



# *Sakura Renrakumou* User Manual A

**This is a manual**

for users who have been enrolled in the  
service through

the roster (name and affiliation)  
registered by their school.

# Register your email address, app, and/or LINE account



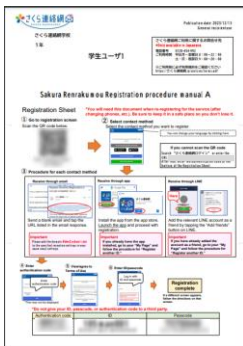
You can choose to register only one contact (for instance, just the email or the app) or register all of them.

You can register up to four email addresses, four LINE\* accounts, and four apps (four devices), for a total of up to 12 contacts.

This means a family could register a child's mother, father, grandmother, and grandfather, allowing all four individuals to receive messages.

**\*LINE is an additional option and may not be available at some schools. The number of LINE contacts that can be registered may be less than four depending on the school's settings.**

## Follow the directions in the Registration Sheet to register any of the above



The Registration Sheet details the process for registering an email address, LINE account, and/or app.

Please keep this document in a safe place, as you will need it when changing your email address as well.

**Registering a contact is simple no matter the contact method**



Send blank email



Add friend



Download the app



Enter ID, passcode, etc.



Registration complete

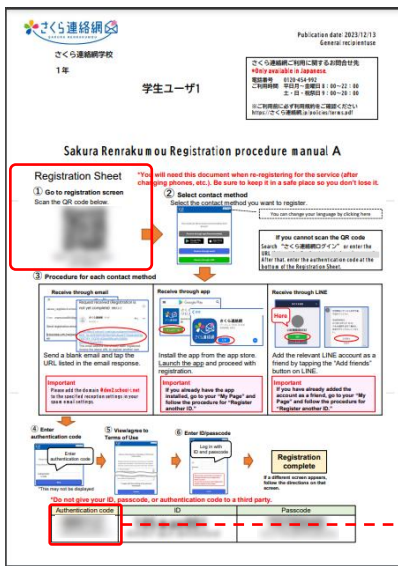
# 1-2. How to Register a New Contact (1/3)

\*You will need a registration form to register a contact.

If you do not have one, contact the teacher in charge at the child's school and ask them to issue you a registration form.

The registration form can be used as many times as you like. Keep it somewhere accessible in case you need to change your contact information.

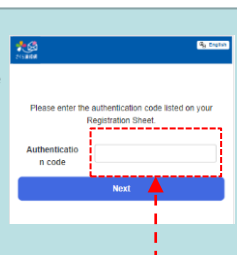
## Procedure



### 1. Access registration URL

If you are on mobile, you can access the URL using the QR code. **If you are unable to scan the QR code, search “さくら連絡網ログイン” or access “http://390390.jp.”**

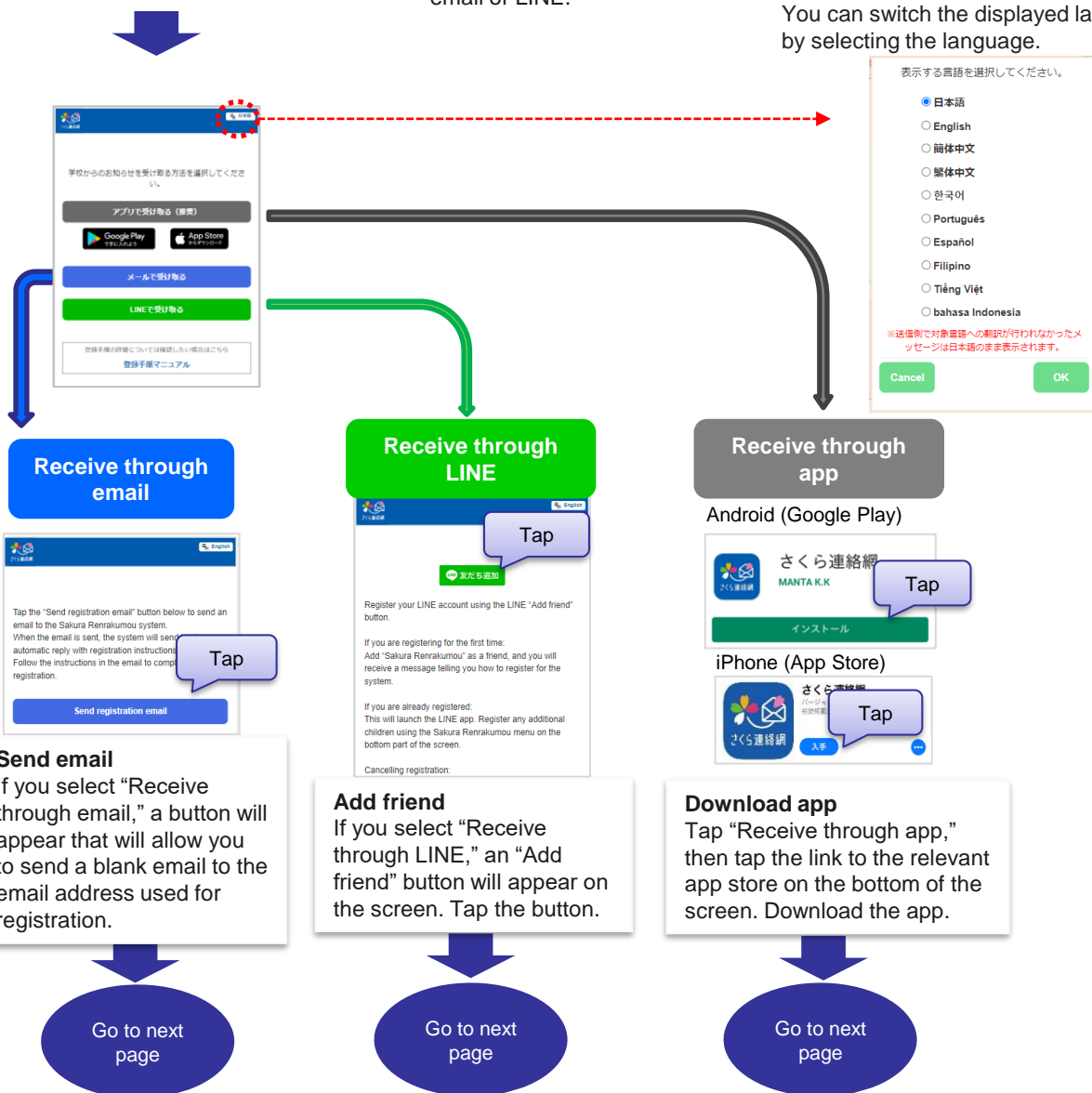
※ If you did not use the QR code to access the URL, the website will access you for authentication. Enter the authentication code on your Registration Sheet.



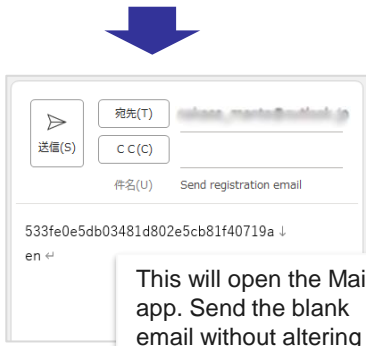
### 2. Select contact method

Choose whether to receive communications from the school by email or LINE.

You can switch the displayed language by selecting the language.



# 1-2. How to Register a New Contact (2/3)



This will open the Mail app. Send the blank email without altering any of the information.

