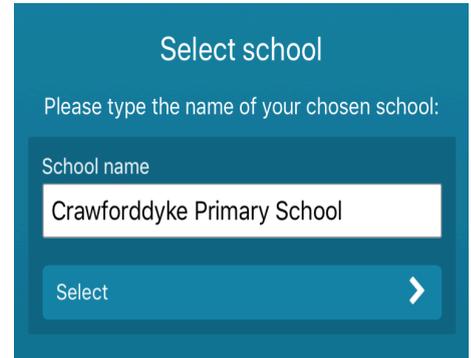


# App User Guide For Parents

1. Download the app from the App Store Or Google Play Store by searching School App For Parents, once you have downloaded the app you will need to search for your school name and click on select.



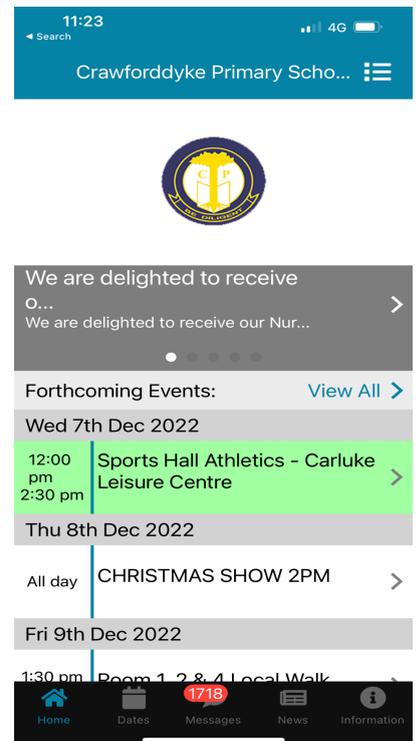
2. Once you have the app downloaded, you can locate the app by looking for this icon on your phone screen.



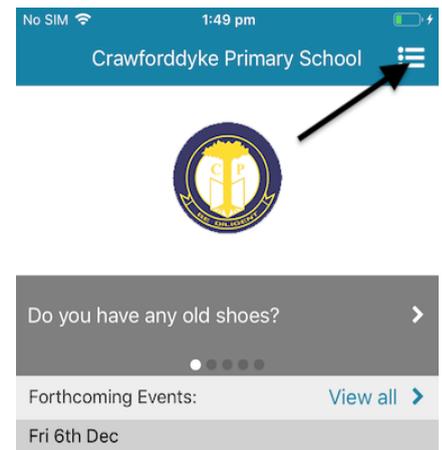
3. Once you have opened the app, the first screen that loads will be the splash screen, this will be seen until the app is loaded (for a few seconds), if the app requires a username and pin you will have to contact the school to obtain these details.

4. Once the app is loaded you will be greeted by your home screen.

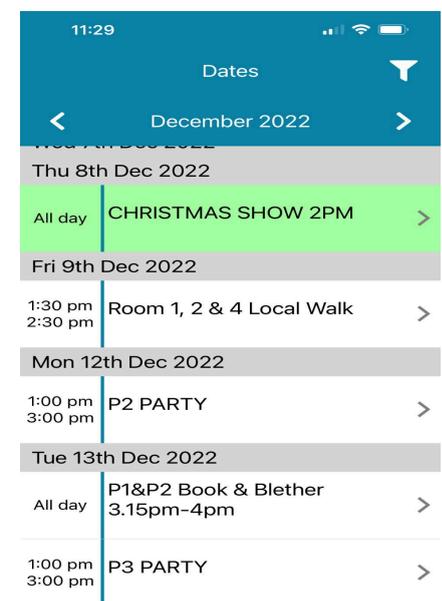
On the home screen you can see today's (green) and forthcoming events, if there are no events for today, you will see a message to say there are no events for today.



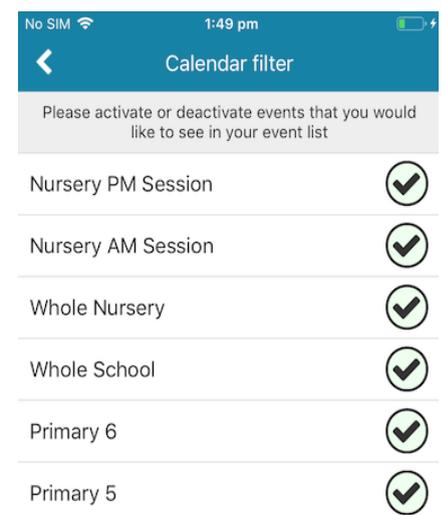
5. You can also add more than one school to your app by clicking on three lines in the top right hand corner and follow step 1 to add your second school (please note you can add up to 5 schools here).



