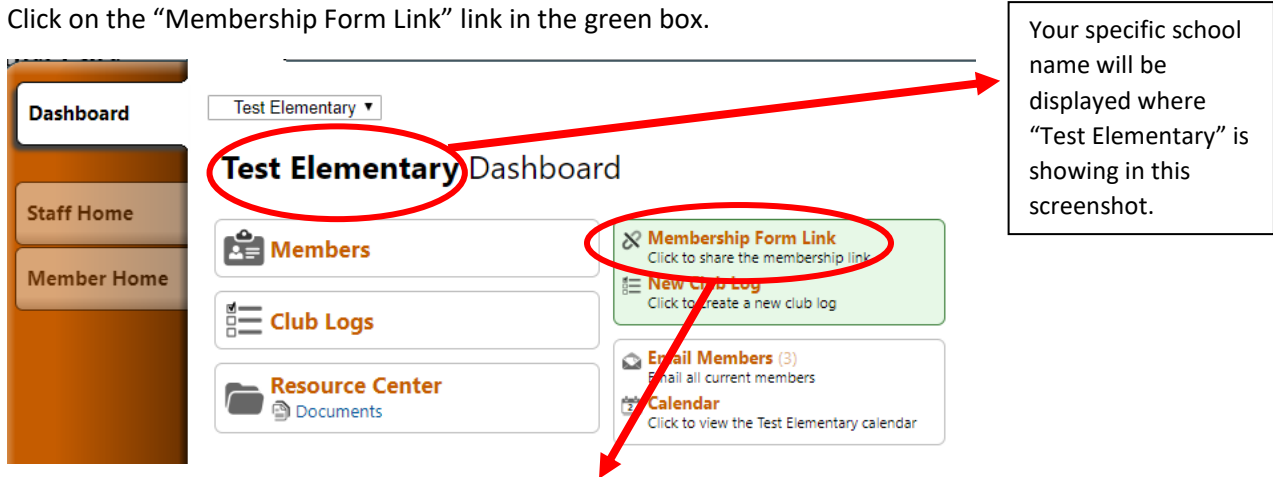# Welcome to the SMILE Program Teacher Help Guide

Here you will find step by step instructions for adding members to the club and logging club meetings along with a teacher resource center and email functionality.

Logging into the system:

Follow this URL to the login screen (https://apps.ideal-logic.com/smile). Click the "Ideal-Logic Login" button. **NOTE:** You will initially be invited to log into the system the first time by receiving an invitation email from the SMILE Program. This invitation email will include a link that will help you set up your password the first time.

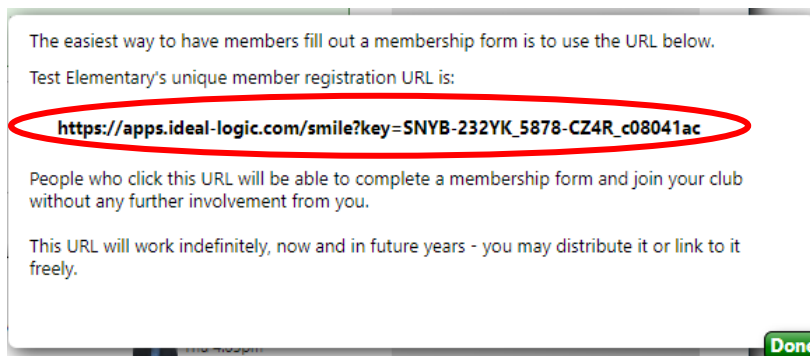## Adding Students as Members to your SMILE Club:

Click on the "Membership Form Link" link in the green box.

Your specific school name will be displayed where "Test Elementary" is showing in this screenshot.

In the "Membership Form Link" you will find the URL website address that is unique to your club (do not use the one listed here in the help guide). You can provide this URL to any students that will be members of your club. They can log in to the system via this URL and fill out their membership form.

At the beginning of a school year this will be the most effective way to invite new members in and to have returning members update their information of getting students to re-fill out their membership form by using this link.