\*If it opens an email app you don't normally use, or if you are unable to send the email for any reason, manually compose and send a blank email to "reg@school-i.net."



This will open the Sakura Renrakumou "Add friend" screen on the LINE app. Tap the "Add friend" button.

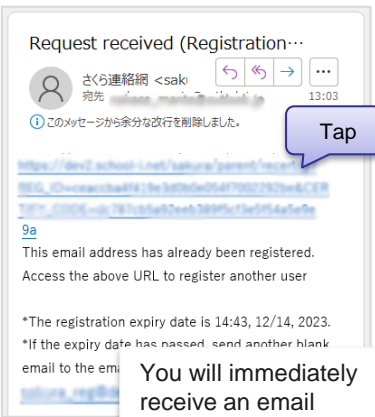
\*The LINE account you will register will be different depending on your service environment.

\*You will not be able to use this method if you have already added the Sakura Renrakumou LINE account as a friend. Follow the procedures in "4. Register Another ID" to register your contact.



When installation is complete, launch the app.

\*You will not be able to use this method if you already have the app installed. Follow the procedures in "4. Register Another ID" to register your contact.



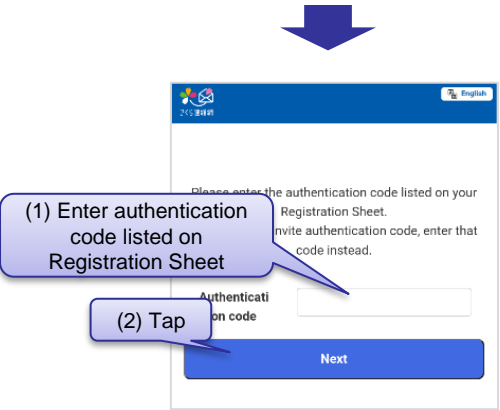
You will immediately receive an email response. Access the URL listed in the email.

\*If you do not receive the email response, add the "@school-i.net" domain to your list of approved senders.



You will immediately receive a LINE message. Tap the "Begin registration" button.

You will not need to enter an authentication code if you are registering by email. However, if you are asked for your authentication code, enter it using the procedure on the right.



(1) Enter authentication code listed on Registration Sheet  
(2) Tap

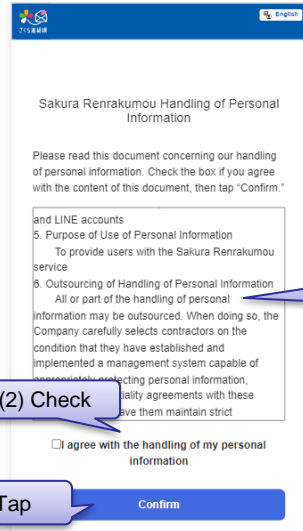


(1) Enter authentication code listed on Registration Sheet  
(2) Tap

You will be asked for authentication. Enter the authentication code on your Authentication Sheet again.

\*The app displays will vary slightly after this point. The procedures/content described, however, are the same.

# 1-2. How to Register a New Contact (3/3)



The Terms of Use will be displayed on the screen. Read the Terms of Use, then check the box next to "Agree" if you agree with the terms.

(1) Read

(2) Check

(3) Tap

Confirm



(1) Enter the ID listed on your Registration Sheet

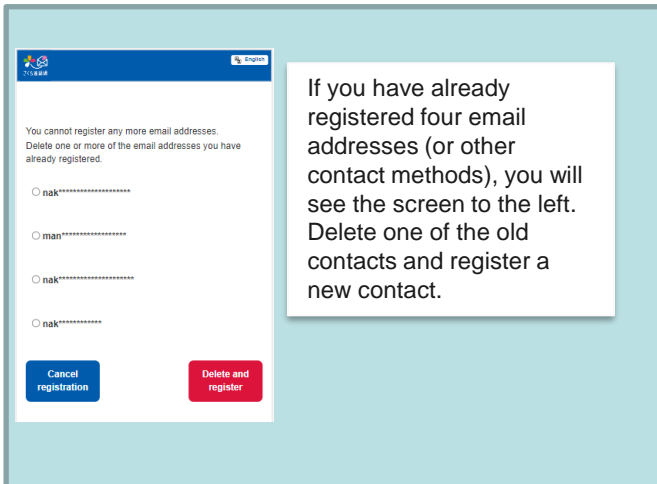
(2) Enter the passcode listed on your Registration Sheet

Please make sure that the name listed on the upper left part of your Registration Sheet is correct. You cannot use anyone else's Registration Sheet to register for the system.

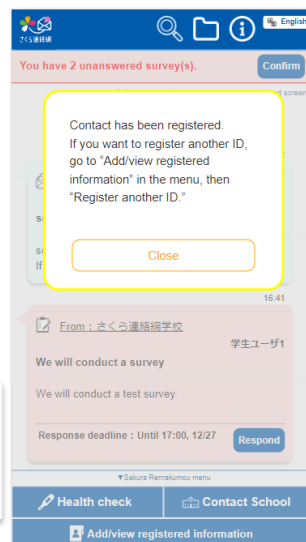
(3) Tap

Log-in

When the log-in screen is displayed, enter the ID and passcode from your Registration Sheet.



If you have already registered four email addresses (or other contact methods), you will see the screen to the left. Delete one of the old contacts and register a new contact.



Registration is complete once you are brought back to the main screen.

At this point, you can register more contacts for this child, or register one or more contacts for another child.

If you want to register more contacts for this child, go to “3. Register Additional Contacts.”

If you want to register one or more contacts for another child (if you have another Registration Sheet), go to “4. Register Another ID.”

Log into “My Page,” and you will have access to all of *Sakura Renrakumou*’s convenient features.

(The content of the screen will be the same on email, LINE, and on the app)

To log in, you will need to have completed “1. Initial Registration.”

Main screen after log-in (Timeline)

• Filter messages

• View list of documents, such as attachments (files) that have been sent by the school.

Displays messages, surveys, and safety confirmation requests in timeline format, and allows you to access health checks and contact the school.

• Switch the displayed language.

• Displays links to the manual, Terms of Use, etc.

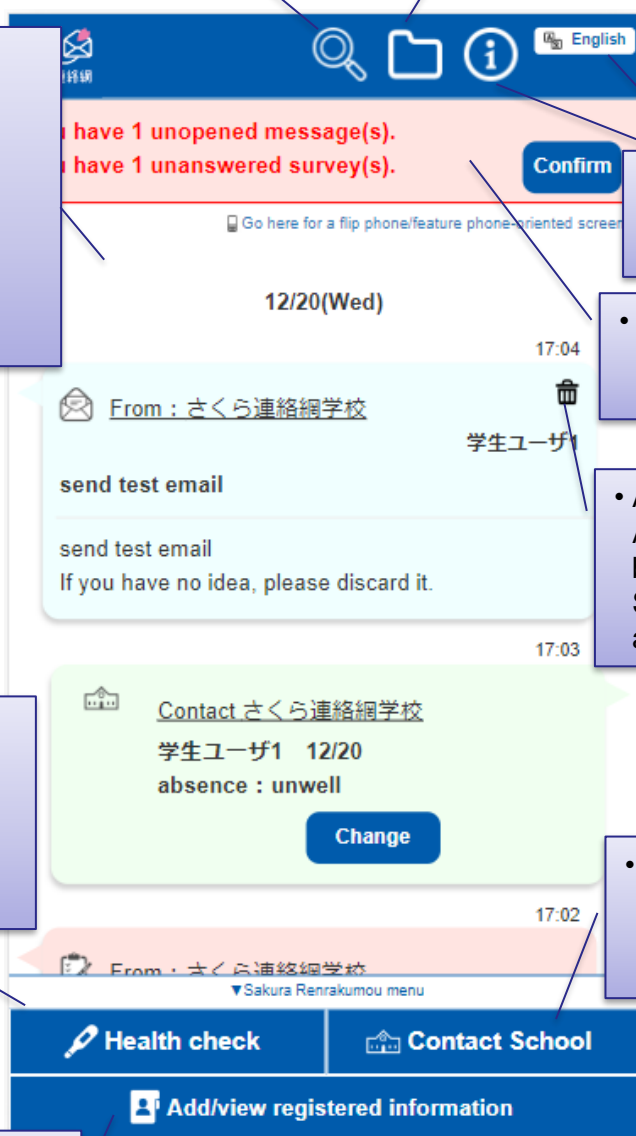
• There will be an alert if you have any unread or unanswered messages.

