



IB Web Quick Manual

August 2023



INTERNATIONAL BUDDY

IB web is adaptive to all major devices

- IB web is designed to support all major devices, incl. PC, pad, iPhone and Android phones
- IB web will show different layouts on different devices
- On mobile devices, IB web can be installed as **Web App**, which looks and works very similar to normal Apps (installation steps will be explained in later slides)

INTERNATIONAL BUDDY About Attend Contribute Resource User Sign in

Welcome To International Buddy!

We are dedicated to helping autistic children thrive despite the potential language and financial barriers, spreading awareness, gathering volunteers, and hosting activities for the children.

Check out more details about [what we do](#).

Have you always wondered how you can help the children? A great way to start is by volunteering! Volunteers regularly spend time with the children to make them more comfortable around others and tutor them in various subject areas.

Check out our [volunteer](#) page and [sign in](#) for volunteering opportunities today!

200+ children	150+ volunteers	15+ weekly activities
5 years since 2018	10,000+ service hours	\$50,000+ fundraised

Weekly Activities [More](#)

Tuesday	Thursday	Friday	Saturday	Sunday
Meal Prep @ Salvation Army 4PM - 7:30PM	Meal Prep @ Salvation Army 4PM - 7:30PM	Tennis @ Newport High School 4PM - 6PM Chess @ Cherry Crest Elementary 4PM - 6PM	Special Olympics Training @ Hartman Park 10AM - 12PM Basketball @ Medina Elementary 1PM - 3PM FFLE(Age 6-10) Robotics @ Bellevue 3PM - 5PM Tennis @ Skyline High School 5:45PM - 7:45PM Online Social Activities @ Zoom 7PM - 8PM	Outdoor Sports @ Black Nugget Park 10AM - 12PM Swimming @ Bellevue, Mercer Island, Issaquah 10AM - 2:30PM Drawing @ Microsoft Campus 2PM - 4PM Chess @ Cherry Crest Elementary 4PM - 6PM

Special Events [More](#)

On Windows

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Weekly Activities [More](#)

Tuesday
Meal Prep

On iPhone

You can sign up activities & events on IB web

- You can sign up activities and events hosted by IB through IB web
- To access the sign up page, you have two options
 - To sign up a specific weekly activity, you can click the activity name directly from the landing page
 - To sign up multiple activities or events, you can click the menu "Attend" -> "Sign up for upcoming"
- User profile is needed before using the sign up function. We will show you how to create a profile in later slides



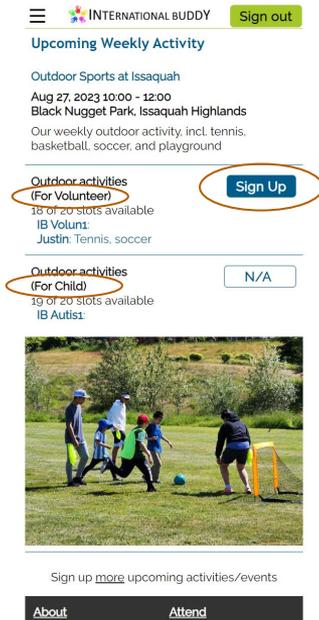
From landing page



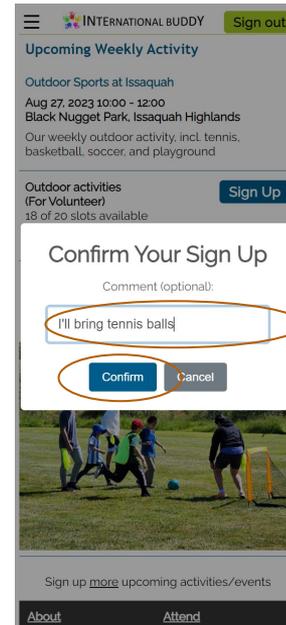
From menu

Sign up an activity just needs one click

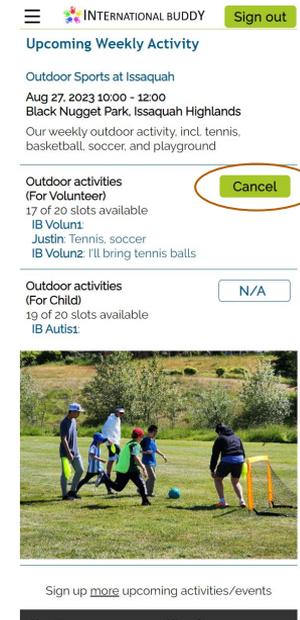
- On the “sign up” page, you can sign up the activity by clicking the blue “Sign Up” button
- Then you will see a pop up window, where you can input optional comment and then click “Confirm” button
- Once signed up, you can always cancel it by clicking the green “Cancel” button
- Please pay attention to the targeted audience of each sub-activity; You can only sign up the sub-activities matching your role (e.g. volunteer or child) in the profile



“Sign Up”



“Comment”



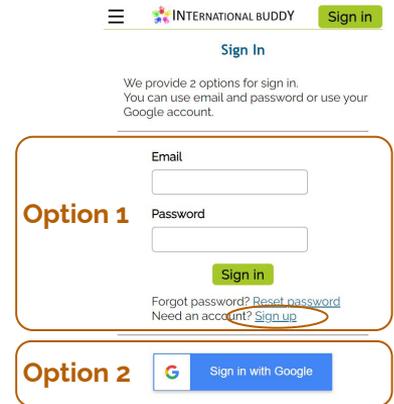
“Cancel”

To create a profile, you have two sign in options

- You need to sign in first before creating a profile; The “Sign In” button is at the upper right corner
- IB web provides two sign in options
 - Use an email and password combination; This email can NOT be gmail
 - Use “Sign in with Google” option if you have a gmail account
- If you choose the first option, you need to “Sign Up” first to create your password; The email/password combination is managed by Google Authentication



“Sign In” button



Two options

After signed in, you are directed to the profile page

- On profile page, you need to provide certain required and optional information; The information needed is depends on the role you selected
- Once you created your first profile, you can add more family members into your account; Each email account can have maximum 5 member profiles with different roles
 - For example, if there are two teenager volunteers in your family, you can use one email account with two volunteer profiles
 - You can switch between profiles by just one click when using our activity/event sign up functions (will demonstrate in the next page)

INTERNATIONAL BUDDY Sign out

Profile

Please provide your or your family member's information. All items with * are required.

