

CLUB GUIDE

Running your club on Kiddie Kredit

Approvals, assignments, rewards and groups in the club portal, step by step.



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Getting started

The club portal is where your staff approve kids' tasks, set assignments and hand out rewards. It runs in a web browser on a computer or a phone.

Kiddie Kredit teaches kids credit through chores. Parents set chores at home. Your club adds its own tasks, called assignments, which show up in each enrolled child's chore list with your club's badge. When your staff approve a task, it counts toward the child's Kredit Score.

Clubs never award Bamboo Bucks. Bamboo Bucks are between a child and their family. Your tasks have no sizes and pay no Bucks. They count toward the child's Kredit Score, and your own rewards unlock when the tasks are done.

Sign in

kiddiekredit
Kiddie Kredit for clubs

Give the kids in your program activities to do and rewards to earn, with their parents' consent.

POWERED BY **kredit** ACADEMY

STAFF SIGN IN

Sign in to your club

Email

Password

Continue

Work at a club that isn't on Kiddie Kredit yet?
[Get in touch](#)

Are you a parent?

[Download on the App Store](#)

[Get it on Google Play](#)

Staff sign-in: one field, then Continue.

- 1 Go to clubs.kiddiekredit.com**
Use the email address your club invited.

2 Type your email

Then tap **Continue**. There are no passwords. If your address is a Google account, you can use Or continue with Google instead.

3 Check your email

We send a 6-digit code. Type it, then tap **Sign in**. The code works for 15 minutes.

If you see "This account isn't on a club", you signed in with an address your club has not invited. Ask your director to invite that address. A staff invite lasts 7 days; after that, ask for a new one.

Your club isn't on Kiddie Kredit yet?

Under the sign-in box, "Work at a club that isn't on Kiddie Kredit yet?" has a Get in touch link that emails our team. A director can also apply at clubs.kiddiekredit.com/apply. The form, Bring Kiddie Kredit to your club, asks for the club name, a contact name, email, phone, city and state, about how many kids and their ages, and the type of organization. Tap **Send**. We'll be in touch within a few days.

Two-step sign-in

Your club's account holds children's names, so staff sign-in is getting a second step.

- **If you sign in with Google**, you will be asked for a code from an authenticator app on your phone at every sign-in. This is turning on by 30 October.
- **If you sign in with an emailed code**, an update after the 3.1.0 launch adds the same second step. The first time, you set up an authenticator app and save 8 recovery codes. Each recovery code lets you sign in once if you lose your phone.

Only Kredit Academy can reset your second step. If you lose your phone and your codes, ask your club's owner to contact Kredit Academy.

On the move? The portal works on a phone too. It opens on Approvals and Redemptions, with the rest behind the menu.

Two roles

ROLE	WHAT THEY CAN DO
Org admin	Everything: approvals, roster, assignments, redemptions, groups and join codes, staff and settings, for every group.
Group admin	Approve tasks, fulfill rewards, invite families and build assignments for their own groups. They see only the children in those groups.