• Archive message. Archived messages can be found again using the Search function, and un-archived.

• Register the child’s health condition (body temperature, etc.) (May not be available in some schools)

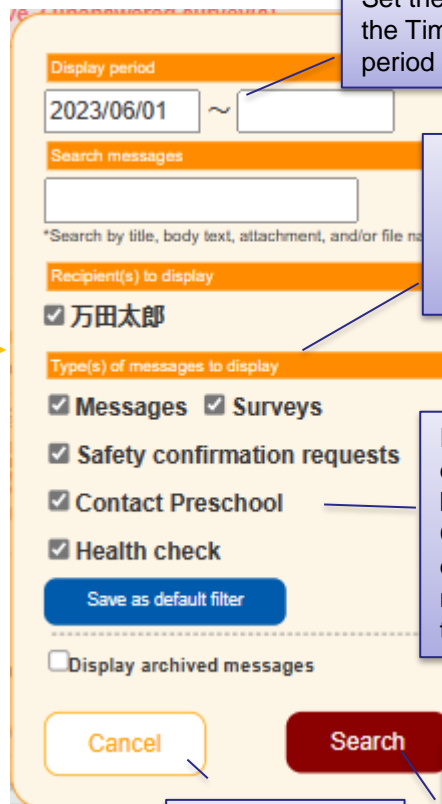
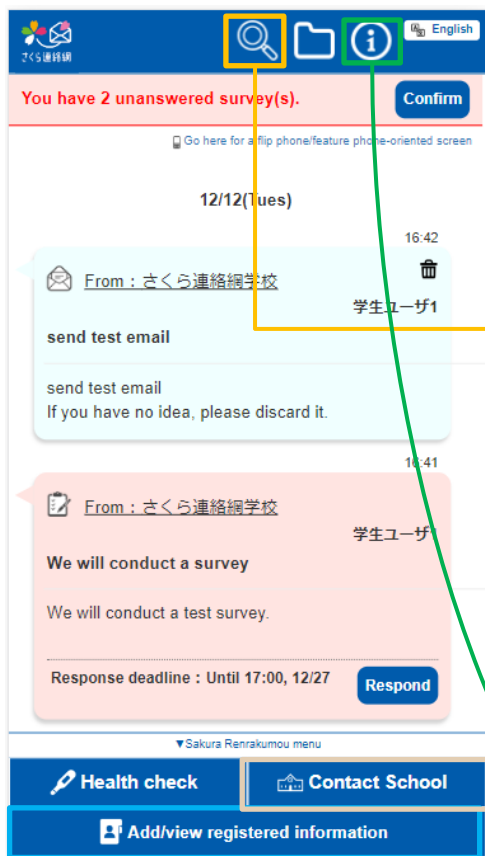
• Contact the school about a late arrival, absence, etc. (May not be available in some schools)

• View or change your registered information, add a new contact, etc.



# 2-1. What You Can Do With Sakura Renrakumou (2/3)

## Details of Sakura Renrakumou Features



Set the time period to display on the Timeline. The default time period is six months.

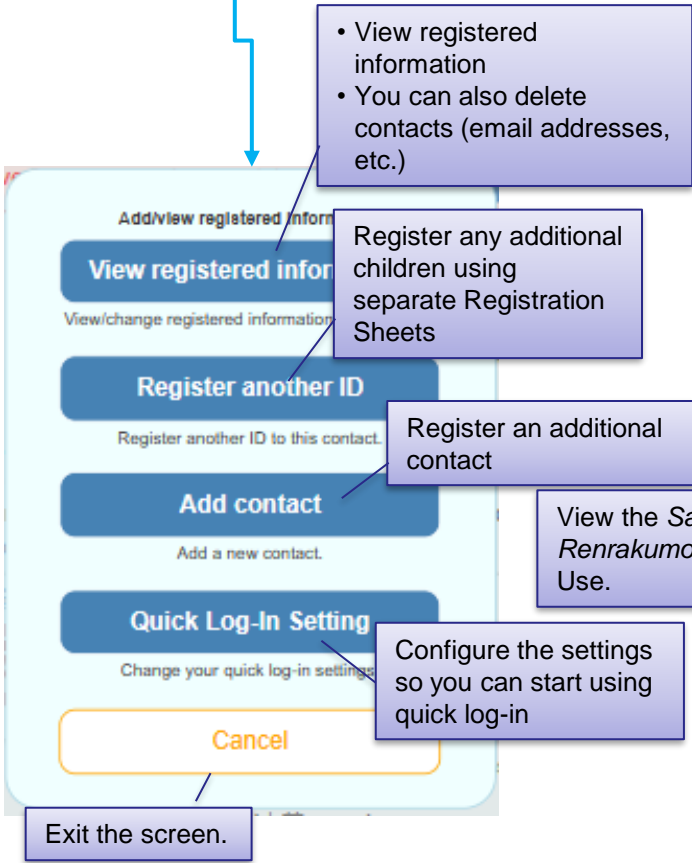
If you have multiple children registered, you can filter the messages displayed on the Timeline by child.

Filter the messages displayed on the Timeline by type. Change and save the default filters for messages displayed on the Timeline.

Exit the screen.

Reload the Timeline with the settings you have selected.

Go to "7. Notifying School of Absences, Leaving Early, etc."



• View registered information  
• You can also delete contacts (email addresses, etc.)

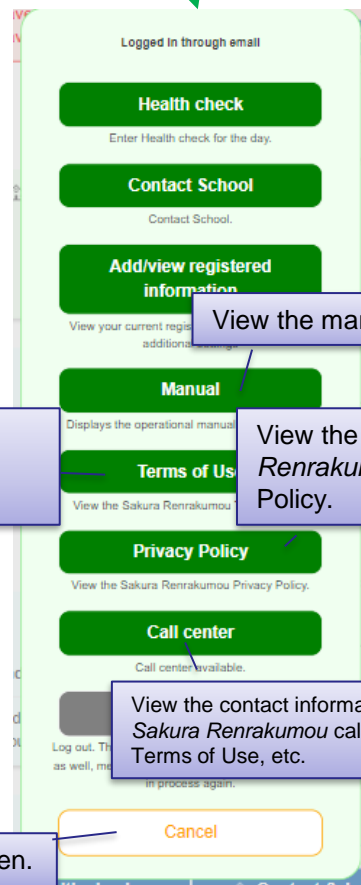
Register any additional children using separate Registration Sheets

Register an additional contact

View the Sakura Renrakumou Terms of Use.