Emailing the Members to your SMILE Club:

To send emails to your members, click on the "Email Members" link on your dashboard.
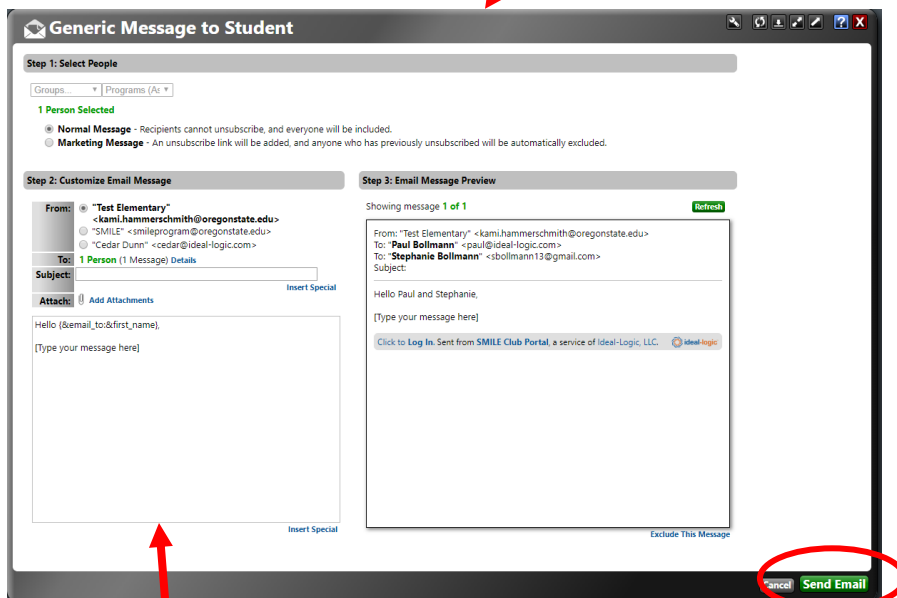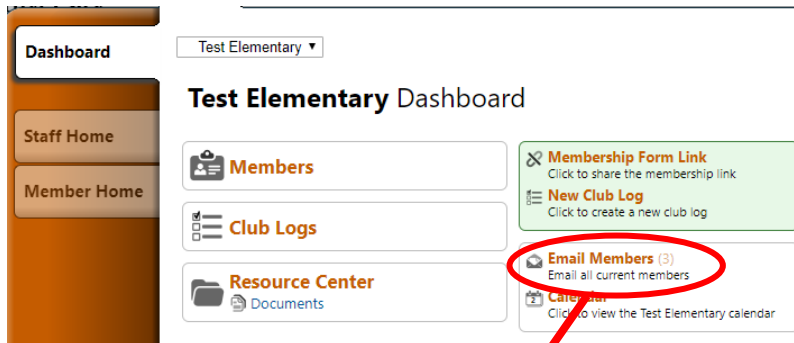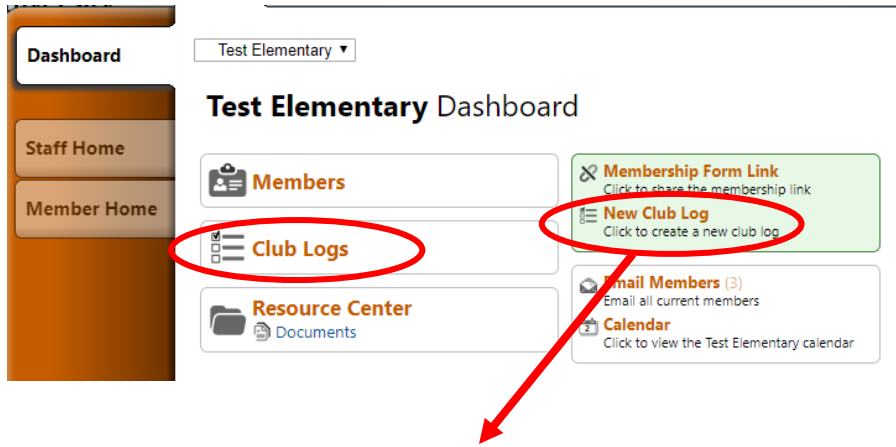

Once you select "Generic Message to Members" you have the ability to edit the email text om Step 2..

