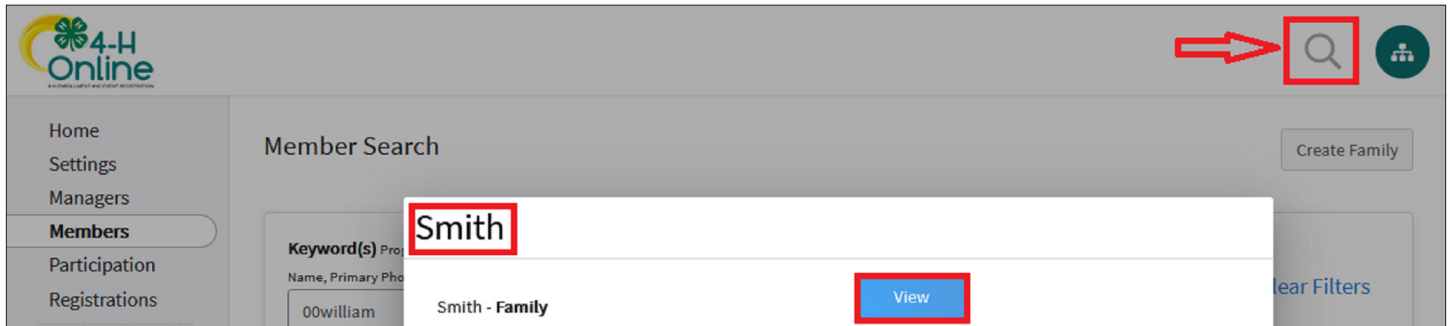
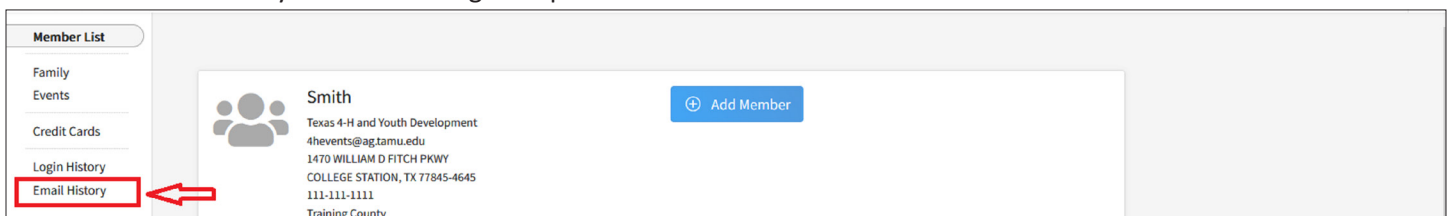


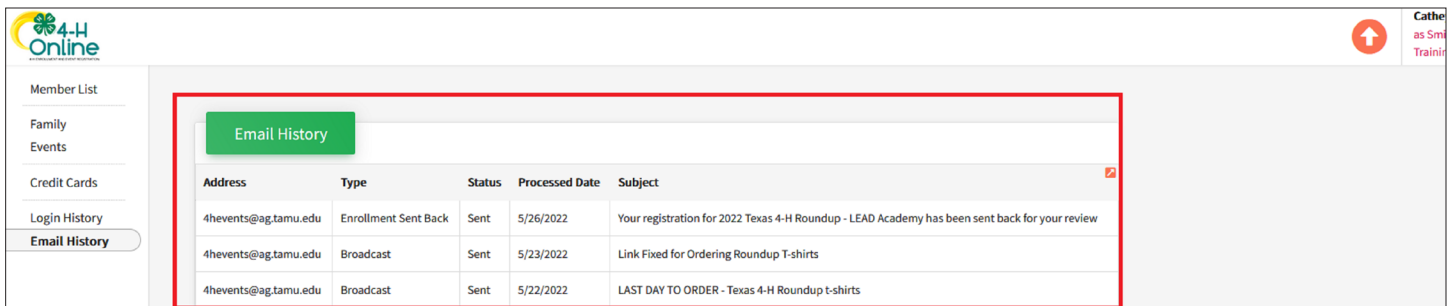
- Click on the magnifying glass at the top of any manager screen.
- Type in the family's last name or email address.
- Click the family's name from the list on the left side.
- Click the blue View button.



- Click the Email History link in the navigation pane on the left side of the screen.



- The login history will be displayed on the screen if the family has logged in since August 2020.



IF THERE ARE NOT ANY EMAILS LISTED THAT MEANS THE SYSTEM WAS NOT SUCCESSFUL IN SENDING IT TO THE EMAIL ADDRESS ON FILE FOR THE FAMILY/MEMBER.

TIP: REMOVING THE EMAIL ADDRESS AND ADDING IT BACK WILL TRIGGER THE SYSTEM TO TRY TO EMAIL AGAIN NEXT TIME AN ACTION IS MADE FOR THE FAMILY IN THE SYSTEM.