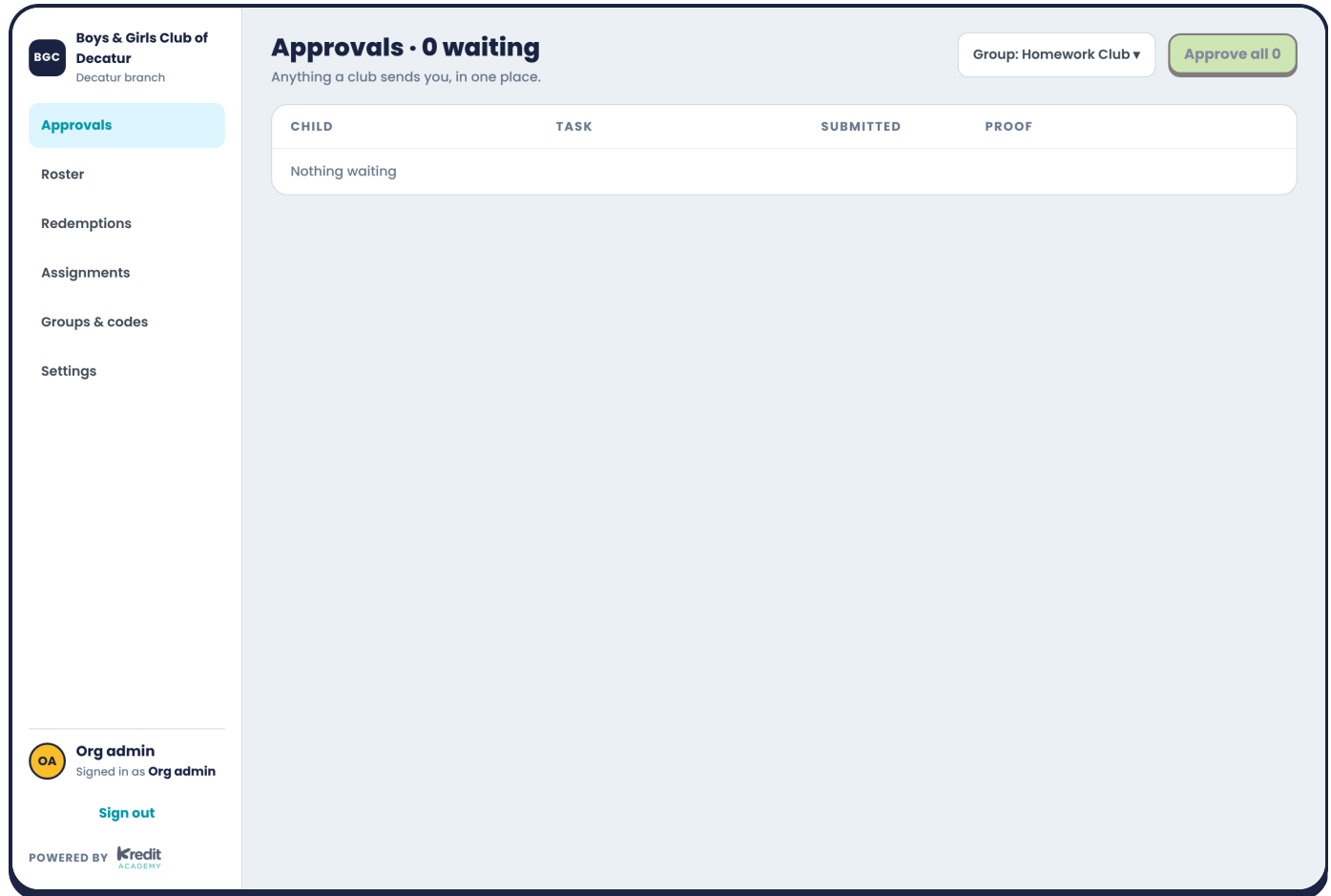
A group admin who is not yet in any group shows as Staff in Settings. Groups & codes and Settings appear only for org admins.

More than one club, and signing out

If you work at two or more clubs, a club menu sits at the top left, above your club's name. Pick a club and everything you see is for that club. Your name and **Sign out** are at the bottom of the menu down the side. On a phone, both are in the menu.

Approvals

Approvals is the page you land on. It lists every task a child has finished and is waiting for your staff to check.



Approvals: every task waiting, with its proof.

Each row shows the child's first name and age band, the task, the assignment it belongs to, when it was sent and any proof. Tasks marked Org approves come here. Tasks marked Parent approves go to the child's parent instead.

Approve a child's task

- 1 Pick a group**
 The group menu at the top starts on your own group. Change it to see another.
- 2 Check the note, if there is one**
 Tap Note ► to open it.

3

Tap the check mark to approve

The task counts toward the child's Kredit Score, and the parent sees it in their inbox with your club's badge.