Once you enter the text of the email then you can click the "Send Email" button.

Fill Out Your Club Log:

Step 1. On your Club Dashboard, to fill out a new club log, click on the "New Club Log" link in the light green box. Note: To view your old club logs, click on "Club Logs" link.

Step 2. The Club Log window will open, allowing you to enter your meeting information.

To enter the Attendees, click on the gray "Select a Person" button. All of your current club members will be listed. Click the checkbox to the left of each members name to mark who attended the meeting and leave blank the members that didn't attend. Then click the green "Add Selected" button. Note: You can also click the "Select All" link to make it faster.

To add an activity, click on the gray "+Activity" button and fill in the requested information. Then press the green "Add Activity" button. You are able to add multiple separate activities.

When you are done filling out all the required fields, click the green "Submit" button to submit your Club Log.
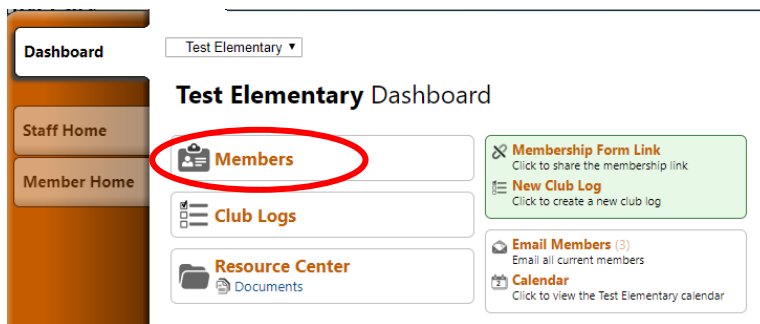
Resource Center and Calendar Features:

The Resource Center is where SMILE Administrators will be adding resource materials for you. The calendar will be used by the SMILE administrators to add events and you can view your club logs in the calendar view.
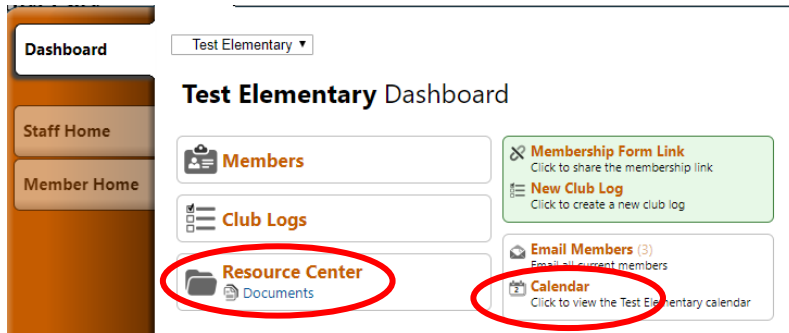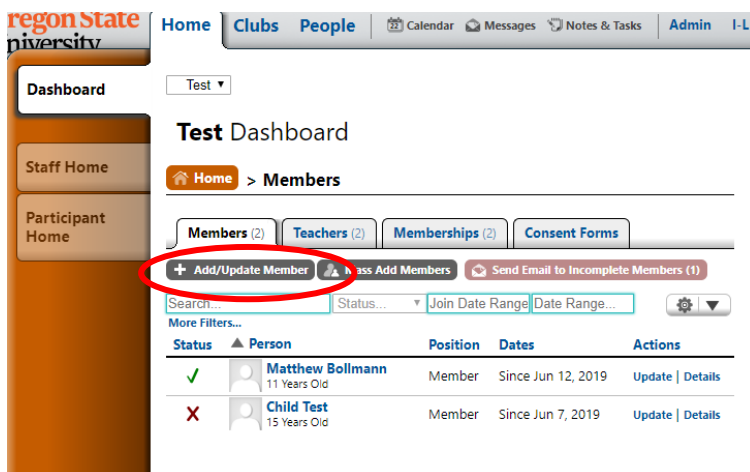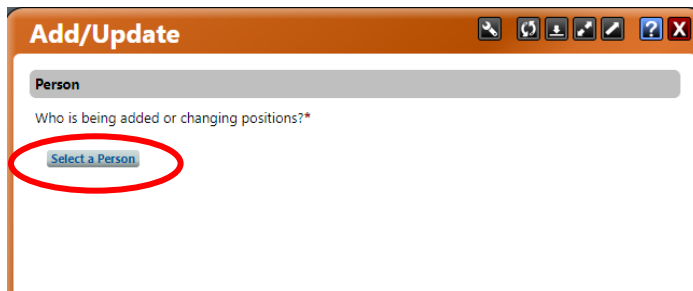

