Early Tree

EARLY TREE SUPPORT · GUIDE

Getting started

Finding your way around Early Tree

EARLY TREE VERSION
2026.11

PUBLISHED
15 November 2026

FOR
Everyone who uses Early Tree

ONLINE
help.earlytree.co.uk

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Screenshots show a fictional nursery and people.

Contents

Getting started: finding your way around early tree. These steps match Early Tree 2026.11; for another version, see help.earlytree.co.uk.

Getting started: finding your way around 3

- Purpose 3
- Before you start 3
- Sign in 3
- Find your way around 3
- Your account 4
- Common problems 5
- Related guides 5

Reading the screenshots. The orange numbers 1 on a picture match the numbers in the step text, and an orange box marks the part of the screen a step is about. Every guide is also online, with search, at help.earlytree.co.uk.

GETTING STARTED

Getting started: finding your way around

WHO IT'S FOR	WHERE TO FIND IT	TIME
Everyone	**Dashboard**	A few minutes

Purpose

Get to know the parts of Early Tree you'll use every day: signing in, choosing your nursery, searching, and the dashboard that tells you what needs doing.

Before you start

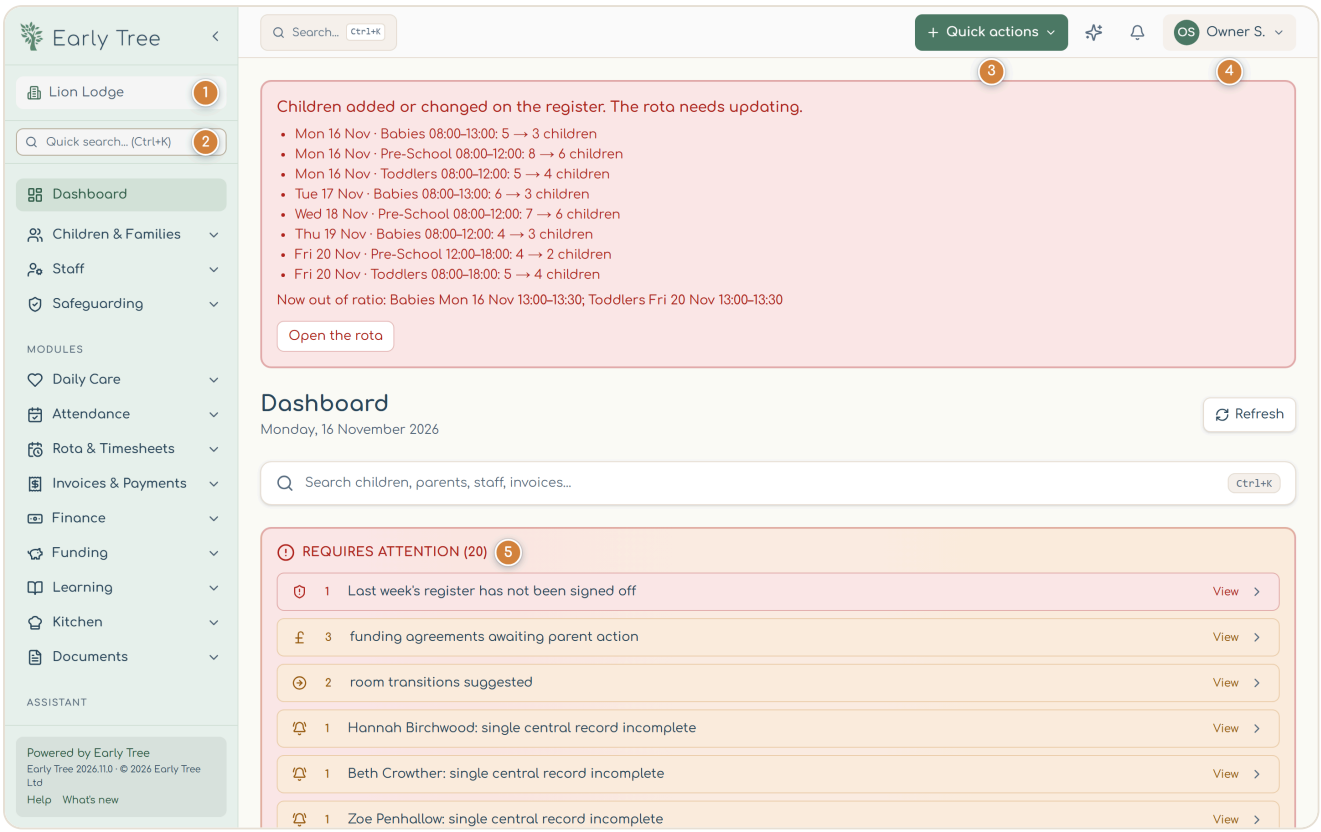
- Your nursery invites you to Early Tree; you sign in with **Early Tree ID**, the same account for every Early Tree app.

Sign in

1. Go to **app.earlytree.co.uk**. You're taken to Early Tree ID.
2. Enter your **Email** and **Password**, and select **Sign In**. If you've forgotten your password, select **Forgotten password?**.
3. If you've set up two-step verification, enter the code from your authenticator app.

