



BRAID · FOR FAMILIES

Quick Start Guide

Get set up in about five minutes. See your students' balances, register for trips, log fundraiser hours and sign forms, all in one place.

All you need is your invite code from your ministry leader

Parents

Use your **Family Invite Code**. It connects you to your whole family. Each parent uses the same code.

e.g. A7X2KM

Students

Use your own **personal invite code**. Every student gets a different code. Don't use the family code.

e.g. Q4N8TP

Balances

Each student's account and history

Trips

Register and pay deposits

Fundraisers

Log volunteer hours

Forms

Sign waivers online

1 · Enter your code

braidhq.app

2 · Create account

Name, email, password

3 · Look around

Dashboard and students

4 · Get going

Trips, hours and forms

Get started at **braidhq.app**

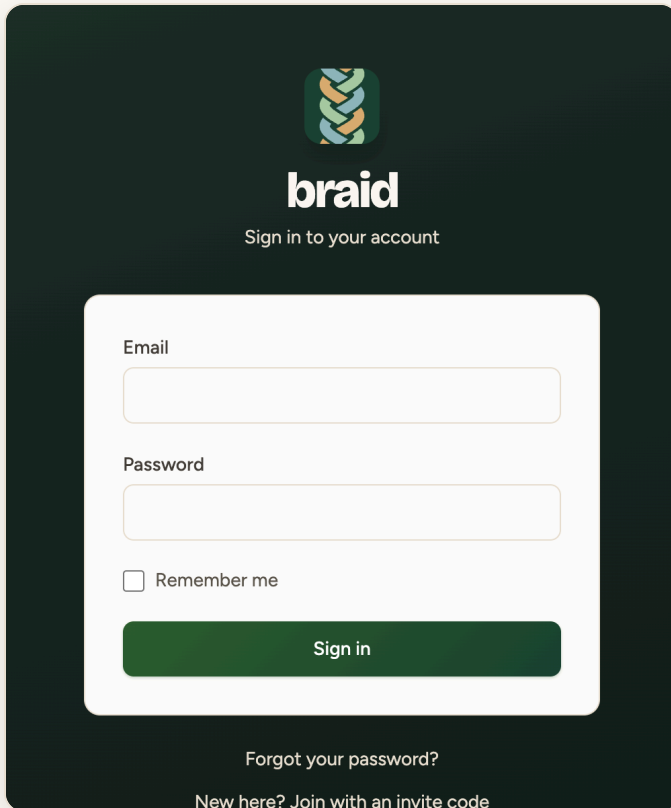
1

Enter your invite code

There's no Sign up button. Your code creates your account and connects it to the right family or student.

ON THE SIGN-IN PAGE

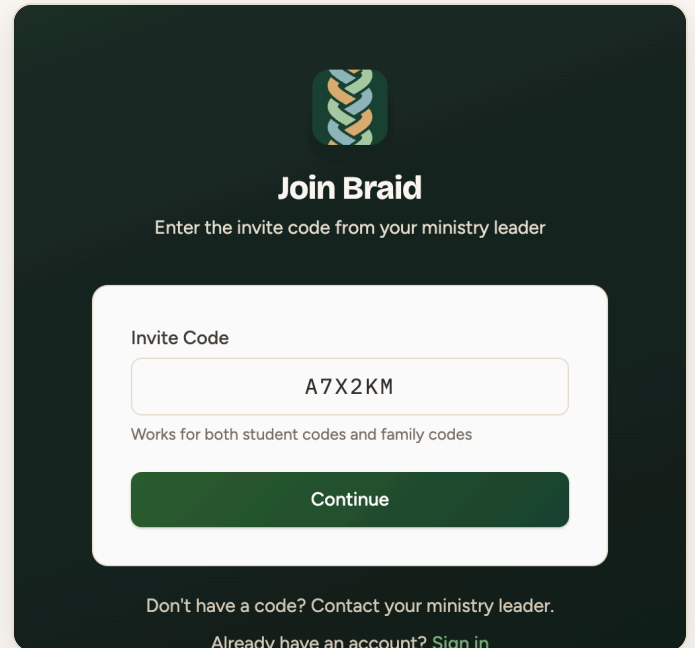
1. Go to **braidhq.app**.
2. Below the Sign in button, click **New here? Join with an invite code**.



The join link is at the bottom of the sign-in page.