4

Or tap the cross to send it back

Pick a reason: Try again, Not finished or Wrong day. You can add a short note.

Tasks from earlier days sit under the list. Tap **Show** to see them.

The proof sheet

A child can add a short note to a task, and you see it here. **You never see a child's photo.** Photos stay with the child's family, as Kiddie Kredit promises every parent.

Approve all approves exactly what is on your screen. The **Approve all 9** button covers the waiting tasks of the group in the menu, and older days only while they are shown. Pick another group to approve its tasks. If someone else on your team got there first, you'll see "Someone else got there first. This was already handled." Nothing is approved twice.



Approvals · 0

Redemptions · 0

Nothing waiting

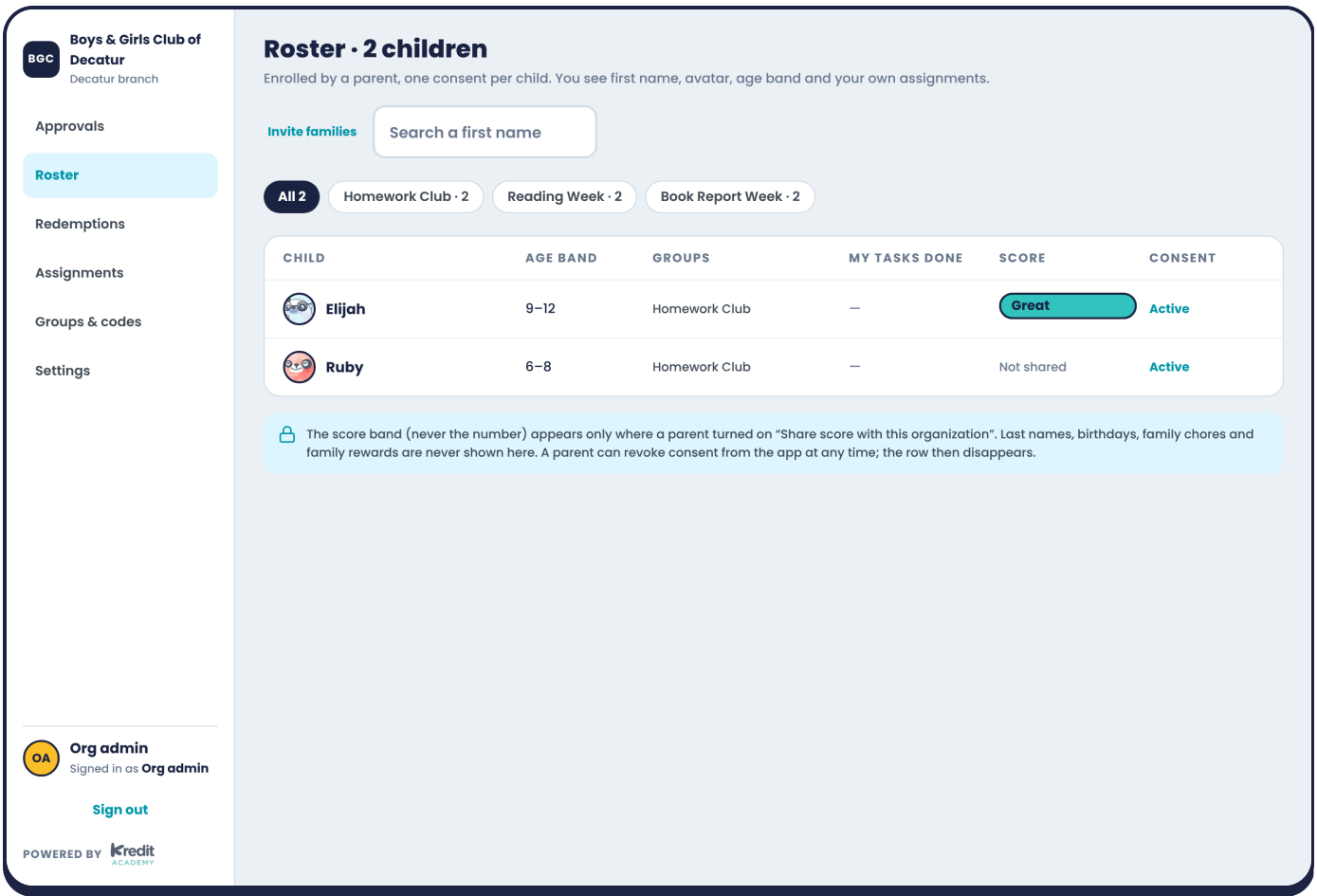
English · [Español](#)

