

How to access Trainer's Website and Documentation System

In order to manage your course we need your help. Therefore we've designed a system that makes things easier. It consists of two websites. report.kindergartensprachschule.de and our database frontend.

<https://report.kindergartensprachschule.de>

You have received the credentials to log-in to this website.

1. You can use the Forgot Passwort link to reset your password - the Database log-in credentials (2nd Login are not affected)
2. Enter your username and password
3. Now you have access to the website.

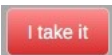
Please read the read me and check out the links in menu „Links“

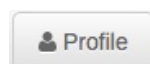
Database Frontend

In order to update your bank account data, your times of availability you have to log-in a second time to reach our database

1. Click „monthly report“ in Main Menu of Trainer's Website
2. Enter your username and password (you cannot change this data)
3. Now you have access to the database

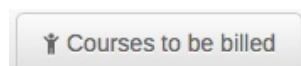


Find the Vacant Courses and job Opportunities. If you are interested to take over a job, Please click . An email I generated informing us. You get a copy.



Find your Data and the option to enter/change your bank account data.

You can add and modify your Times of Availability at the bottom of the page.



Please enter the year and month you want to see/edit and click „refresh“. The courses you can bill are listed below.

Klick „enter monthly report“ to edit the report for the course.

Please use the SAVE INFORMATION Button once in a while after you entered your report and BEFORE you access the next step-

A green button with the text "Complete Report".

If you are finished with the report click



Shows all the courses you are responsible for a the primary teacher.