

KidKonekt

How to Add a Collector & Manage Pickup Codes

A simple step-by-step guide for daycare administrators and parents using the KidKonekt Pickup section.

What you will learn

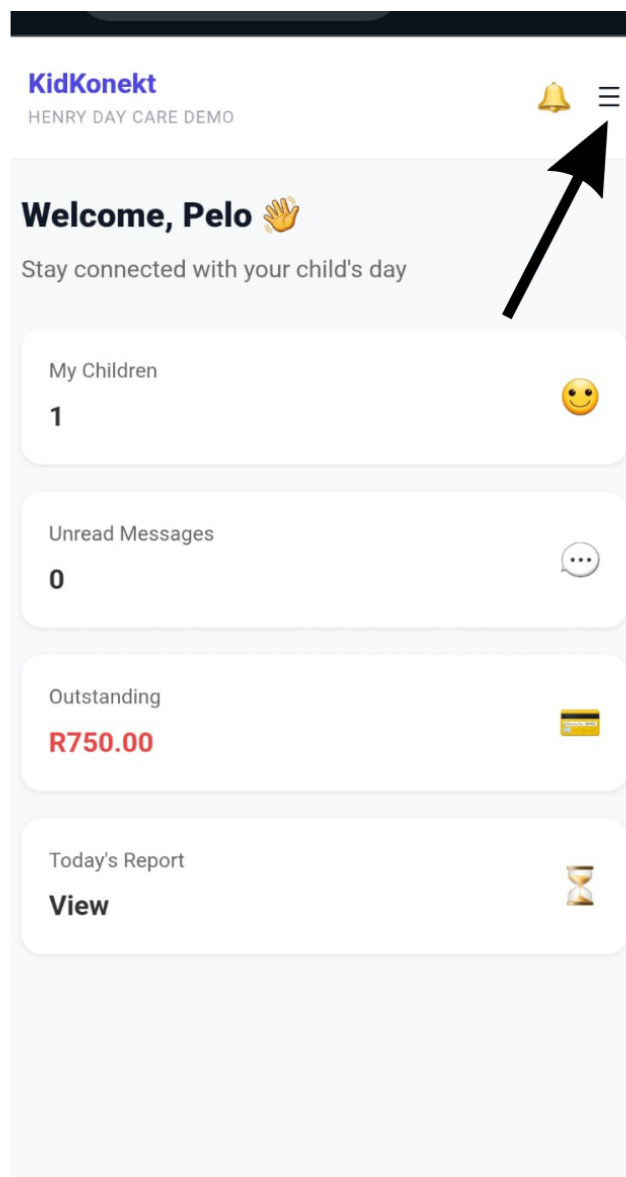
1. Open the Pickup section
2. Add a collector and capture their details
3. Add transport/driver information when applicable
4. Save the collector and access the assigned code

Important: Collector codes change weekly. Always use the current code shown in KidKonekt.

STEP 1

Open the main menu

From the KidKonekt home screen, tap the **menu** (☰) icon in the top-right corner.



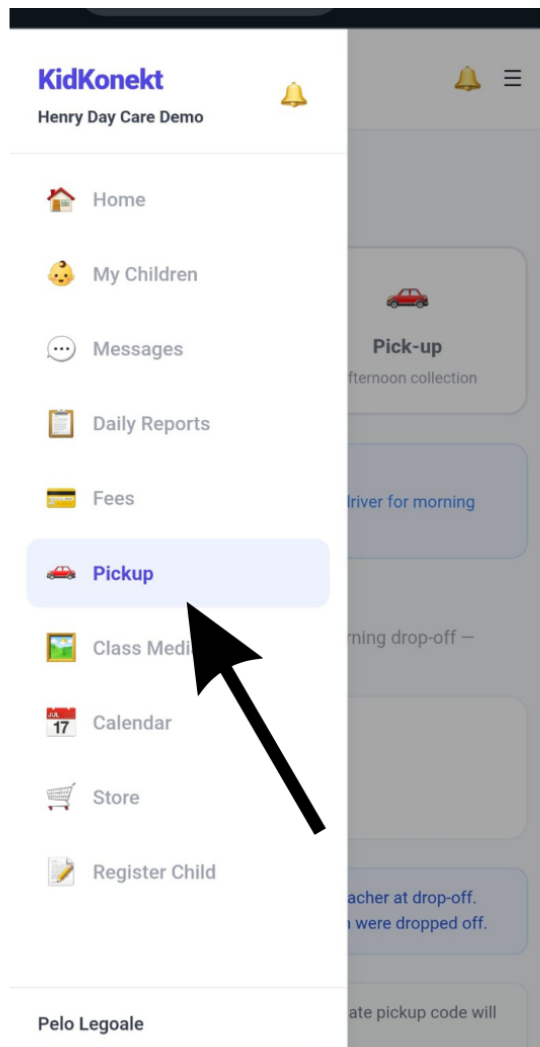
1. Click on the menu burger

Look for the three-line menu icon at the top right.