On a phone: approvals and a code lookup.

On a phone, Approvals and Redemptions sit side by side at the top, with **Approve all 9** and a Code box for looking up rewards.

Roster and consent

The roster lists every child enrolled in your club. A parent enrolls each child and gives consent, one child at a time.



Roster: consent and sharing for each child.

For each child you see their first name and avatar, age band, groups, how many of your tasks they finished on time, their score band if their parent shares it, and their consent status.

COLUMN	WHAT IT SHOWS
AGE BAND	4–5, 6–8 or 9–12. Never a birthday.
MY TASKS DONE	Your own tasks finished on time, as a percent and a count.
SCORE	The band, like Great, only if the parent turned on sharing. Otherwise Not shared.
CONSENT	Active, Waiting on parent, or Invited with the email it went to.

Use the chips to filter by group or to see consent still pending. Search finds a child by first name.

A parent can leave at any time. If a parent revokes consent in the app, the child's row disappears from your roster. Their past approvals stay in the child's history.

Inviting families

Families join your club by email invitation or with a join code. Either way, the parent decides.

Boys & Girls Club of Decatur
Decatur branch

Approvals
Roster
Redemptions
Assignments
Groups & codes
Settings

Invite families

The parent chooses which children join and agrees on their own phone. Nothing appears on the roster until they do.

SEND AN INVITATION

Parent emails

one per line, or paste a list

We never tell you whether an address already has a Kiddie Kredit account.

Joining

Homework Club

Add a line of your own (optional)

SENT

No invitations sent yet.

Expire after 30 days

Org admin
Signed in as Org admin
Sign out

POWERED BY **Kiddie Kredit** ACADEMY

Invite families: send invitations and see who joined.

Invite by email

- 1 **Open the Roster**
Tap **Invite families**.
- 2 **Add parent emails**
Type them one per line, or paste a list.
- 3 **Pick the group**
Under Joining, choose the group they join.
- 4 **Add a line, if you like**
Your own short note goes in the email.



Send

Tap **Send 2 invitations**. The button counts the emails.

Under SENT, each invitation shows Invited, Joined or Expired. Invitations expire after 30 days. Tap **Resend** to send one again: the new email has a new link, and the old link stops working.

Invited means the email went out. It does not mean they opened it, or that they have an account. Only Joined puts a child on your roster.

Share a join code



Find your group's code

Open Groups & codes. Each group has its own code (chapter 7).



Share it with families

A parent types the code in Kiddie Kredit under Family, then Organizations.

The parent chooses

The parent picks which children join and agrees on their own phone. A child appears on the Roster once their parent has agreed. Nothing appears on your roster before that. You can revoke a code at any time (chapter 7), and new families can no longer join with it.

Families stay private. We never tell you whether an address already has a Kiddie Kredit account. That stays with the family.

Assignments NEW

An assignment is a set of tasks for a date window, with an optional reward at the end. Families see the tasks in their child's chore list with your club's badge.

Boys & Girls Club of Decatur
Decatur branch

NEW ASSIGNMENT

e.g. Summer Reading

WHEN

10/16/2026 10/20/2026
Fri 16 Oct Tue 20 Oct

TASKS · 1 [+ Add task](#)

Task - 1 rep + **Org approves** **Parent approves** ✕

Rule: anything org-related is approved by your staff. A home-type task can hand approval to the parent. No task sizes and no Bamboo Bucks; tasks count toward the child's Kredit Score.