Find your way around

1. The nursery selector 1 at the top of the menu chooses which nursery you're looking at, or **All Nurseries** if you work across more than one. Most pages show the nursery chosen here.
2. **Quick search** 2 finds a child, member of staff, parent, session type or extra as you type. Press **Ctrl+K** to jump to it.
3. **Quick actions** 3 takes you straight to the things you do most: **Today's register**, **Key children**, **New observation**, **Daily diary** and **Message parents**. The bell next to it shows your notifications.
4. Your name 4 opens your account: **Settings** and **Sign Out**.
5. The dashboard's **Requires Attention** list 5 shows what needs doing, such as registers not yet signed off, DBS rechecks due or expired training, children without emergency contacts, and onboardings waiting for review. Select **View** to go straight to it.

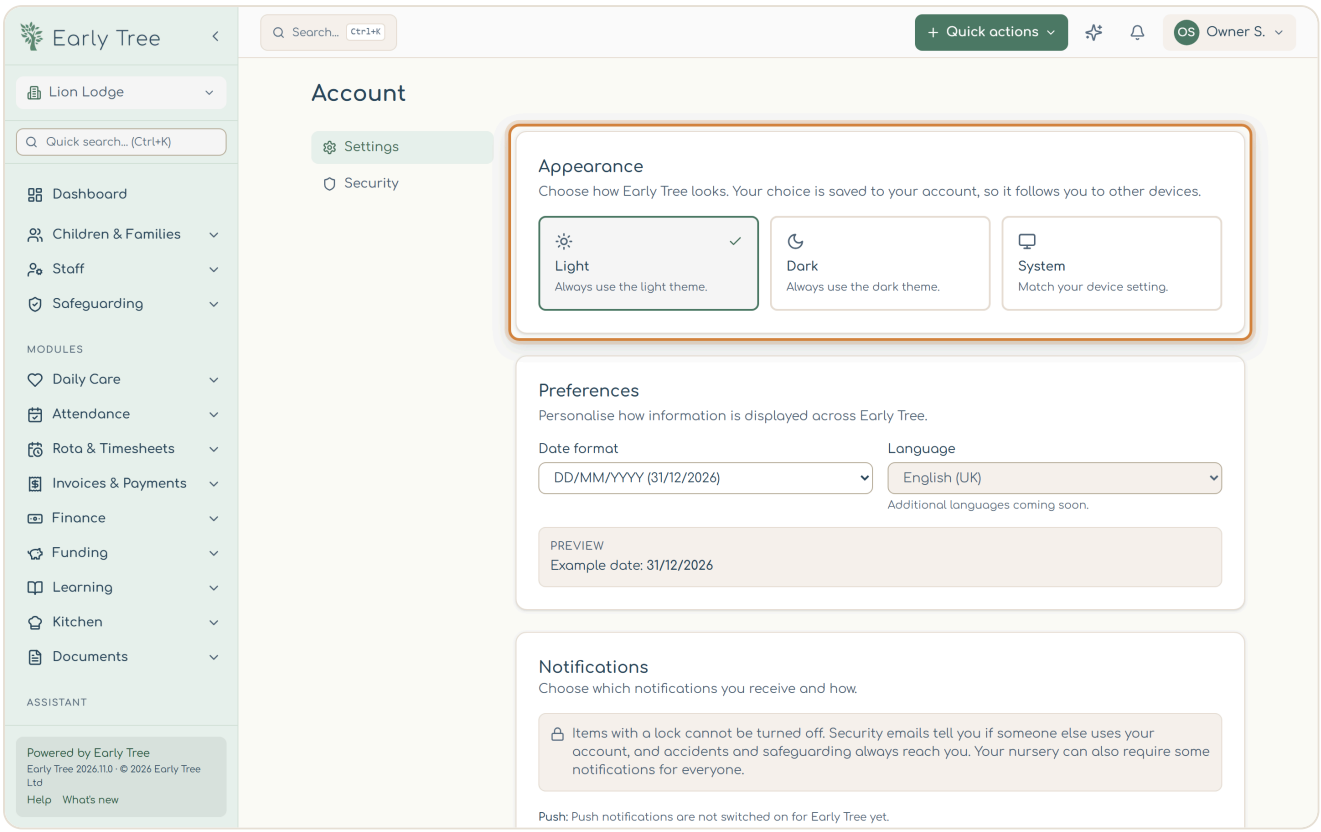


The dashboard.

The menu on the left is grouped by area. You only see the areas your nursery uses and your role allows; an area your nursery's plan doesn't include shows a lock.

Your account

Open your name, then **Settings**. Under **Appearance**, choose **Light**, **Dark** or **System** (to match your device); your choice follows you to other devices. Under **Preferences**, choose your date format. Your notification choices are here too.



Choose how Early Tree looks.

Common problems

A page I expected isn't in the menu.

Your role doesn't include it, or your nursery doesn't use that area. Ask your manager.

A page is empty.

Check the nursery selector at the top of the menu: you may be looking at a different nursery.

I've forgotten my password.

Select **Forgotten password?** on the sign-in page and follow the email.

Related guides

- How to use these guides