# Getting Started: Checklist for Admins

| Step | Description | Help |
|------|-------------|------|
| 1 | Activate Your Educa Site | Check Invitation |
| 2 | Watch Educa's Welcome Video | Watch Video |
| 3 | Customise Your Teacher Profile | Help Article |
| 4 | Update Your Learning Story Settings | Help Article |
| 5 | Determine Your Privacy Settings | Help Article |
| 6 | Add Your Logo and Centre Contact Details | Help Article |
| 7 | Activate Frameworks for Your Educa Site | Help Article |
| 8 | Add Personalised Templates to Planning and Forms | For Planning or For Forms |
| 9 | Invite Teachers to Your Site | Help Article |
| 10 | Monitor Invitations Through Manage Users | Help Article |
| 11 | Add Children to Your Site | Help Article |
| 12 | Write a Welcome Message on Your Message Board for Families | Help Article |
| 13 | Invite Families onto Educa | Help Article |

# Getting Started: Completion Sheet

| # | Activity | | |
|---|---|---|---|
| 1 | Activate Your Educa Site | | |
| 2 | Watch Educa's Welcome Video | | |
| 3 | Customise Your Teacher Profile | | |
| 4 | Update Your Learning Story Settings | | |
| 5 | Determine Your Privacy Settings | | |
| 6 | Add Your Logo and Contact Details | | |
| 7 | Activate Frameworks for Your Educa Site | | |
| 8 | Add Personalised Templates to Planning and Forms | | |
| 9 | Invite Teachers to Your Site | | |
| 10 | Monitor Invitations Through Manage Users | | |
| 11 | Add Children to Your Site | | |
| 12 | Write a Welcome Message on Your Message Board for Families | | |
| 13 | Invite Families onto Educa | | |