ON THE JOIN PAGE

3. Type your code into **Invite Code**.
4. Click **Continue**.



The same box works for family codes and student codes.

P

Parents enter the **Family Invite Code**. If there are two parents, each creates their own account using the same code.

S

Students enter their **own personal code**. Each code can only be used for one student account. Don't use the family code.

2

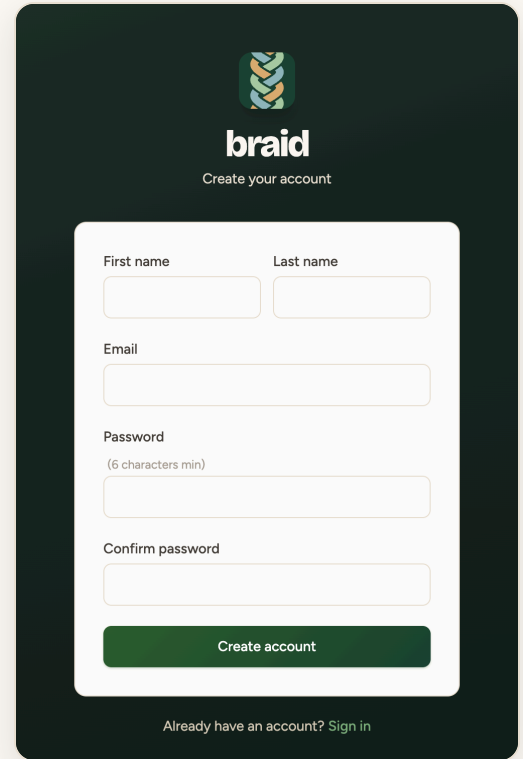
Create your account

There's no email to confirm, so you're in right away.

1. Enter your **first and last name**, **email** and a **password** (6 or more characters).
2. Click **Create account**.
3. You'll see a welcome message and land on your dashboard.



Already have an account? Sign in first. Then go to braidhq.app/join and enter your code to link it.



The screenshot shows the Braid account creation interface. At the top is the Braid logo and the text "Create your account". Below this is a form with the following fields:

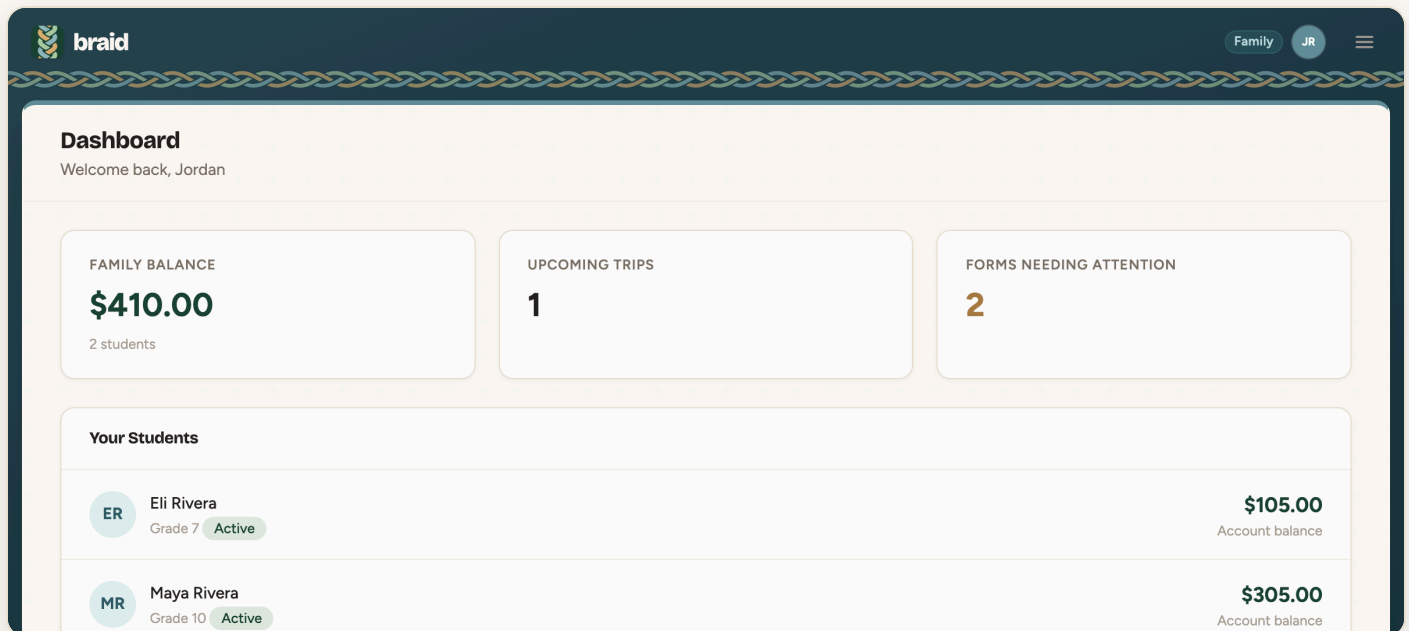
- First name** and **Last name**: Two separate text input fields.
- Email**: A single text input field.
- Password**: A text input field with a note "(6 characters min)".
- Confirm password**: A second text input field for password confirmation.

