start Date	End Date	Treasure Bag Item
1	2006-07-18	2006-07-22	Cat
2	2006-07-25	2006-07-29	Dog
3	2006-08-01	2006-08-05	Bird
4	2006-08-08	2006-08-12	Pig
5	2006-08-15	2006-08-19	Cow
6	2006-08-22	2006-08-26	Lamb

Your options in the box below are:

[Next Term Items](#)  
[Add / Modify Items](#)  
[Copy Items from Head Office](#)

Click on 'Add / Modify Items'.

The top part of the screen is for managing your theme header information. Type in your Title, Subtitle and other information and press the **Upd** button to save.

<b>Title:</b>	<b>Subtitle:</b>	<b>Option:</b>
ANIMALS OF THE WORLD 1		
<b>Notes:</b>		
<input type="text"/> <input type="button" value="Upd"/>		

*Remember,* you don't need to enter information into every field unless you want to.

The bottom part of the screen contains your actual them information for toddlers and babies. Each row represents one week.

**Mobile Babies and Toddlers**

Week	Start Date (yyyy-mm-dd)	End Date (yyyy-mm-dd)	Treasure Bag Item	Option
1	2006-07-18	2006-07-22	Car	<input type="checkbox"/>
2	2006-07-25	2006-07-29	Boat	<input type="checkbox"/>
3	2006-08-01	2006-08-05	Train	<input type="checkbox"/>
4	2006-08-08	2006-08-12	Helicopter	<input type="checkbox"/>
5	2006-08-15	2006-08-19	Aeroplane	<input type="checkbox"/>
6	2006-08-22	2006-08-26	Rocket	<input type="checkbox"/>
7	2006-08-29	2006-09-02	Bike	<input type="checkbox"/>
8	2006-09-05	2006-09-09	Scooter	<input type="checkbox"/>
9	2006-09-12	2006-09-16	Bus	<input type="checkbox"/>
10	2006-09-19	2006-09-23	Fire Engine	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

**Adding a Week**

At the bottom of the list of weeks is an empty row. Simply type your week number, Week Start, Week End (this is not obligatory), and Item and press the **Add** button.

Your new week has now been added to the table along with the other weeks. You will also notice that when you add a week to the Toddlers table, that same week is also added to the Babies. This is to save you retying the dates. You simply need to Modify those Baby weeks.

*Typically once your themes are set up for the first time, you will not need to add or delete unless the number of weeks in your terms change.*

**Modifying a Week**

You can modify any or all of the weeks in your table in one go. Simply change the start and end dates or time or order as you wish and then click on the **Update** button at the bottom of the list of weeks to save your changes.

**Deleting a Week**

You can delete a week or weeks by clicking the checkbox to the right hand side of the row and then clicking the **Delete** button at the bottom on the list of weeks.

**Next Terms Themes**

From the main timetable page, there is also a link titled **Next Term's Items**. By clicking on this, you will go to an edit screen for your next term's themes. This screen is exactly the same as the screen for editing the current term.



### Copying Head Office Template

If you more or less follow the head office program, then you can save time by copying your TB items from a head office template.

Click on the **Copy Items From Head Office** link and you will be prompted to select the term that you wish to copy.

*Note that this action will replace any treasure bag item information that you have entered with the head office template.*

### Modifying your Treasure Bag Table Titles

There are two tables for treasure bag information. By default their titles are:

- Mobile Babies and Toddlers
- Non Mobile Babies

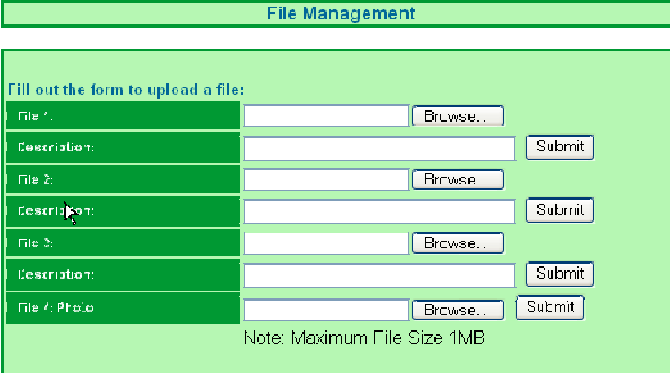
If you wish to change these titles, this is possible. On the menu, click on the **Parameter Admin** option. Here you will be able to modify the titles of the two treasure bag tables to suit your needs.

### Download / Image Management

Click on the menu item: **Downloads**

You are entitled to have one image and up to 3 downloadable files from your area of the website. The image will be displayed on your main page on the website. The download files may be your newsletter, info pack, timetable etc.

On the downloads page, you will see 4 items named file 1 – file 4. File 4 is the image file – a photo of you or your centre. It is not obligatory at all, but can make your page look nicer.