STEP 2

Go to Pickup

In the menu, select **Pickup**. This is where you manage collectors and the codes used for collection/drop-off.



2. Navigate to Pickup

Tap **Pickup** to continue.

STEP 3

Add the collector's information

On the **Add Collector** screen, upload a clear photo of the collector and enter the required personal details.

Information	What to enter
Collector photo	A clear face photo. The screen indicates a maximum file size of 5MB.
Full name	The collector's full name.
ID / Passport number	The collector's ID or passport number.
Phone number	A current contact number for the collector.

KidKonekt
HENRY DAY CARE DEMO

Add Collector

← Applies to all your children

COLLECTOR PHOTO

Upload Photo

A clear face photo helps staff verify identity at pickup. Max 5MB.

Transport / Driver ☐
Enable if this is a bus or private driver service

COLLECTOR DETAILS

FULL NAME *
e.g. James Dlamini

ID / PASSPORT NUMBER *
e.g. 8801015009087

PHONE NUMBER *

2. Fill In information

STEP 4

If the collector is a transport/driver

If the child uses a bus or private driver service, switch on **Transport / Driver**. Then complete the additional transport details.

The screenshot shows the KidKonekt app interface. At the top, the URL bar displays 'app.kidkonekt.co.za/'. Below the header, the 'KidKonekt' logo and 'HENRY DAY CARE DEMO' text are visible. A profile section features a circular photo of a man and a 'Change Photo' button. Below this, a toggle switch for 'Transport / Driver' is turned on, with the text 'Enable if this is a bus or private driver service'. The 'COLLECTOR DETAILS' section contains three input fields: 'FULL NAME *' with the value 'Thabo', 'ID / PASSPORT NUMBER *' with the value '1234560987' (and a note 'ID number cannot be changed for a shared driver'), and 'PHONE NUMBER *' with the value '0681953462'.

2 b. if child uses transport fill in additional information

Transport detail	What to enter
Company / Service name	The transport company or service name.
Vehicle registration	The vehicle registration number.

KidKonekt

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Transport / Driver

☒

Enable if this is a bus or private driver service

COLLECTOR DETAILS

FULL NAME *

Thabo

ID / PASSPORT NUMBER *

1234560987

ID number cannot be changed for a shared driver

PHONE NUMBER *

0681953462

TRANSPORT DETAILS

COMPANY / SERVICE NAME *

Kidkonekt kids transport

VEHICLE REGISTRATION *

KIDKONEKT GP

Changes apply immediately to all your children. Staff will verify their ID and photo at pickup.

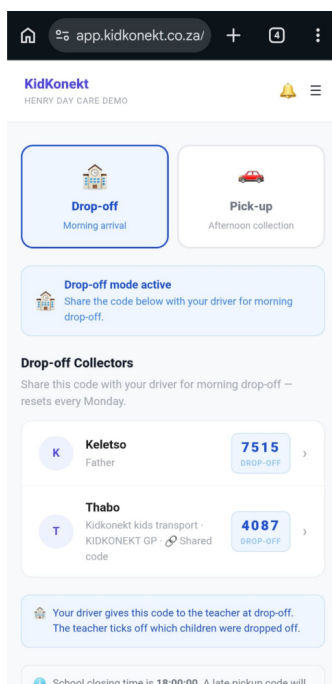
Save Changes

2 b. if child uses transport fill in additional information

STEP 5

Save the collector and use the assigned code

Review the information, then tap **Save Changes**. The collector is added and assigned a code.



Click save and the collector has been added and assigned a code note code changes weekly

Code reminder

The guide shows that collector codes change weekly. Always check the Pickup screen and use the current code rather than an old code.

Pickup: On the Pickup screen, use the **Pick-up** option to manage the pickup side of the collector process.

Quick checklist: Menu → Pickup → Add Collector → Upload photo → Enter details → Enable Transport/Driver if applicable → Add transport details → Save Changes → Check the current code.