At the bottom of the form is a green button labeled "Create account". Below the form, there is a link that says "Already have an account? Sign in".

3

Your dashboard

Your home base. Your students show up automatically, so there's nothing to add.



The screenshot shows the Braid dashboard for a user named Jordan. The dashboard has a dark blue header with the Braid logo and a "Family" button. Below the header, there is a "Dashboard" section with a welcome message "Welcome back, Jordan".

The dashboard features three main cards:

- FAMILY BALANCE**: Shows a balance of **\$410.00** for 2 students.
- UPCOMING TRIPS**: Shows **1** upcoming trip.
- FORMS NEEDING ATTENTION**: Shows **2** forms needing attention.

Below these cards is a section titled "Your Students" which lists two students:

Student Initials	Student Name	Grade	Status	Account Balance
ER	Eli Rivera	Grade 7	Active	\$105.00
MR	Maya Rivera	Grade 10	Active	\$305.00

Family balance, upcoming trips, forms to sign and each student's account balance. (Sample data shown.)

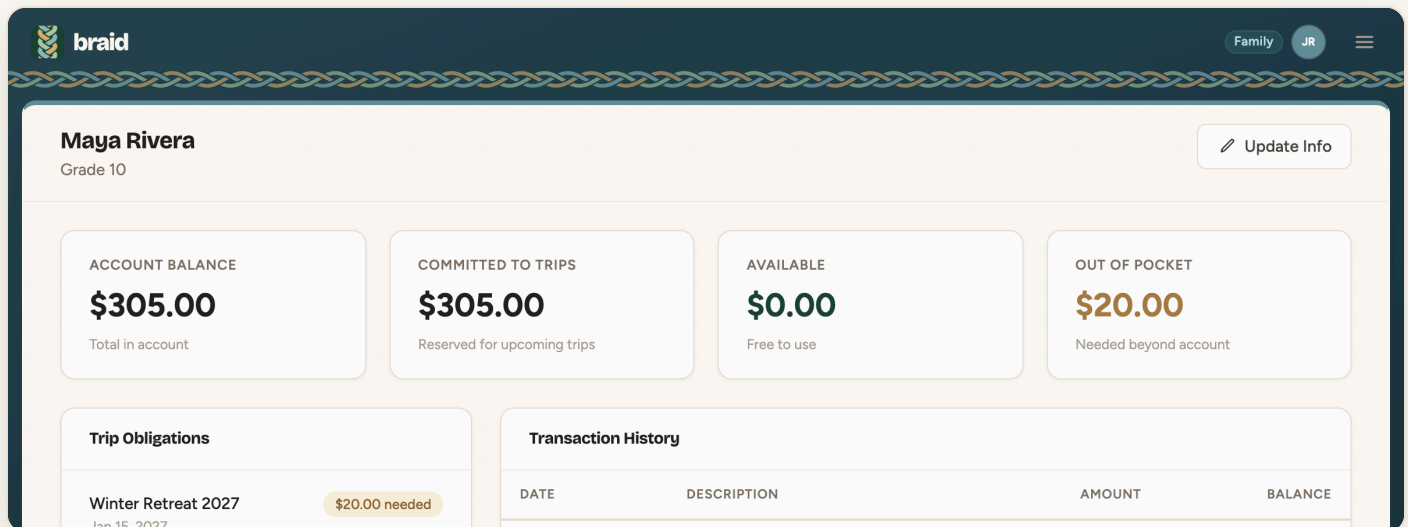
4

Check balances & register for trips

Everything a student has saved, earned and owes, in one place.