Configure the settings so you can start using quick log-in

Exit the screen.



View the manual.

View the Sakura Renrakumou Privacy Policy.

View the contact information for the Sakura Renrakumou call center, their Terms of Use, etc.

Exit the screen.



# 2-1. What You Can Do With Sakura Renrakumou (3/3)

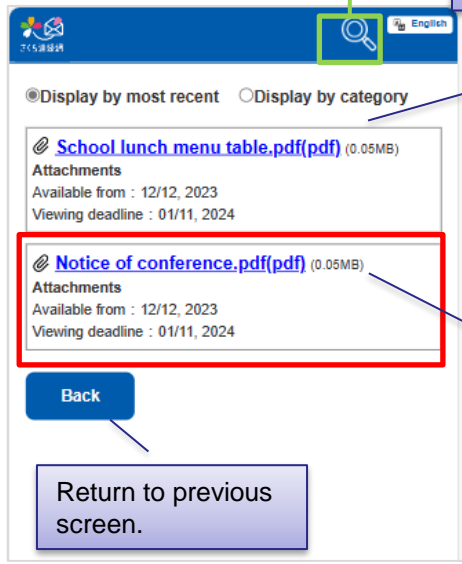
## Details of Sakura Renrakumou Features



Filter documents by keyword and/or type.

Exit the screen.

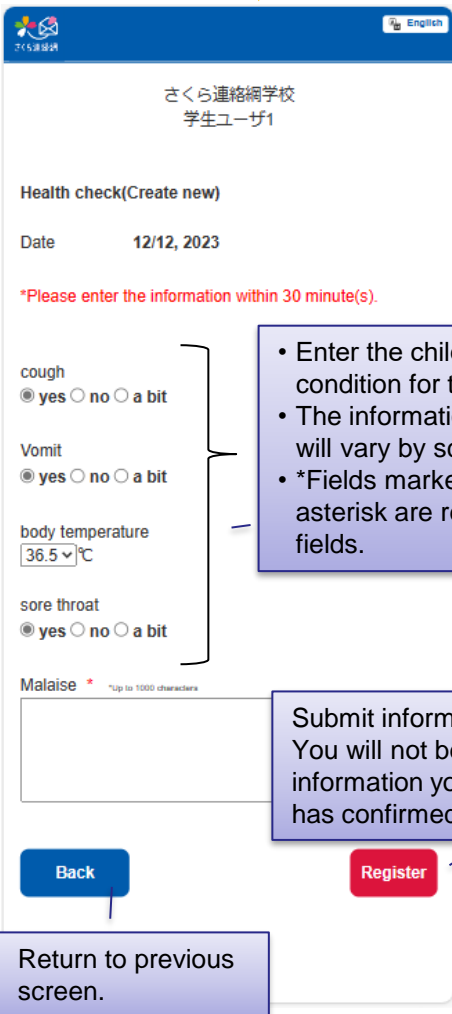
Reload the list of documents with the settings you have selected.



- View a list of documents sent by the school.
- Toggle the order in which the files are displayed "By most recent" or "By type."

• Tap inside the frame to open the file.  
**\*To view the file, you will need an app to open/view the file.**

Return to previous screen.



• Enter the child's health condition for the day.  
 • The information requested will vary by school.  
 • \*Fields marked by a red asterisk are required fields.

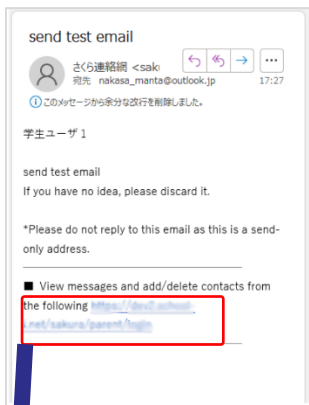
Submit information.  
 You will not be able to change any of the information you have entered once the school has confirmed it.

Return to previous screen.

**Note**  
 The "Health check" feature will only be available if the school has made it available.

# 2-2. Log In

## Log in through email

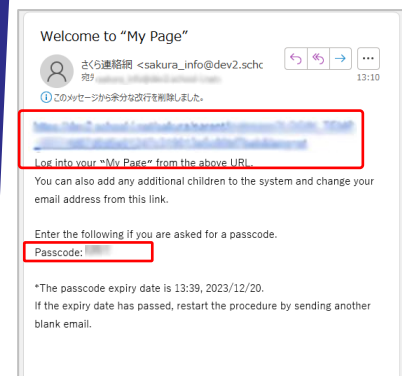


A log-in URL will be listed at the end of emails/LINE messages sent to you by *Sakura Renrakumou*.

Access the log-in URL.

If you have not enabled quick log-in, a screen will be displayed prompting you to send an email/LINE message.

Tap the "Send email" button and send a blank email, or tap the "Log in" button at the bottom of the LINE chat screen, to receive a log-in URL and one-time passcode.

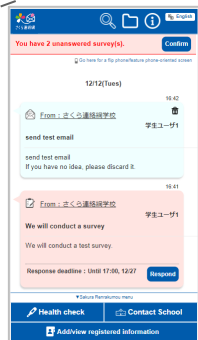
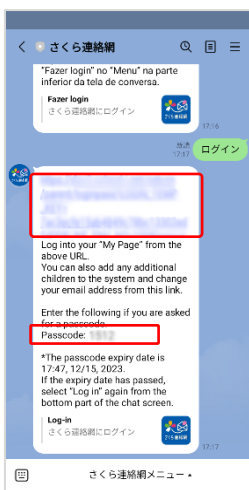


Access the URL and enter the one-time passcode to log in.



You will be able to log in just by clicking the link if quick log-in is enabled.

## Log in through LINE



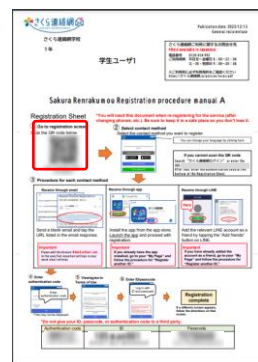
Log into "My Page"

## Log in through the app



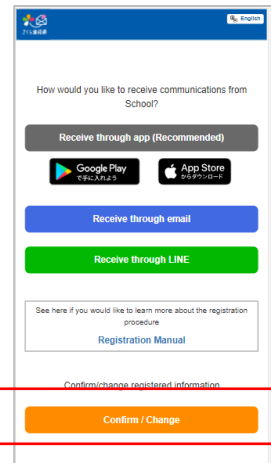
You will be automatically logged in when the app launches

Log in using Registration Sheet



Access the registration page through the QR code.

Note  
If you did not use the QR code to access the URL, you will be asked for authentication. Enter the authentication code listed on your Registration Sheet.



### 3-1. Register Additional Contacts (1/3)

## Register additional email addresses, LINE accounts, and/or apps.

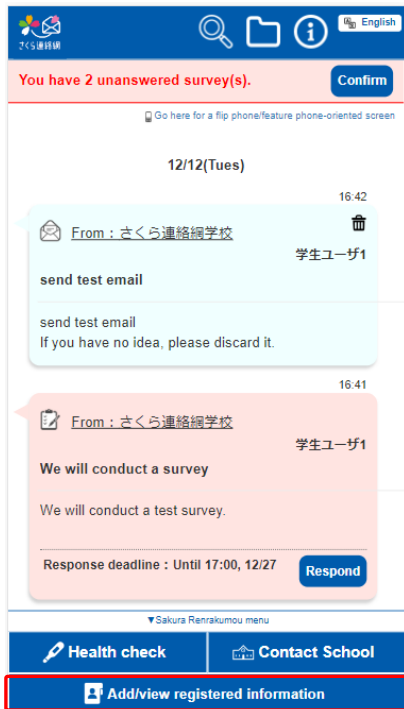
You can register up to four email addresses, LINE accounts\*, and apps for each child.

