

Getting Started – About Me

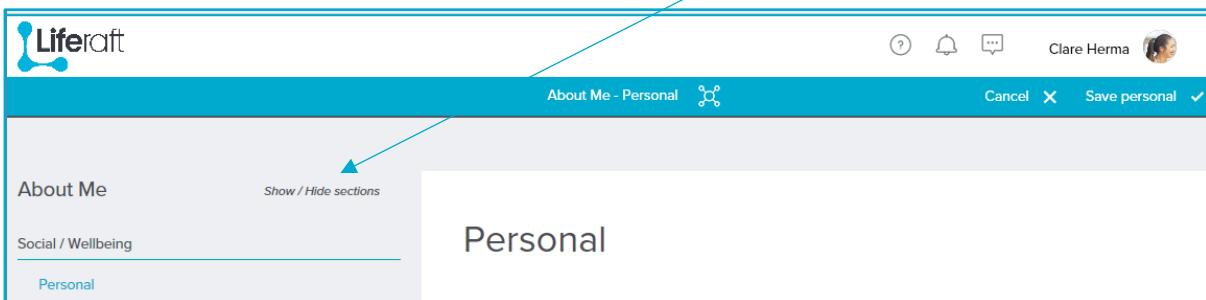
This section contains most of your personal information. Select each area you want to enter information for from the list on the left and fill in the forms, saving the information as you go. You decide what information is important for you and what information you want to enter. Information added in this section can become part of a report and you can invite others to see the information by sharing (if you choose).

Click on the **About** icon on the dashboard to open the 'About Me' section. The icon shows the name of the account you are in.

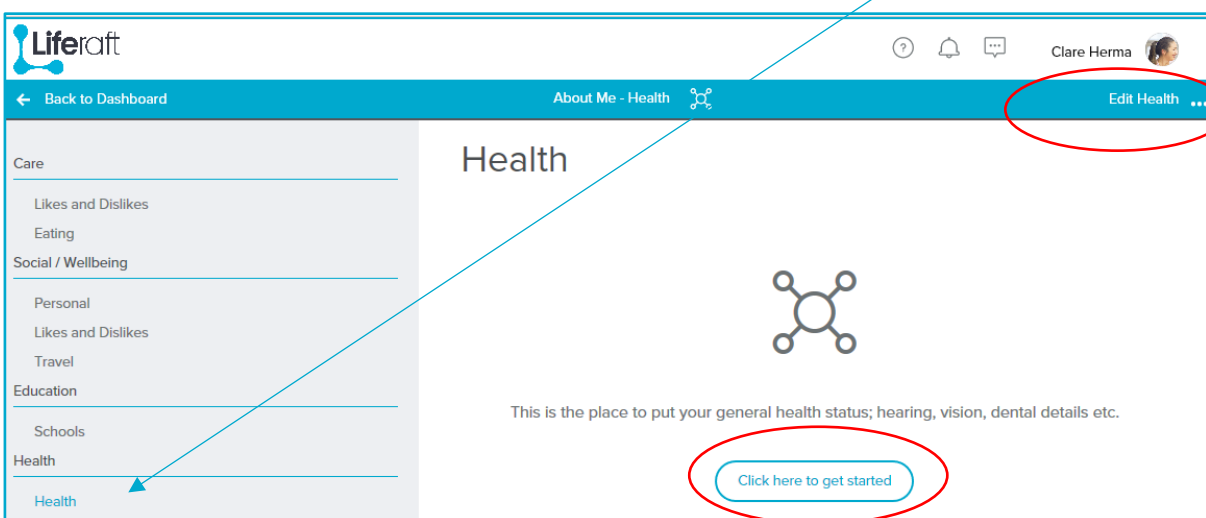


About Santa

When you first access the page all the different forms are listed on the left (default setting). You can select/deselect the areas you want to use and display by using the show/hide option. Select those areas you want to use and then save your selected options.



After saving your selected options, the items you have selected are displayed in the menu to the left (for example information on likes & dislikes, eating, schools, diagnosis, health etc.)

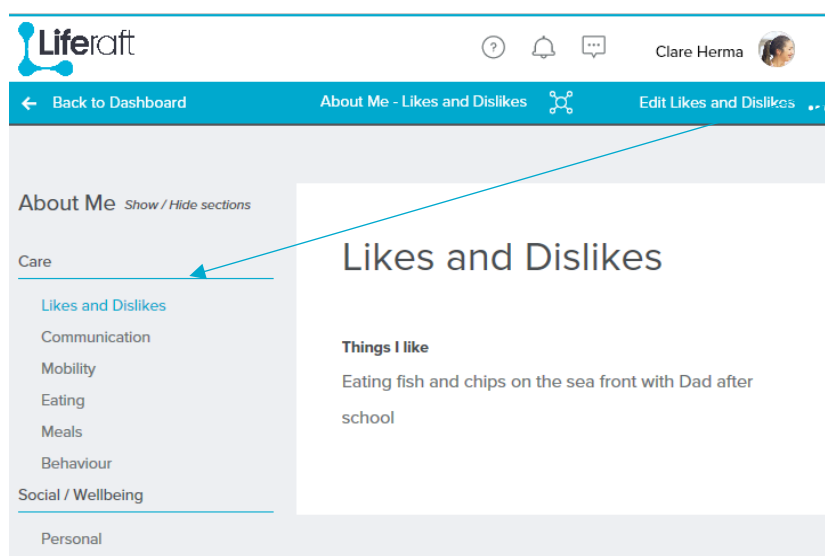


Entering Information for the first time

The first time you enter information, select **click here to get started** or the **edit** button *(see screen shot on previous page).

After the first information is saved, when you select an item from the options on the left, the information you have already saved will be displayed in the main panel with the option to edit.

Edit Information



Select the **item** from the list on the left then click on the **edit button**.

You can then add, amend the information.

You must save any changes before leaving the edit page

We suggest clicking on each area to see what you can record.