Students (parents only)

Open **Students** and pick a student to see their **Account Balance**, how much is **Committed to Trips**, what's **Available**, and any **Out of Pocket** amount still needed. Click **Update Info** to change their birthday, phone, school or address.



Maya Rivera
Grade 10

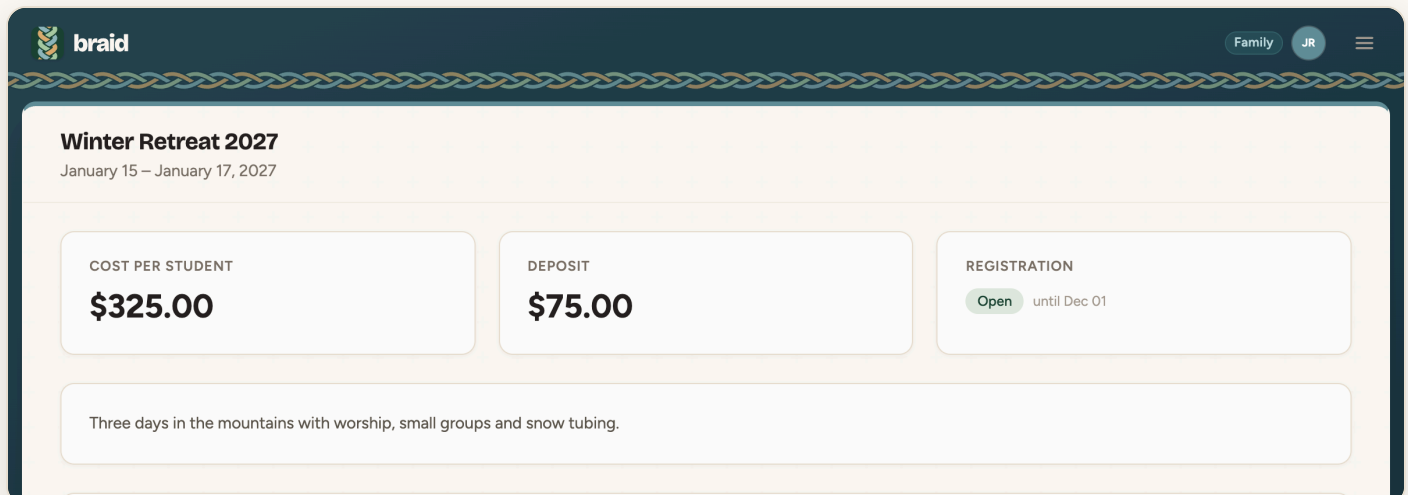
[Update Info](#)

ACCOUNT BALANCE	COMMITTED TO TRIPS	AVAILABLE	OUT OF POCKET
\$305.00 Total in account	\$305.00 Reserved for upcoming trips	\$0.00 Free to use	\$20.00 Needed beyond account

Trip Obligations		Transaction History	
DATE	DESCRIPTION	AMOUNT	BALANCE
Jan 15, 2027	Winter Retreat 2027	\$20.00 needed	

Trips

1. Open **Trips** and choose a trip to see its cost, deposit and registration deadline.
2. Under **Register a Student**, tick **Pay deposit** to pay the deposit from the student's account, then click **Register**.
3. Under **Your Registrations**, click **Use Account** to pay from the student's balance. If your ministry takes cards, you'll also see **Pay Online**.



