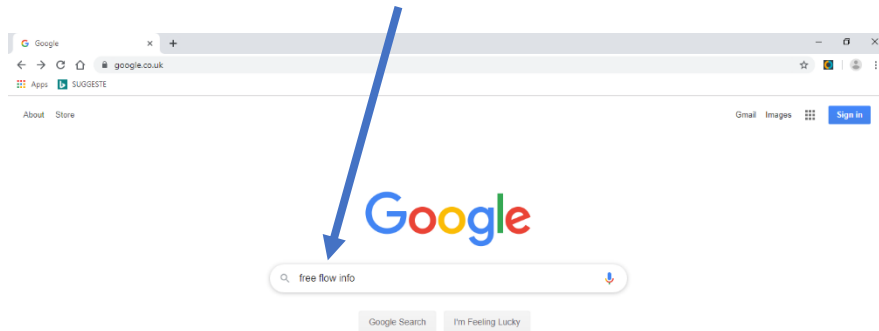
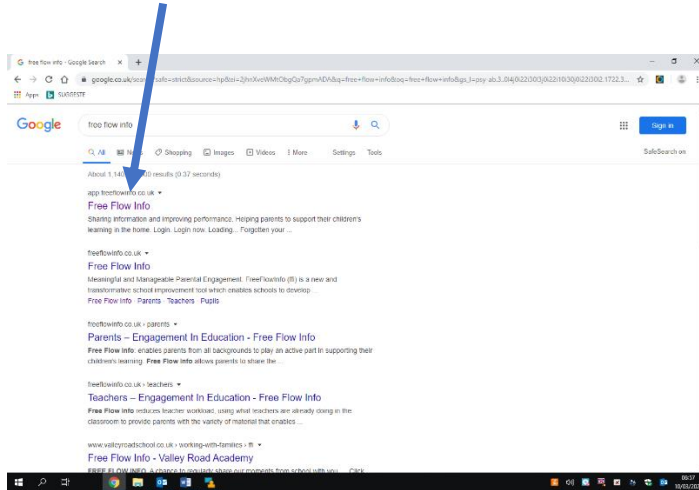


# How to access Free Flow

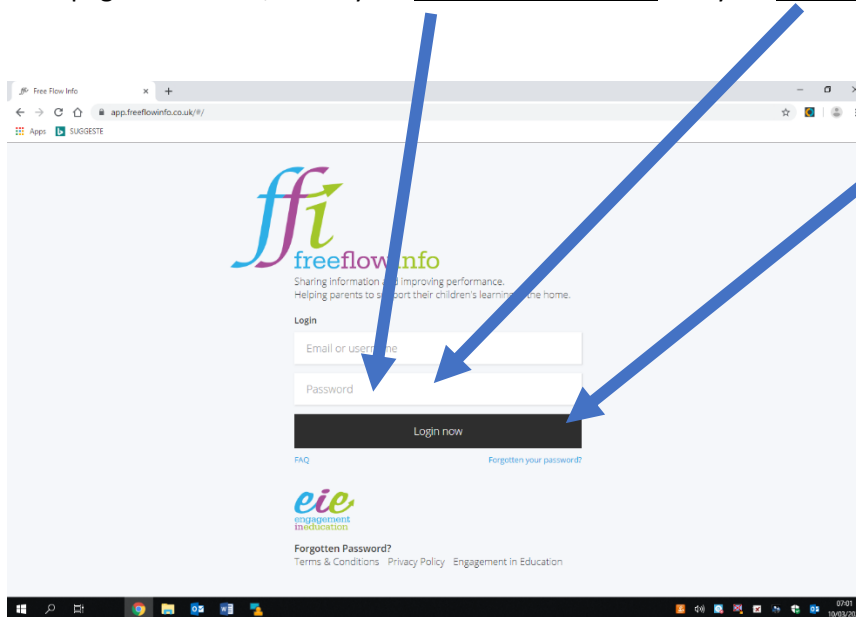
1. Open your internet browser and search **'free flow info'**.