To register additional contacts, you can use the same procedure you followed in “1. Initial Registration,” using the Registration Sheet, or do it through your “My Page.”

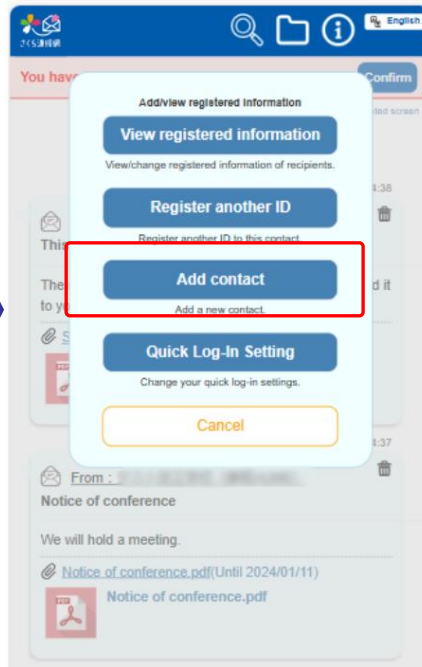
In this section, we will go over how to register additional contacts through your “My Page.”

**\*The number of LINE contacts that can be registered may be less than four depending on the school’s settings.**

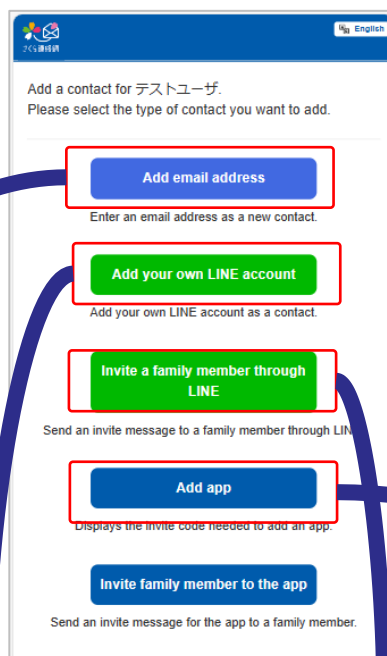
#### Procedure



Tap “Add/view registered information”



Tap “Add contact” in the menu that is displayed.

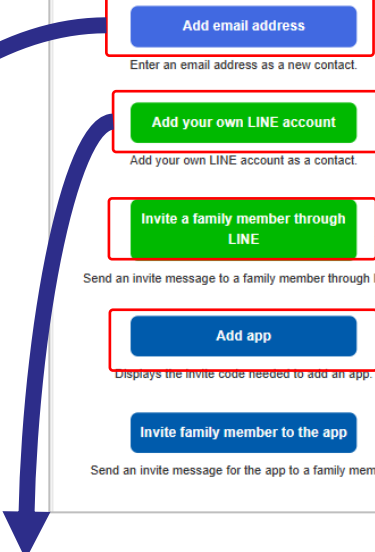


Add email address

Add your own LINE account

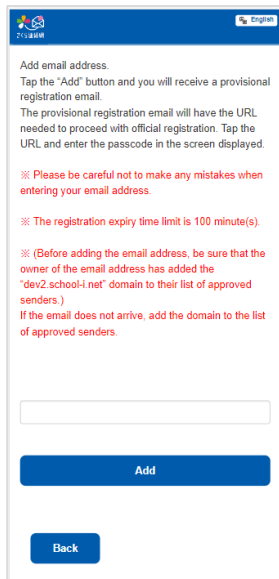
Invite a family member through LINE

Add app



# 3-1. Register Additional Contacts (2/3)

## Add email address



Enter the email address you want to add, and tap the "Add" button.

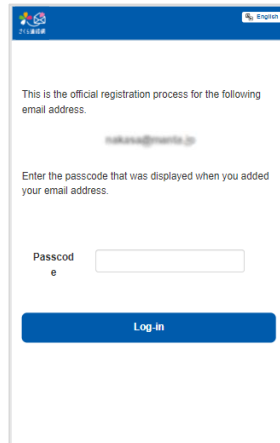
The next screen will display the passcode you will need for official registration.

You will receive a provisional registration email at the email address you entered.

### Note

- If you do not receive the provisional registration email, add the "@school-i.net" domain to your list of approved senders.
- You can test whether or not you can receive emails from the *Sakura Renrakumou* at your registered email address using the "Test email" button.

Access the URL for official registration listed in the provisional registration email.



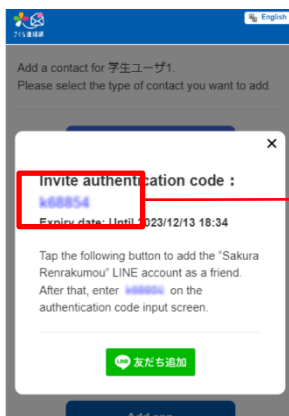
Enter the passcode, and tap the log-in button.

Email address registration complete

## Add your own LINE account

### Note

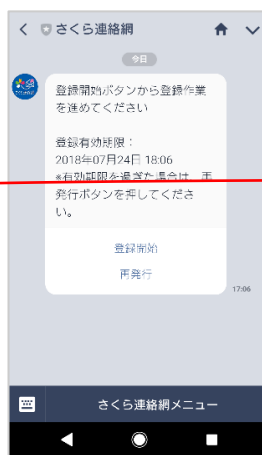
You will not be able to use this procedure if you have already added the *Sakura Renrakumou* LINE account as a friend. See "4. Register Another ID" to register additional children to a LINE account that has already added *Sakura Renrakumou* as a friend.



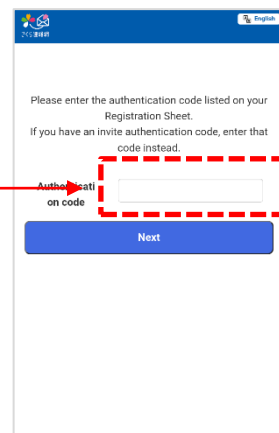
Tap the "Add friend" button.  
\*You will need to enter an invite authentication code after adding the *Sakura Renrakumou* account as a friend.



This will open the *Sakura Renrakumou* "Add friend" screen on the LINE app. Tap the "Add friend" button.



You will receive a message prompting you to register. Tap the "Begin registration" button.



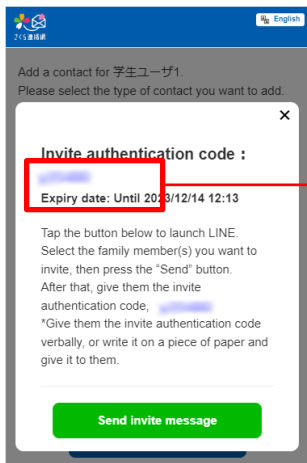
Enter the invite authentication code and tap the "Next" button.