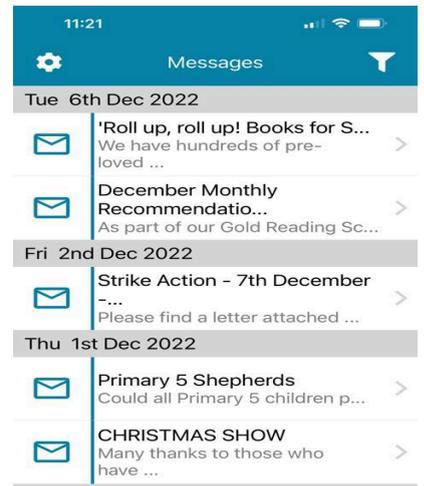
6. The next tab along is your dates section, this will display all your events for the month. You can click on an event and this will show you all of the event information including a map and directions. You can also view future and past events by using the arrows either side of the month.



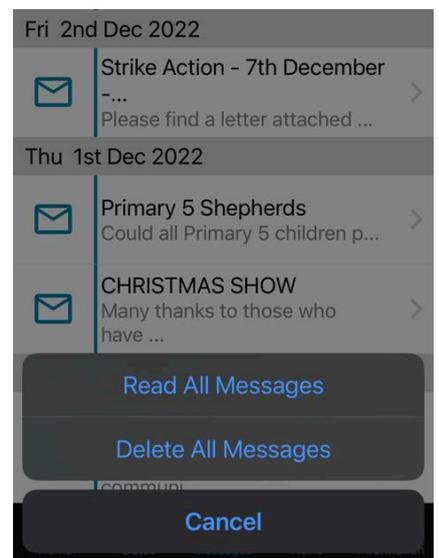
7. At the top right of the screen you can click on calendar filters, this enables you to select the department/filter which applies to you, so to give an example if you only have a child in primary 5, if you untick all other options apart from your child's class and whole school, only these events will appear on your app. You can press the back arrow to take you back to your dates list.



8. The messages tab is where you can read all the messages the school has sent out. You can see how many unread messages you have - the number will decrease as you read them.

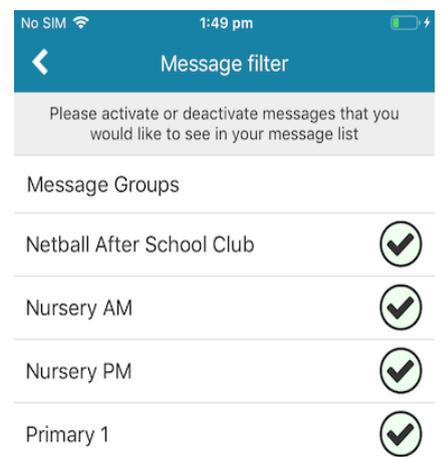


9. In the messages section there is a cog at the top left hand side, if you click on this it will allow you to mark all messages 'as read' or 'delete all' messages.

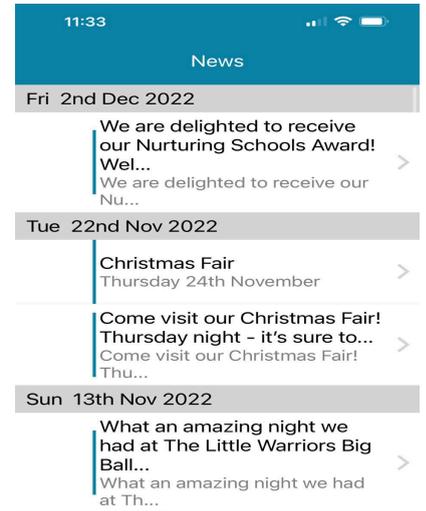


10. One of the benefits of the messages section is that you can choose what messages you receive. You can do this by using the funnel icon at the top right hand corner, you can then untick the groups you do not want to receive notifications for.

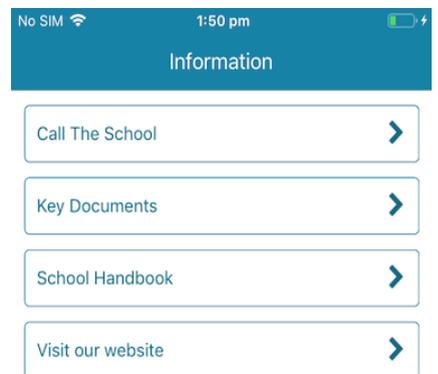
To give an example if you only have one child in primary 1, untick all other groups apart from primary 1 and whole school. This means that you will only receive important messages relating to your child's class or the whole school. When your child moves up to the next year group, you can go back into the filter, select their new class and untick their old class.



11. The next tab is your news section, this contains all the news that has been posted by the school. If the school have a public Twitter feed, these will also appear here.



12. The last tab on the app is the information section containing contact information and useful links and documents from the school.



#### Handy Hints:

If you are not receiving notifications for messages, try the following:

Go to your device's Settings and enable notifications for School App for Parents

Have auto updates set to On, you will then have the updated version of the App

Ensure software updates are regularly carried out

Untick your Message Groups, close the App, reopen and Retick your Message Groups