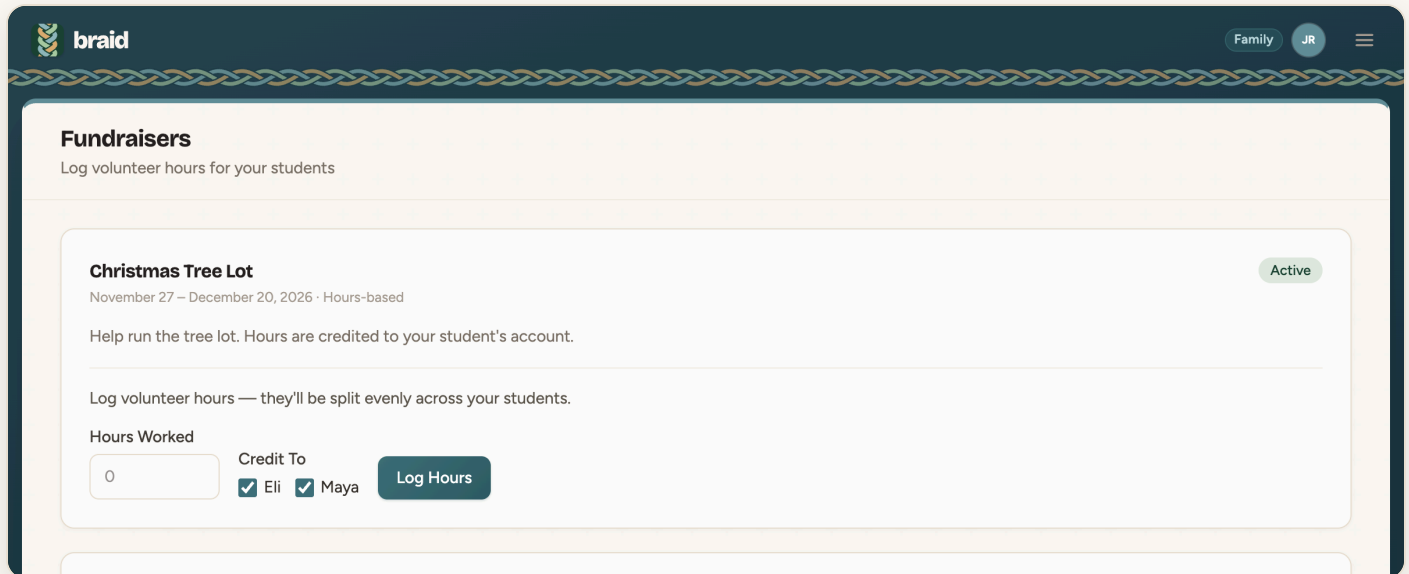
Winter Retreat 2027
January 15 – January 17, 2027

COST PER STUDENT	DEPOSIT	REGISTRATION
\$325.00	\$75.00	Open until Dec 01

Three days in the mountains with worship, small groups and snow tubing.

Log fundraiser hours

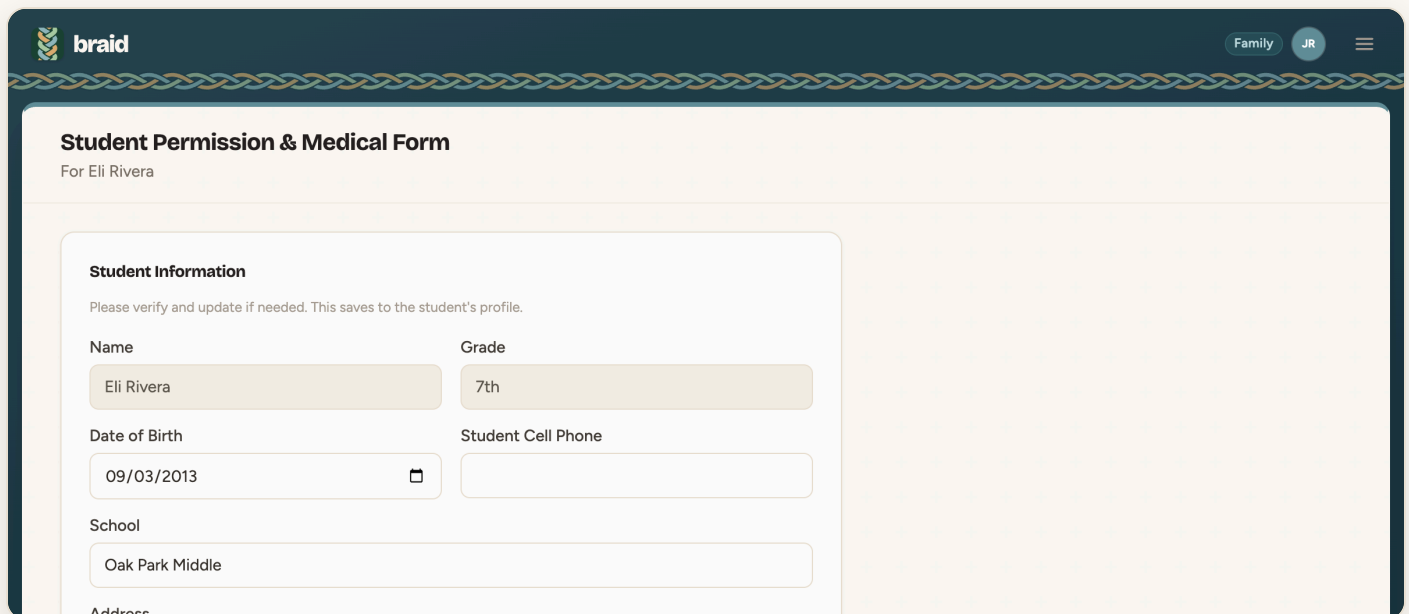
Open **Fundraisers**, enter your **Hours Worked**, tick which students to credit and click **Log Hours**. Hours are split evenly between the students you tick. For sales fundraisers, give your totals to a leader.