REWARD [+ Add reward](#)

ASSIGN TO

☐ Homework Club 2
[Pick individual children](#)

HOW IT LOOKS TO ELIJAH

BGC · Org admin approves

Org tasks mix into the child's list with the org badge (your call). Pre-readers hear "Boys and Girls Club" before the task name.

Org admin
Signed in as Org admin
[Sign out](#)

POWERED BY kredit ACADEMY

The assignment builder, with a category on every task.

The Assignments page

Assignments lists every assignment your club has made, with its dates, how many tasks it has, how many children it goes to, and its status: Draft or Published. Tap one to open it. Tap

New assignment to start one.

Build an assignment

- 1 **Name the programme**
The title names the whole programme, like Summer Reading, not a single task.
- 2 **Set the window**
Under WHEN, pick a start and an end date. Tasks run only inside the window.

- 3 Add tasks**
Tap **+ Add task**. Keep each name short: it is what the child sees.
- 4 Set the reps**
Reps are how many times a child does the task in the window.
- 5 Pick who approves**
Org approves sends it to your Approvals. A home-type task, like reading to a grown-up at home, can be Parent approves.
- 6 Check the category**
Every task needs one of six categories for the Kredit Score. We fill one in from the task's name.
- 7 Add a reward, if you like**
See below.
- 8 Choose who it's for**
Under ASSIGN TO, pick groups, or tap Pick individual children. A group admin can pick only their own groups.
- 9 Publish**
Check HOW IT LOOKS TO the child, then tap Publish. The button names how many children it goes to.

You can tap **Save draft** at any time. Once published, an assignment can't be edited.

The six categories

Self-care, Household, Outdoor, Pets & plants, Helping others and Learning. Each task has exactly one, chosen by its main purpose. "Read 20 minutes" is Learning. "Help a neighbor" is Helping others.

A task outlined in amber means we couldn't tell its category from the title. Pick one from its menu. Publish waits until no task is amber, and says "Pick a category for each amber task to publish."

Why categories matter. Doing different kinds of chores is part of a child's Kredit Score. Your tasks count toward that mix while the window is open. They never count toward how long a child has kept a chore going, because they don't repeat.