LINE account registration complete

# 3-1. Register Additional Contacts (3/3)

## Invite a family member through LINE

**\*Give the invite authentication code to the family member you want to invite onto the service**



Tap the “Send invite” button to launch the LINE app. Select the family member you want to invite, then send the message.

**The family member who received the invite will complete the following procedure.**

Tap the LINE message you received, which will display the *Sakura Renrakumou*

This will open the *Sakura Renrakumou* “Add friend” screen on the LINE app. Tap the “Add friend” button.

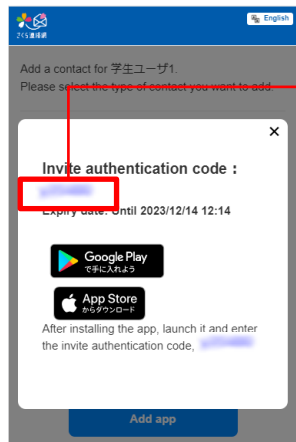
You will receive a message prompting you to register. Tap the “Begin registration” button.

Enter the invite authentication code and tap the “Next” button.

**LINE account registration complete**

## Add app

**Note**  
You will not be able to use this procedure if you already have the app installed. See “4. Register Another ID” to register additional children to an app that has already been installed.



Tap the link to Google Play if you have an Android, or to the App Store if you have an iPhone, and download the app.



Enter the invite authentication code and tap the “Next” button.

**App registration complete**

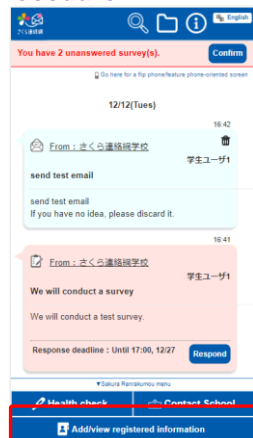
## 4-1. Register Another ID (1/2)

Register an additional ID listed on a separate Registration Sheet. This is to register any additional children.

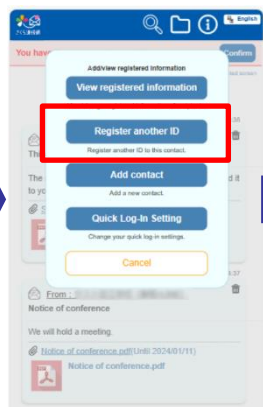
### Note

- You will need a Registration Sheet to complete this procedure. Get the Registration Sheet from the child's school.
- You will need to log in to complete this procedure. (See "2. Log In" for how to log in.)

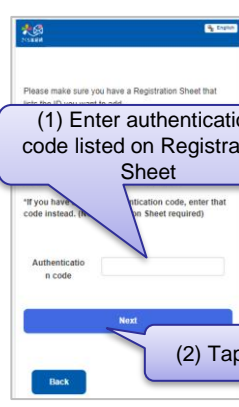
### Procedure



Tap "Add/view registered information"

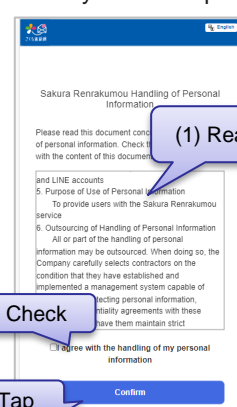


Tap "Register another ID" on the menu that is displayed



Enter the authentication code listed on the Registration Sheet for the additional child you would like to register

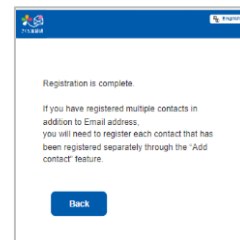
\*This may not be displayed



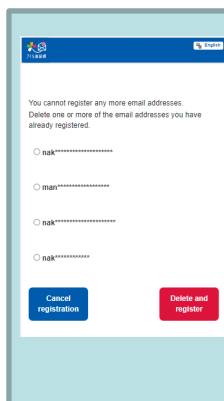
The Terms of Use will be displayed on the screen. Read the Terms of Use, then check the box next to "Agree" if you agree with the terms.



Enter the ID and passcode, then tap the "Register additional child" button to register the additional child.



Registration complete



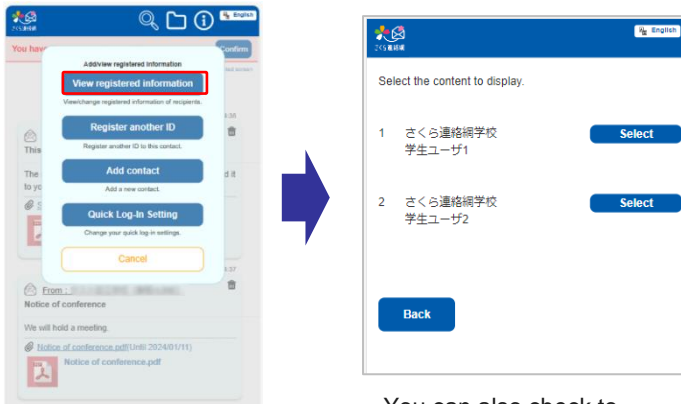
If you have already registered four email addresses (or other contact methods), you will see the screen to the left. Delete one of the old contacts and register a new contact.

## 4-1. Register Another ID (2/2)

### Check

If you have multiple IDs (multiple children, etc.) linked to your contact, you will start being shown screens to select specific children when using specific features.

The main screen will display messages for all of the children you have registered.



Select "View registered information"

You can also check to see that the additional child has been registered.

# Change information for registered contacts

You cannot change the email addresses, LINE accounts, or apps you have registered.

You will need to register a new email address, LINE account, or app, then delete the old email address, LINE account, or app.

### Procedure

Register additional  
email address, LINE  
account, or app

See "3. Register Additional Contacts."



Delete email address,  
LINE account, or app

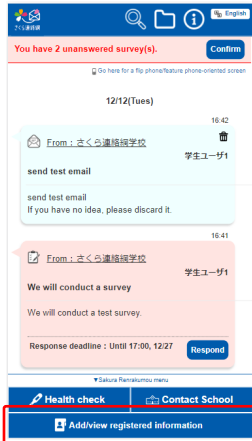
See "5-2. Delete Contact"  
on the next page.



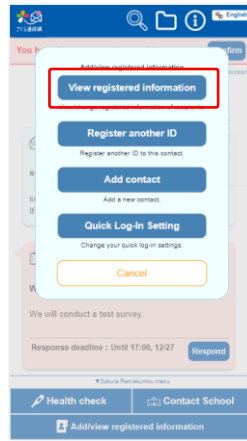
## 5-2. Delete Contact

Delete an email address, LINE account, or app you have registered.

### Procedure



Tap “Add/view registered information”



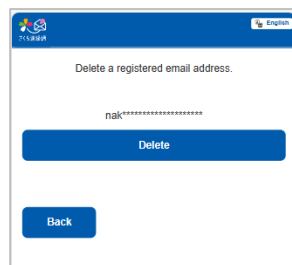
Tap “View registered information” on the menu that is displayed

The following procedure is for deleting an email address.

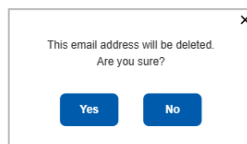


Tap the “Delete” button next to the email address you want to delete

Note  
If you delete the email address you have used to log in, you will be logged out following deletion.



Tap the “Delete” button



Tap “Yes” to delete the email address

You can also use this same method to delete a LINE account or app.

