**Download Apps:**

Each Socialization Specialist will download Learning Genie Educator at minimum to their phone.

Each Socialization Specialist will download Learning Genie Parent to their agency iPad to assist families when needed.

Learning Genie Guidance can be found on nmcaaehs.com

**Guidance to entering Socialization events in Learning Genie:**

\*At minimum, each socialization event will be entered once prior to socialization.

* Log into Learning Genie Educator App
* Click or hover over Manage Family Engagement
* Click "Events"
* Add Event (blue button on top right-hand corner)
  + Input "Event Name" (e.g., Grand Traverse Playgroup)
  + Input "Event Description" (e.g., Please join us for a snowman-themed playgroup on Friday, December 2nd at noon. Hope to see you there!)
  + Website Link: optional, can leave blank
  + Input attachment (e.g., Grand Traverse playgroup flyer for December)
  + Event Banner Picture: optional, can leave blank
  + From: input start date and time of socialization
  + To: input end date and time of socialization
  + Location: enter address of socialization
  + Invite Families button: check boxes next to county CFS' in scheduled socialization area and click "Save"
  + When all components look correct, select "At A Glance" (blue button at bottom of "Add Event" window)
  + An "Event Details" window will pop up, and from here you can save the event as a draft and post at a later date OR select "Send to Families: blue button at the bottom and the information will be sent to families immediately.

**Newsletters and Calendars**

* The Socialization Specialist will upload the County Calendar and Newsletter to each county every month.
  + Calendar will be uploaded two weeks prior to the beginning of the month.
  + For example, the October Newsletter/Calendar will be shared with families by 15th of September.
* Monthly Calendars and newsletters will be emailed to county Child Family Specialists CFS and Recruitment and Health Specialists (R&H)
* Calendar and newsletter will be displayed at each socialization.

**Socialization Attendance:**

* **Attending enrolled families**
  + will sign in on the attendance sheet and write their mileage and travel time.
  + Enrolled families will also connect to their Learning Genie Parent App and enter their roundtrip mileage from home to the socialization location.
  + Enrolled families will also input the time it took to travel roundtrip to the socialization from their home.
  + Socialization Specialists will approve this time through the Learning Genie Educator app.
* **Attending community members**
  + Will sign their name to the attendance sheet.
  + Mileage and travel time is not required.