2. Open the **freeflowinfo.co.uk** website.

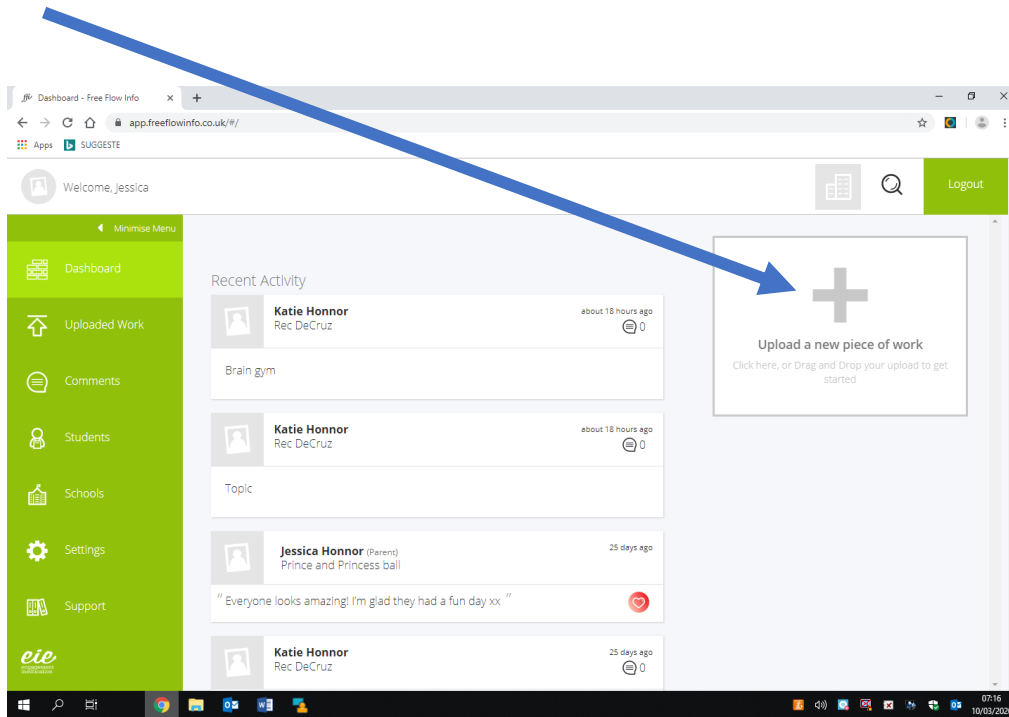


3. Once the page has loaded, insert your **'Email or username'** and your **'Password'** then click **'Login'**.

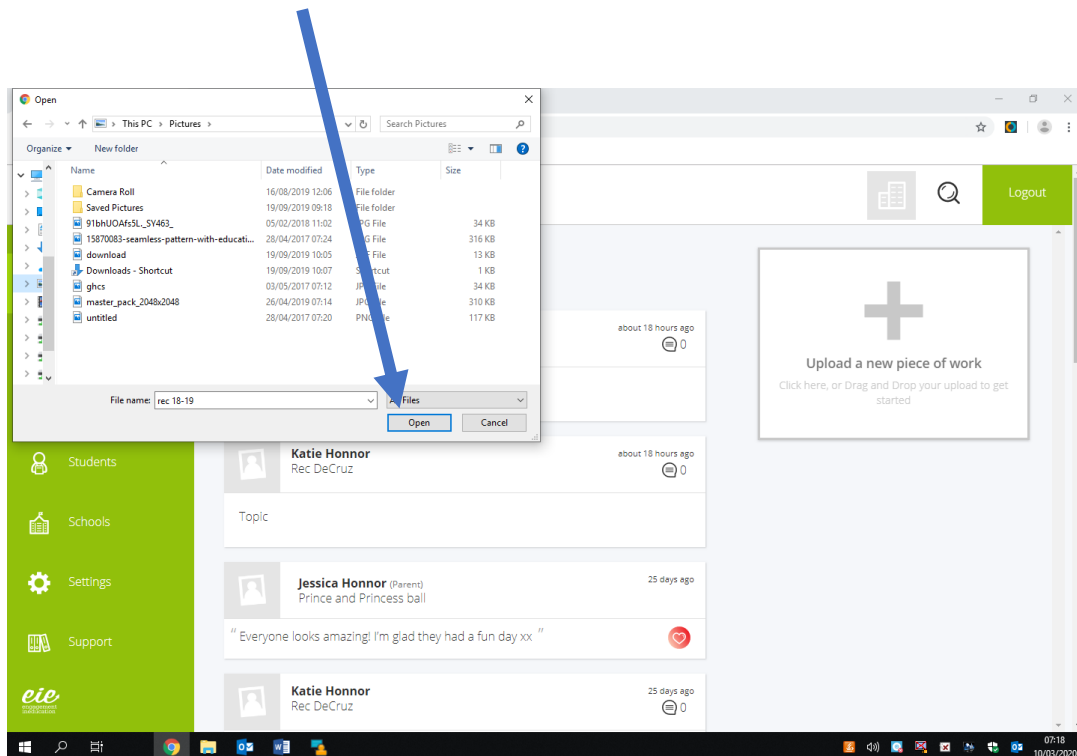


## How to upload a photograph

1. Click the **+** icon.



2. Once you have clicked on the **+**, it will open your documents to select your picture. Find your picture then click **'open.'**



3. Then a box will appear.

The screenshot shows the 'Upload new work' form with the following callout boxes:

- Top box:** Type in the **title** which tell us about your upload. (Points to the title input field containing 'Dancing')
- Right box:** If you have more than one child at the school select which child you are uploading for. (Points to the dropdown menu showing 'Christa College Sunderland', 'Rec DeCruz', and 'Student(s)')
- Left box:** Use this box to tell us about the upload. Please ensure it is positive. (Points to the text area containing 'Today Katie competed in a dancing competition. She worked very hard and came in 1st place. Well done Katie!')
- Bottom-left box:** If you want to add another photograph into same upload click here and follow prior step. (Points to the 'Add Files' button)
- Bottom-right box:** Once finished click upload. (Points to the green 'Upload' button)

### How to comment on an upload

1. Click on the **upload** you wish to look at.

The screenshot shows the 'Works' page with a list of uploads. A blue arrow points from the text 'Click on the upload you wish to look at.' to the 'Dancing' entry in the list. The list includes entries for 'Dancing', 'Brain gym', 'Topic', 'Chinese New year', and another 'Dancing' entry. A 'Filter Work' sidebar is visible on the right.

2. Type in your comment. *Please remember all comments must be positive.*

The screenshot shows a web browser window with the URL `app.freeflowinfo.co.uk/#/works/216783`. The page displays a post titled "Dancing" by "Katie Honor" from "Rec DeCruz". The post content reads: "Today Katie competed in a dancing competition. She worked very hard and came in 1st place. Well done Katie!". Below the post is a "Comments (0)" section with a "Leave a Comment" form. The form contains the text "Fantastic work Katie! Your hard work has shown!". Below the text input is an emoji picker with several emojis visible. To the right of the emoji picker is a green "Add Comment" button. Three callout boxes with blue arrows point to these elements: "Type in your comment here." points to the text input field; "Select an emoji you wish to share." points to the emoji picker; and "Click add comment when you are finished." points to the "Add Comment" button. The left sidebar of the application shows a menu with items: Dashboard, Schools, Settings, and Support. The top right corner has a "Logout" button. The Windows taskbar at the bottom shows the time as 07:38 on 10/03/2020.