The screenshot shows the 'Fundraisers' section of the Braid dashboard. At the top, there's a header with the Braid logo and user information (Family, JR). Below the header, the 'Fundraisers' title is followed by the subtitle 'Log volunteer hours for your students'. A card titled 'Christmas Tree Lot' is displayed, indicating it is 'Active' and runs from November 27 to December 20, 2026. The card describes the fundraiser as a tree lot where hours are credited to the student's account. It states that log volunteer hours will be split evenly across the student's account. Below this, there is a 'Hours Worked' input field with the value '0'. To the right of the input field is a 'Credit To' section with checkboxes for 'Eli' and 'Maya', both of which are checked. A 'Log Hours' button is located to the right of the 'Credit To' section.

Sign forms & waivers

Forms you still need to do show up on your dashboard and under **Forms → Needs Your Attention**. Signing up for a trip can add new ones. Click **Fill Out**, check the details, type your full legal name under **Digital Signature** and click **Submit**.



The screenshot shows the 'Student Permission & Medical Form' for Eli Rivera. The form is titled 'Student Information' and includes a note: 'Please verify and update if needed. This saves to the student's profile.' The form fields are organized into two columns. The left column contains fields for 'Name' (Eli Rivera), 'Date of Birth' (09/03/2013), and 'School' (Oak Park Middle). The right column contains fields for 'Grade' (7th) and 'Student Cell Phone'. There is also an 'Address' field at the bottom. A calendar icon is visible next to the 'Date of Birth' field.

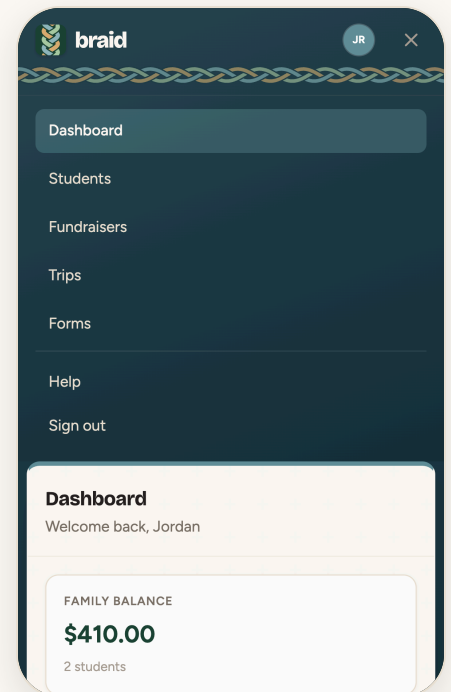
TIP

Put it on your phone

There's nothing to download from an app store. Open **braidhq.app** and save it to your home screen. It opens full-screen like an app.

- **iPhone (Safari):** tap Share, then **Add to Home Screen**.
- **Android (Chrome):** tap ⋮, then **Add to Home screen** or **Install app**.

On a phone, tap the ☰ button to open the menu.



IF YOU SEE OR WONDER...	DO THIS
I can't find a Sign up button	That's expected. Click New here? Join with an invite code and enter your invite code.
I don't have a code	Ask your ministry leader. Parents get the family code, and each student gets their own.
"Invalid invite code"	Check all 6 characters and try again.
"This student account is already linked to another user"	That student code has already been used. Contact your ministry leader.
"No students linked to your account yet"	Ask your leader to check that your students are in your family.
Forgot my password	Click Forgot your password? on the sign-in page.
A name or grade is wrong	Contact a leader. Parents can change other details with Update Info .

? Need help? Send us a message at **braidhq.app/contact**.