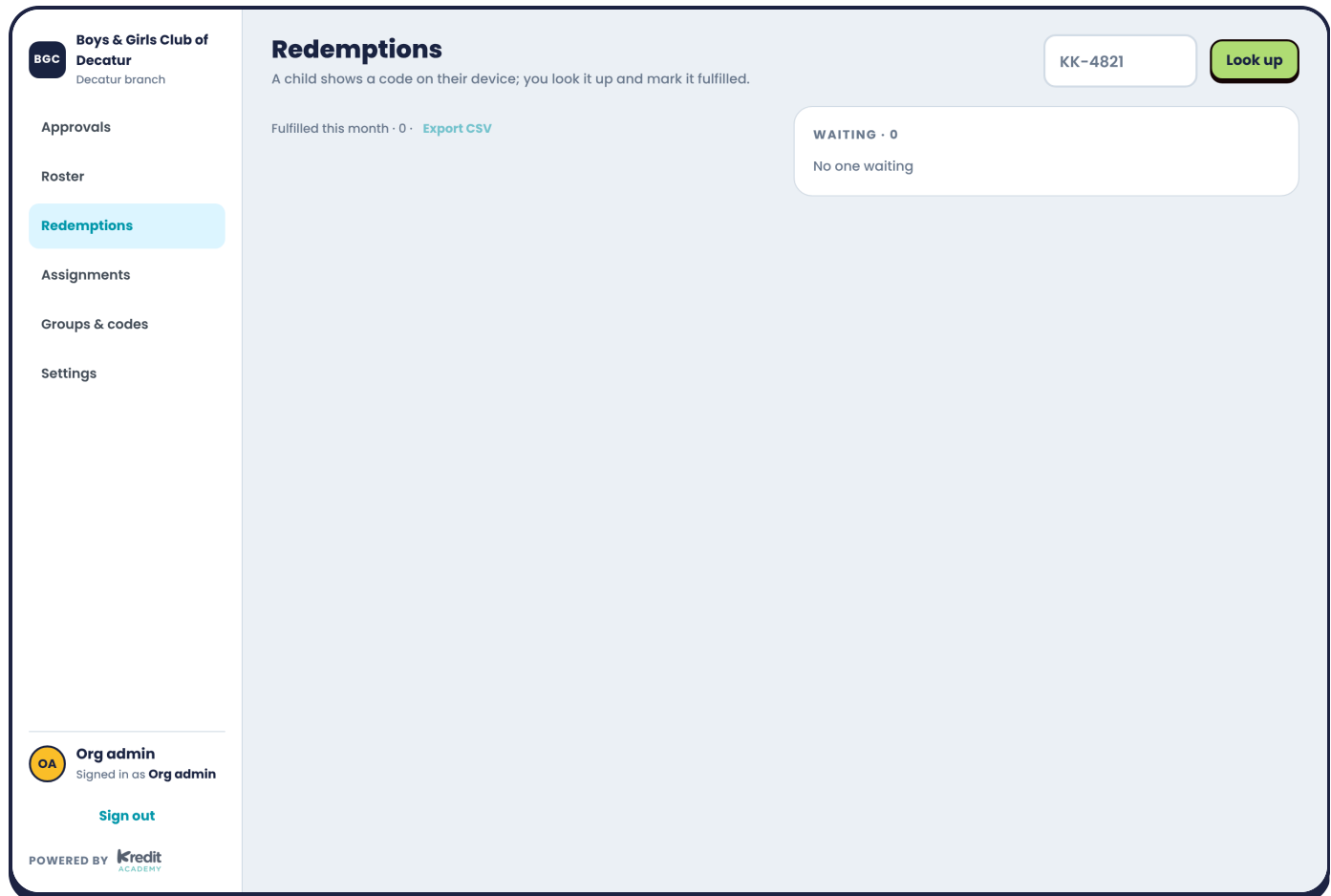
Rewards and the score gate

Tap **+ Add reward**, give it a NAME, and choose UNLOCKS WHEN. A reward can unlock when all tasks are done. It can also ask for a minimum Kredit Score: type a number beside "Also requires a Kredit Score of at least", and the portal shows the band that number falls in.

The check happens on Kiddie Kredit's side, against the child's own score, so it works even if the parent has not shared the score with you. You never see the number. The check is the number itself: the child's score must be at least the number you typed. A child who has no score yet, because no chore has been approved, doesn't pass.

Redemptions

When a child earns one of your rewards, they show a code on their device. You look it up and mark it fulfilled.



Redemptions: check a code, then fulfill.

- 1 **Ask the child for their code**
It looks like KK-4821. A code works once and lasts 7 days.
- 2 **Look it up**
Type the code and tap **Look up**. The portal shows whether the code is valid, the child's first name, the reward, and whether the tasks and any score gate are met.
- 3 **Hand over the reward**
Then tap **Mark fulfilled**. Or tap **Not now** to leave it waiting.

Under WAITING you'll see every child who has asked for a reward. Tap **Open** to check one. The page also counts rewards fulfilled this month, and **Export CSV** downloads the list.

A code is the only thing a club reward needs. Club rewards cost no Bamboo Bucks, and a parent never has to confirm them.

Groups and join codes

Groups are how you organize kids, like Tuesday Homework Club or Teen Center. Each group can have a join code. Org admins only.

Boys & Girls Club of Decatur
Decatur branch

Groups & join codes
A parent types the code at the front desk; they consent per child, then the child appears in the group.