Removing a Member From Your Club:

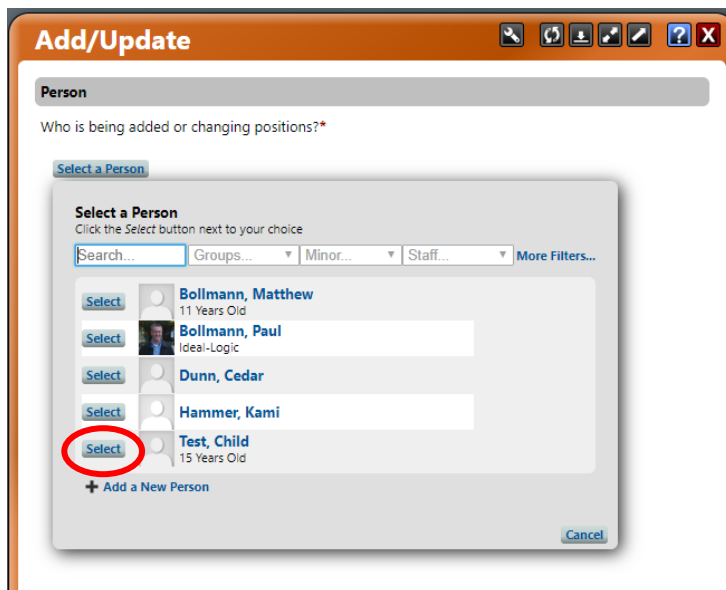**Step 1:** To remove a member from your club, click on Members on your dashboard.
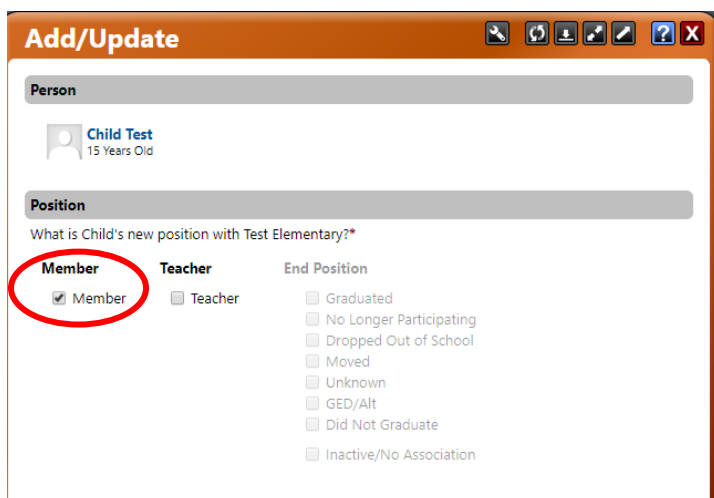

Step 2: Click on the grey +Add/Update Member button.

Step 3: You will be prompted to select a person.

Step 4: Click on the gray select button to the left of their name.

Step 5: The member ('Child Test') will be marked as a member: click on the check mark to unmark this.

Step 6: Select the appropriate end position and click on the check mark next to it.

Step 7: You will then be prompted to add a date and click and click the green Submit button.