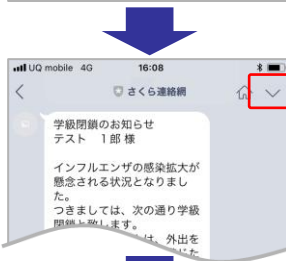
## 5-3. Block on LINE

\*You can also delete a LINE account by using the relevant account on the LINE app to block “Sakura Renrakumou.”  
(The procedure on LINE will vary depending on the type of smartphone you have, the version of the LINE app, etc.)

### Procedure



Select “Sakura Renrakumou” on the list of friends on the “Chat” screen of the LINE app



Display the menu



Block “Sakura Renrakumou”



You will know you have successfully blocked the account if you see the “Unblock” button  
Your LINE account will have been deleted from *Sakura Renrakumou*

## 6-1. Change Name, Affiliation, etc.

### Note

- As a user, you will not be able to change your name, affiliation, etc., if the child's school has registered you through their roster (name, affiliation, etc.).
- Ask the school to change your information if you want to make any changes to the registered information.

## 6-2. Delete Registered Information

### Note

- As a user, you will not be able to delete your registered information if the child's school has registered you through their roster (name, affiliation, etc.).
- Ask the school to make any necessary changes if you want to delete your registered information.

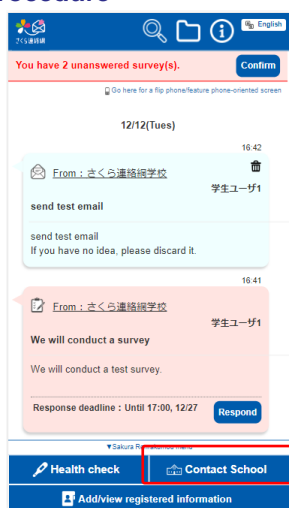
## Parents/guardians can notify the school of when the child will be absent, arrive late, leave early, etc.

### Note

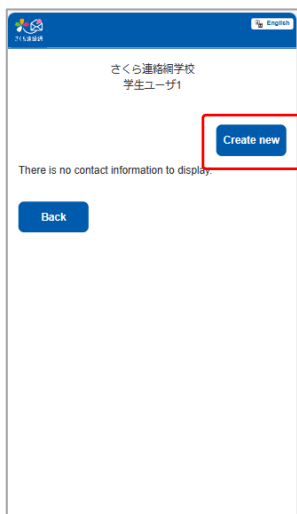
Whether or not this feature is available will depend on the school. You will only be able to use this feature if the school has made it available.

The information/reasons requested on the notification screen will also vary by school.

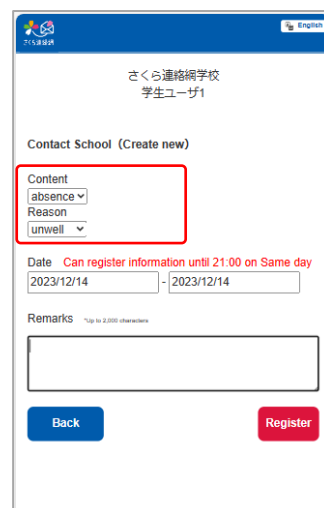
### Procedure



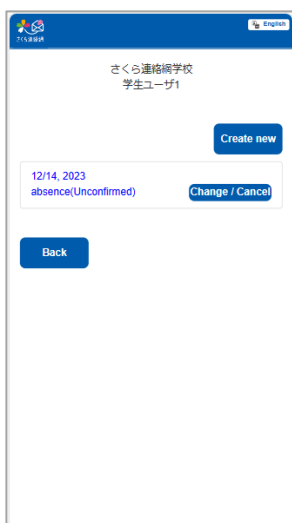
Tap "Contact school"



Tap "Create new notification"

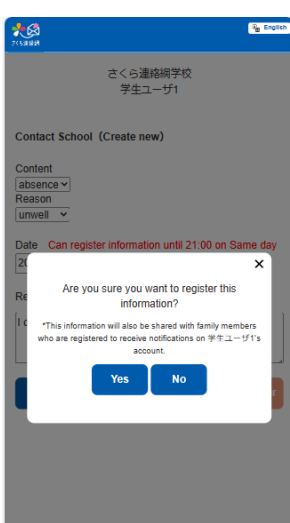


Select the relevant information/reason for the notification

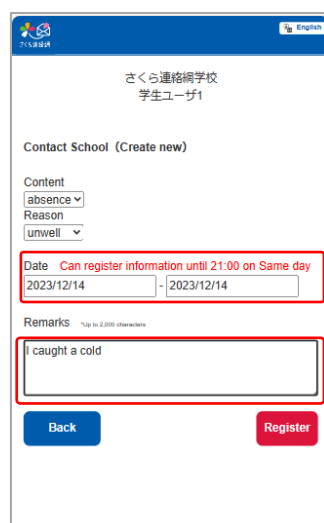


Notification has been registered

You can withdraw or change the content of the notification up until the point it is accepted by the school. When the school has accepted your notification, you will receive a message notifying you of the acceptance. (There may be times when a notification is confirmed without a message notifying you of acceptance.)



Confirm registration



Select the relevant dates if there is an option to select dates (duration). If there is an "Additional comments" field, enter any comments you may have (optional). (The option to select dates or enter an additional comment may not be available)

### Note

Different types of notifications will have different deadlines.

# 7-1. Notify School When Child Will Be Absent, Arrive Late, Leave Early, etc.

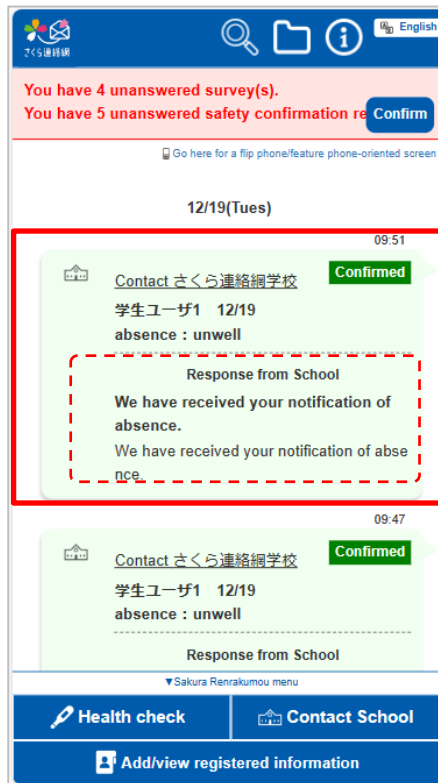
Communications with the school using this feature can also be viewed on the Timeline on the main screen.

## Before school confirms notification



The content of the notification will be displayed on your Timeline in the form of a chat bubble from the right side of the screen.

## After school confirms notification



The response from the school will be displayed. You will no longer be able to edit the content of the notification. (There may be times when a notification is confirmed without a response to the message.)

さくら連絡網学校  
学生ユーザ1

Contact School (Edit / Cancel)

Content  
absence

Reason  
unwell

Date Can register information until 21:00 on Same day  
2023/12/19 - 2023/12/19

Remarks \*Up to 2,000 characters

Back Cancel Register

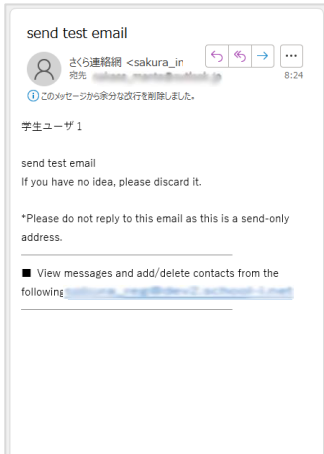
Tap the "Change" button to go to the edit screen.

