

### ContactGroup

**Contact Group** 

## OurSchoolsApp For Parents

Help guide version 1.0



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### Introduction

OurSchoolsApp is an innovative tool to improve school > parent communication, by allowing schools to cascade information rapidly to parents, quickly and easily. The system has been designed to be simple – both for the school and for the parents.

Below is a brief guide on how to install and use the app.

#### How to install the app on your Apple device

- 1. Go to the 'App Store'.
- 2. Search for '**Ourschoolsapp**' in the search bar.



ourschoolsapp



3. Press 'Install' and open the app.





- Push notifications are a good way to keep up to date with new information from the school.
   Press 'OK' to accept or 'Don't Allow' to stop notifications. This can be changed afterwards.
- Search for your school by selecting either 'Find schools near you', 'postcode' or by 'school name'.

6. Press 'OK'.

7. Your school app is **now installed** on your **Apple device**.





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#### Notification settings for Apple devices

- 1. Go to 'Ourschoolsapp'
- 2. Click 'Settings'.
- 3. The settings page allows you to control which notifications you will receive from the school.

(On - green light / Off- no light)







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#### Calendar settings for Apple devices

- 1. Access the calendar within the app.
- 2. The first time the calendar is opened, you will be prompted for the app to access your iPhone calendar.

Press '**OK**' if you would like the app to access your calendar.

Press '**Don't Allow**' if you don't want the events saved on your iPhone calendar.

(Please note if you press '**Don't Allow'** you will not see any events on the app calendar).

 If you have selected 'Don't Allow', but then decided to view the events; you can enable the calendar again by going to, Settings > Privacy > Calendar > Our Schools > Enable.







# How to delete the OurSchoolsApp calendar from the Apple calendar

- Go to your calendar.
  Look for OurSchoolsApp.
- 3. Press the information icon. (i)
- 4. Press 'Delete Calendar'.



Delete Calendar

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#### How to install the app on your Android device

1. Go to 'Play Store'.



Google Play

2. Search for '**OurSchoolsApp**' in the search bar.

- 3. Once installed, open the app.
- Search for your school by selecting either 'Find schools near you', 'postcode' or by 'school name'.
- 5. Select your school.





Find schools near you	Ø
r search manually	
Demo	
Search	Q search







6. Press 'OK'.

7. Your school app is **now installed** on your **Android device**.



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#### Notification settings for Android devices

1. Go to 'Ourschoolsapp'.



2. Click 'Settings'.



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Settings	
Your Schools	Add new school
Demo School (Graham)	
Dane Royd Junior & Infant School	
Demo School	$\checkmark$
Notifications	~
Receive Notices	
When News added	
When Events added	~
When Information / Home added	~
Reminders	
Event reminders	-
	build 8 1.3 9x872c5x93b0800fffd82c69024x2a0



## How to access other internet enabled devices (Non Apple or Android)

1. Open your mobile internet browser.

Put this address in to your browser

www.ourschoolsapp.com/m

- Search for your school by selecting either 'Find schools near you', 'postcode' or by 'school name'.
- 3. The school home screen will appear.