Full Name*

Bob Allen

Your full name, which CANNOT be updated once submitted. Shall be 5-50 characters without any special character

Role*

Child

Volunteer

Parent/Guardian

Staff

Your mobile or home phone. Format: 1234567890

Zip code*

Zip code of your home or school. Format: 12345

Accident Waiver and Release of Liability

I hereby hold International Buddy Organization and related parties and individuals/volunteers

Profile page

INTERNATIONAL BUDDY Sign out

Profile

Bob Allen

Your current information. You could update them if needed. All items with * are required.

Full Name

Bob Allen

Your full name, which CANNOT be updated.

Role

Volunteer

Your role in International Buddy, which CANNOT be updated.

School*

Issaquah High School

Your current school. Shall be 3-50 characters without any special character

Grade*

10

Your current grade.

Gender*

Male

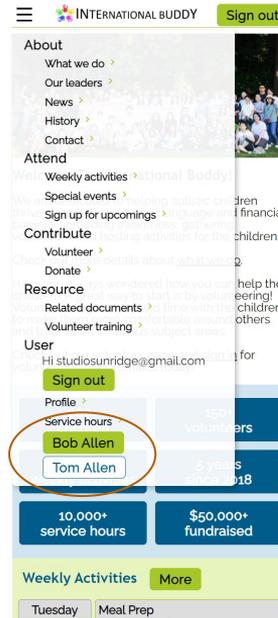
Phone*

1234567890

Add new profile

Switch between profiles by just one click

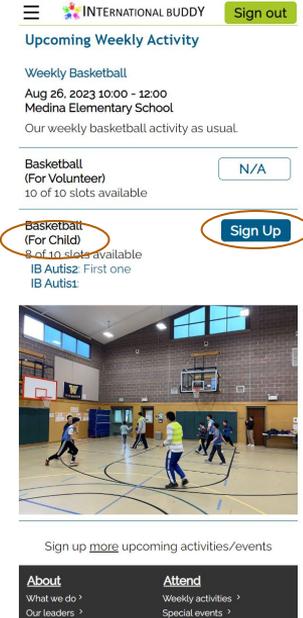
- You can switch between profiles by clicking the name buttons under “User” menu
- In this illustrative example, “Bob Allen” is a volunteer and “Tom Allen” is a child
 - After switched to “Bob Allen”, he can sign up activities for volunteer
 - After switched to “Tom Allen”, he can sign up activities for child



Switch profiles



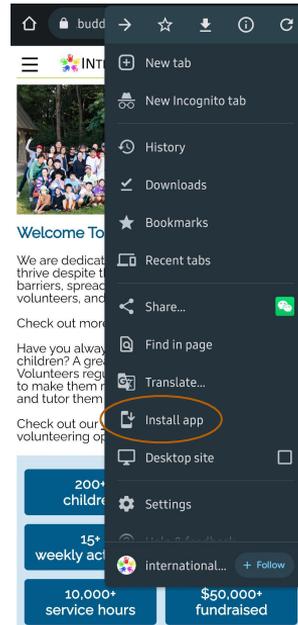
“Bob Allen”



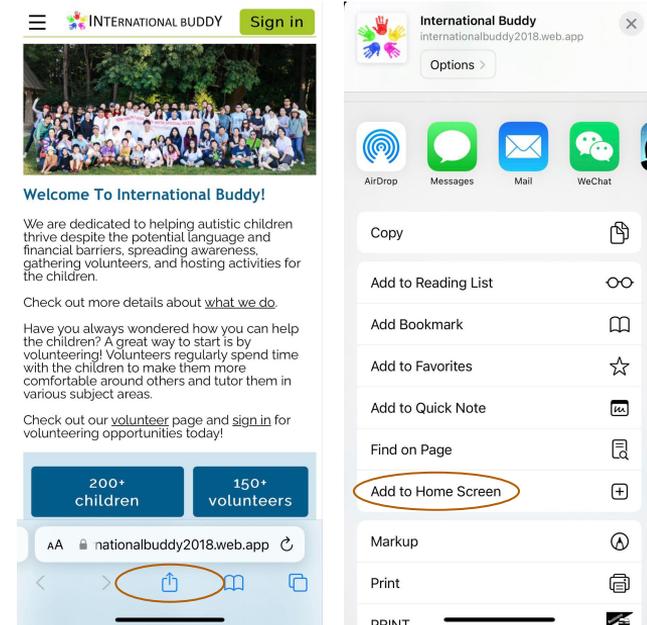
“Tom Allen”

IB web can be installed as App on your phone

- IB web can be installed as Progressive Web App, which looks and works very similar to normal Apps
- The installation processes are slightly different on Android phone and iPhone
 - On Android phone, once you opened the IB website through Chrome, you can click the menu and then select “Install app”
 - On iPhone, once you opened the IB website through Safari, you can click the “Share” button and then select “Add to Home Screen”



Android phone



iPhone