Homework Club
2 children · 1 staff · Ms. Dana

JOIN CODE
BGC-TUE7

[Print poster](#) [Revoke](#)

Staff · invite by email, pick groups, role: group admin (approve, fulfill) or org admin (everything here). **Codes** · 8 characters, limited uses, expiry; a code resolves to the org card in the parent app (**P19**) before consent.

NAME	ROLE	GROUPS	SENT
Ms. Dana dana@bgc.example	group admin	Homework Club	
Org admin admin@bgc.example	org admin	Org admin	

Email

☐ Homework Club

[Invite](#)

Org admin
Signed in as **Org admin**
[Sign out](#)

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Groups & join codes.

A parent types the code in the Kiddie Kredit app, at your front desk or at home. The code shows your club's card, the parent consents for each child, and the child appears in the group.

- 1 Make a group**
Tap [New group](#) and give it a name.
- 2 Get a code**
Tap [Generate code](#). Codes are 8 characters, with a limited number of uses and an expiry date.
- 3 Share the code**
Put it on a sign or tell parents at pickup.

4

Revoke a code

Tap **Revoke** when you no longer want new families joining with it. Children already in the group stay.

Each group shows how many children and staff it has, and each code shows when it expires and how many uses are left.

Several branches? If your club has branches, you pick a group's branch when you make the group.

Settings and staff

Settings is where an org admin sets how your club appears to families and who can act for it.

Boys & Girls Club of Decatur
Decatur branch

Settings
How your club appears to families, and who can act on its behalf.

THE CLUB

FULL NAME
Boys & Girls Club of Decatur

SHORT FORM
BGC Decatur

BADGE LETTERS
BGC 

Full name on the consent screen, short form in a parent's settings, badge letters on a child's badge.

STAFF · 2

NAME	ROLE
 Ms. Dana dana@bgc.example	Group admin Remove
 Org admin admin@bgc.example	Org admin · you —

Removal ends access immediately. Chores they approved stay, and children keep their history.

GROUPS AND JOIN CODES

Homework Club 2 children	BGC-TUE7
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Org admin
Signed in as Org admin
[Sign out](#)

POWERED BY 

Settings: the club, its staff and its codes.

The club

THE CLUB has three names, each with its own job. FULL NAME appears on the consent screen. SHORT FORM appears in a parent's settings. BADGE LETTERS appear on a child's badge. Check the badge preview beside the letters before you save.

Staff

- 1 Invite them**
Tap [Invite a staff member](#) and enter their email.
- 2 Pick their role**
Group admin or org admin. A group admin also needs their groups.

3**They accept**

They open the email, sign in with that address, and they're in. The invite lasts 7 days.

Roles are set when you invite someone and can't be changed afterwards. Tap **Remove** to take someone off. Removal ends their access straight away. Tasks they approved stay, and children keep their history. The last org admin can't be removed.

Language. The portal is in English until Spanish is switched on. Then English · Español appears at the bottom of every page. The portal uses the language this browser remembers, then your own setting, then your browser's language.

What your club sees and never sees

Families trust you with their children. The portal shows only what you need to run your programme, and the server enforces it.

YOUR CLUB SEES	YOUR CLUB NEVER SEES
The child's first name	Their surname
Their avatar	Their date of birth
Their age band, not their birthday	Their score as a number
Which of your groups they are in	Their Bamboo Bucks, or anything they spent them on
Your own assignments for them	Chores the family set at home
How many of your tasks they finished on time	What the child wishes for
The day they joined	Any Oops, or why it was given
Their score band, like Good, only if the parent shares it	Their brothers and sisters
	The parent's email or anything about them

A parent chooses whether to share the score band, and it is off until they turn it on. They can turn it off or revoke consent at any time. A shared band is the band as it is, Oops included, but you never see an Oops itself.

Clubs never award Bamboo Bucks. Your tasks build a child's Kredit Score, and your rewards are unlocked by your tasks. Bucks, prices and anything a family spends stay with the family.