## 8-1. View message

Messages from the school will be sent to the contact(s) you have registered (email address, LINE account, and/or app). You can also check your messages by logging onto your “My Page.”

Receive through email

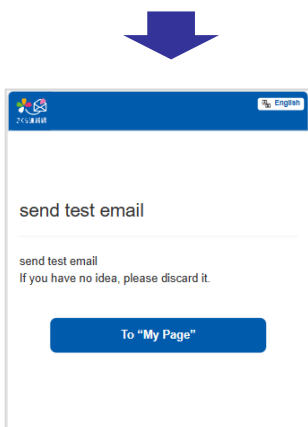
Example of when a user receives a message from the school through email.



Example in which the user has read receipts turned on.



Tap the URL listed in the email to display the content of the message. A read receipt will automatically be sent to the school.

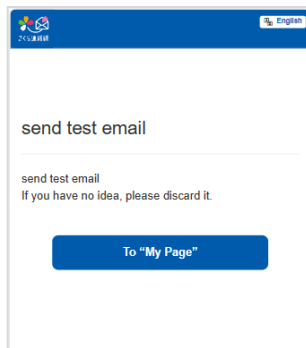


Receive through LINE

Example of when a user receives a message from the school through LINE. When a message is received through LINE, the screen will always change to the following message, regardless of your read receipt settings.

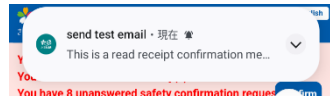


Tap the “Confirm” button to display the content of the message. A read receipt will automatically be sent to the school.



Receive through app

You will receive a push notification like the following.



Tap the notification to launch the app. This will display your “My Page.” You can view the message on this screen.

Log in and view



Unread messages will be displayed in a different color.

Tap the “Open” button to display the content of the message. A read receipt will automatically be sent to the school.



# 9-1. Respond to Safety Confirmation Request

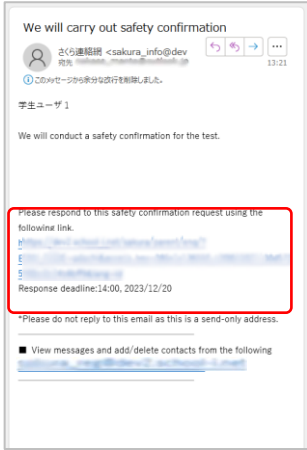
Safety confirmation requests will be sent to the contact(s) you have registered (email address, LINE account, and/or app). You can view and respond to these messages by logging into “My Page.”

Receive through email

Receive through LINE

Receive through app

Example of when a user receives a safety confirmation request through email.



Example of when a user receives a safety confirmation request through LINE.



Just as with messages, you will receive a notification when you receive a safety confirmation request.

Tap the notification to launch the app. This will display your “My Page.” You can view the message on this screen.



Log in and respond

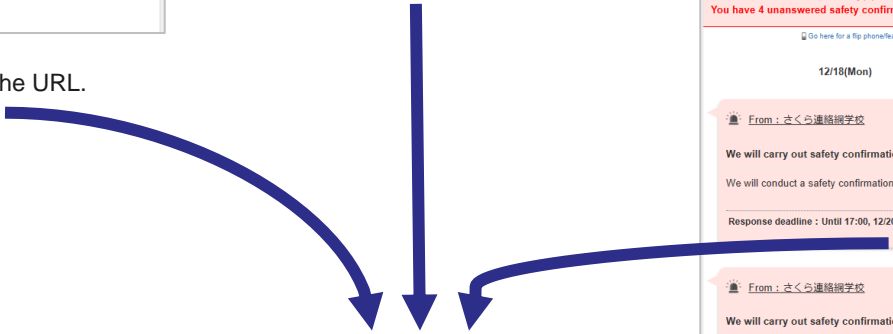
You can also respond from your “My Page.”



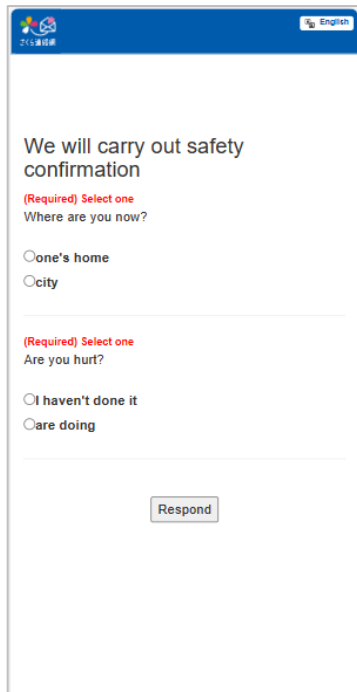
Tap “Respond.”

Tap the URL.

Tap the URL.



Example of a response screen for a safety confirmation request. Fill in the questionnaire-style response to respond to the message.

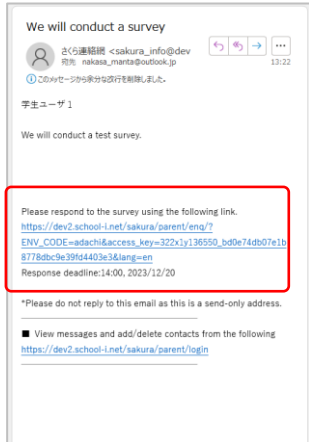


# 10-1. Respond to Survey

Surveys will be sent to the contact(s) you have registered (email address, LINE account, and/or app). You can view and respond to these messages by logging into “My Page.”

**Receive through email**

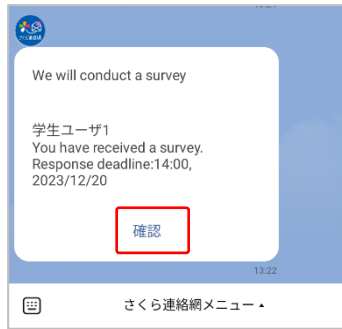
Example of when a user receives a survey through email.



Tap the URL.

**Receive through LINE**

Example of when a user receives a survey through LINE.



Tap the URL.

**Receive through app**

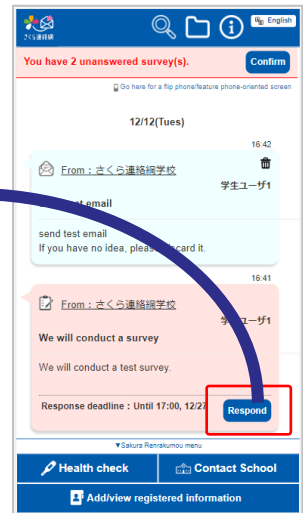
Just as with messages, you will receive a notification when you receive a safety confirmation request.

Tap the notification to launch the app. This will display your “My Page.” You can view the message on this screen.



**Log in and respond**

You can also respond from your “My Page.”



Tap “Respond.”

Example of a response screen for a survey.

A screenshot of the survey response screen. The title is 'We will conduct a survey'. The first question is '(Required) Select one Where are you going on your excursion?' with radio buttons for 'Mountain' and 'Ocean'. The second question is '(Required) Select one How much is the snack?' with radio buttons for '100 yen', '300 yen', and 'Other (Additional comments)'. There is a text input field for the 'Other' option and a 'Respond' button at the bottom.