



YMCA OF PAWTUCKET

PlayerSpace Usage Guide for Parents

Log in to [PlayerSpace](#) and **download** PlayerSpace for [Android](#) or [Apple](#)

1. Login to your account.
 - ❖ If you forget your password, click "Forgot password"
2. The initial page shows the programs your child(ren) is(are) registered for
3. Change your password upon first login
 - ❖ Hover over your name in the top right corner
 - ❖ Select account management
 - ❖ On the General tab at the bottom, change your password
 - ❖ Click update account settings
4. Add emergency contacts, complete the health history and waivers
 - ❖ Hover over your name in the top right corner
 - ❖ Select Visit Participation Requirements
 - ❖ There will be four tiles: emergency contacts, health history, waivers and profile pics
 - ❖ Exclamation points indicate incomplete information
 - ❖ Click on each tile to enter information
5. If you have trouble uploading the physical, bring it to the branch for help
6. Checking your child in and out from the PlayerSpace mobile app
 - ❖ Tap the Childcare tile
 - ❖ Tap the InCare tile
 - ❖ Tap your branch
 - ❖ Tap your program (if applicable)
 - ❖ Tap "Check In" or "Check Out"
 - ❖ Tap on the pictures of your child(ren)
 - ❖ If you have missing waivers / requirements a reminder will pop-up, click to cancel
 - ❖ Tap the orange "Send to Holding Group" (preparing your child(ren) for check in with staff)
 - ❖ Digitally sign your name
 - ❖ Tap "SEND TO HODLING GROUP"

Tips

- Information need to be completed for each child
- Branches **cannot** enter this information for you
- Check that requirements are met
- Check weeks your child is enrolled for



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- > Post questions to the director and / other parents in the Activity Wire
- > Change contact information and / or authorized pick-ups
- > View pictures from the program in Media
- > Add more emails or phone numbers for communication in Account Management (hover over the the arrow next to "Help") / EMAIL or TEXT MESSAGE Carbon Copy List