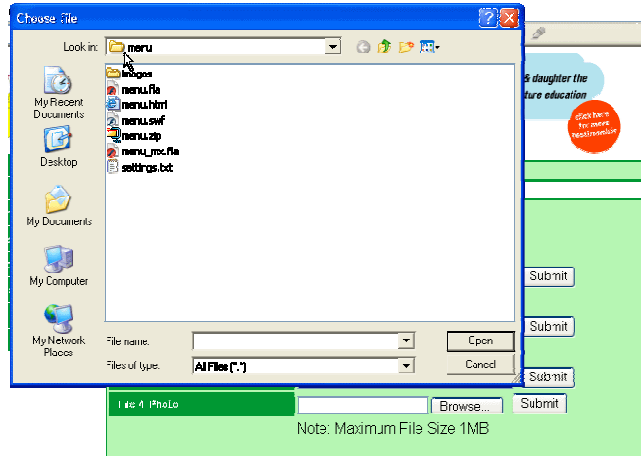
The screenshot shows a 'File Management' interface with a form titled 'Fill out the form to upload a file:'. The form contains four rows, each with a file name field, a description field, a 'Browse...' button, and a 'Submit' button. The file names are 'File 1', 'File 2', 'File 3', and 'File 4: Photo'. A note at the bottom of the form states 'Note: Maximum File Size 1MB'.

File Management			
Fill out the form to upload a file:			
File 1:	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="Submit"/>
Description:	<input type="text"/>		
File 2:	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="Submit"/>
Description:	<input type="text"/>		
File 3:	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="Submit"/>
Description:	<input type="text"/>		
File 4: Photo	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="Submit"/>
Note: Maximum File Size 1MB			

### Managing Your Photo

Next to file 4, you will see a button called 'Browse'. By clicking on this, you will open a file manager window on your PC where you can find your photo file and then click **Open**.

This will return you to the admin pages where you simply click the **Submit** button to save your photo.



### Managing Your Download Files

You can attach up to 3 files to your web page for downloading by your users. Each one has a name that will be displayed on your page as the link to your file. E.g. Newsletter.

Type in the Name you wish to use and then click on the browse button to select the file from your PC. Finally, click the **Open** button to load the file to your website and save it.

You can remove a file by clicking on the **Delete** button next to it.

## User Management (For Franchisees)

This section allows franchisees to manage their own account and their teacher's accounts (access to the portal system).

### Adding a Teacher

To provide access to your teachers to the system, you need to create an account for them. Select the User Management option from the Admin menu to see the screen below.

#### Welcome to the Gymbaroo User Management Area

Username	First Name	Last Name	Email	User Type	Action	<a href="#">New User</a>
andrew	andrew	andrew	andrew@yuranga.com	Teacher	<a href="#">Renew Teacher</a>	<a href="#">Edit</a>   <a href="#">Delete</a>

Click on the 'New User' link on the far right and you will see the screen below. You need to enter a username for your teacher. We suggest a consistent system that starts with your franchise name (or

part of it. For example, in Wollongong, if we had a teacher called Sally, her username could be **woll\_sally**. In Manly, a teacher called Jo could have a username **manly\_jo** etc.

Enter a password for the teacher (maybe ask them what they want). You need to enter it 2 time to make sure there are no errors (see the Confirm-Password field). Then you enter their first and last names and a valid email address and finally press the Register button.

### Register

User Type:  \*

Username:  \*

Password:  \*

Confirm-Password:  \*

First Name:  \*

Last Name:  \*

Email:  \*

## Editing a Teacher Account

If you teacher changes email address for example, you can edit their details. Select the Manage Users option from the Admin menu and click on the 'Edit' link next to the teacher you wish to modify.

### Welcome to the Gymbaroo User Management Area

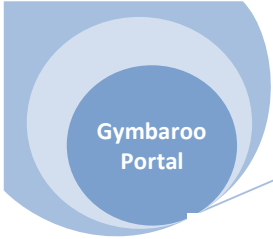
Username	First Name	Last Name	Email	User Type	Action	
andrew	andrew	andrew	andrew@yuranga.com	Teacher	<a href="#">Renew Teacher</a>	<a href="#">Edit</a>   <a href="#">Delete</a>

[New User](#)

You will see the same screen as when you are adding a teacher. Change what needs to be changed and click the 'submit' button at the bottom to save the changes.

## Deleting a Teacher Account

If you need to delete a teacher account (and you must do this if they leave), select the Manage Users option from the Admin menu and click on the 'Delete link next to the teacher you wish to remove.



Welcome to the Gymbaroo User Management Area

[New User](#)

Username	First Name	Last Name	Email	User Type	Action	
andrew	andrew	andrew	andrew@yuranga.com	Teacher	<a href="#">Renew Teacher</a>	<a href="#">Edit</a>   <a href="#">Delete</a>

### Renewing a Teacher Account

Teacher accounts have a validity of 3 months. That is when you create a teacher account it will expire after 3 months. The reason for this is that as teachers come and go quite frequently, we need a security measure to make sure that only authorised people can access the system.

When a teachers account expires, they will not be able to log in and will receive a message saying that their account has expired and that they are to contact their franchisee.

As a franchisee you can renew the account quite easily, by logging into your system and selecting the Manage Users option from the Admin menu. You will see the screen below.

Welcome to the Gymbaroo User Management Area

[New User](#)

Username	First Name	Last Name	Email	User Type	Action	
andrew	andrew	andrew	andrew@yuranga.com	Teacher	<a href="#">Renew Teacher</a>	<a href="#">Edit</a>   <a href="#">Delete</a>

Simply click on the 'Renew Teacher' link to renew the teachers account for a further 3 months. You will see a message appear as below in red saying that the renewal was successful.

Welcome to the Gymbaroo User Management Area

Teacher account renew is successful.

[New User](#)

Username	First Name	Last Name	Email	User Type	Action	
andrew	andrew	andrew	andrew@yuranga.com	Teacher	<a href="#">Renew Teacher</a>	<a href="#">Edit</a>   <a href="#">Delete</a>