

# St. Joseph's RC Primary School

## App Setup and User Guide



*Faith*

*Respect*

*Confidence*

*Resilience*

*Empathy*

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## Dear Parents,

please follow these steps to **ACTIVATE** your account the first time you use Parentapps Connect. Start by clicking '**Accept Invitation**' on the invitation you received from the school.

*If you have not yet received an invitation, please contact the school directly.*

**User Invitation**

Hello, Harry Huntington

You have been invited by Becca School Demo to set up a Parentapps Connect account. Once you have registered your account you will be prompted to download the Parentapps Connect App. Type in the name or postcode of your organisation and enter your email and password to log in.

The app will give you access to important information such as messages, term dates, events, letters, consent forms, latest news and much more.



**Simply click the Accept Invitation button to register**

Accept Invitation

If the button above doesn't work, copy and paste the following link into your browser

[https://beccaschooldemo.parentapps-connect.co.uk/web/activate?email=harry%40parentapps.co.uk&unique\\_id=jz8Ljk5s](https://beccaschooldemo.parentapps-connect.co.uk/web/activate?email=harry%40parentapps.co.uk&unique_id=jz8Ljk5s)

Should you need to enter it, your personal invite code is: **jz8Ljk5s**

 GET IT ON Google Play  Download on the App Store

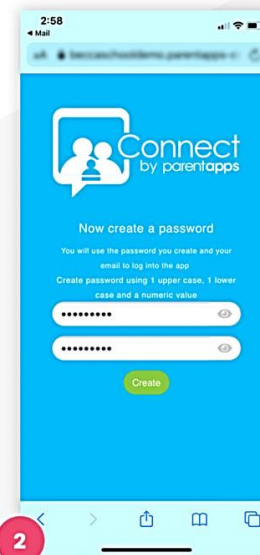
Website: [www.parentapps.co.uk](http://www.parentapps.co.uk)

Email: [support@parentapps.co.uk](mailto:support@parentapps.co.uk)

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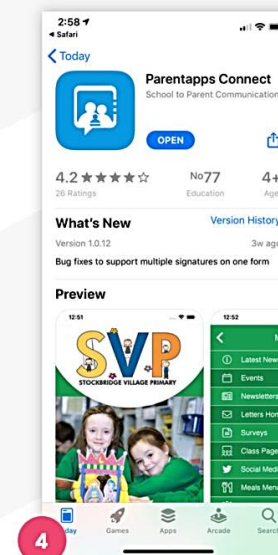
1 Click 'Activate'



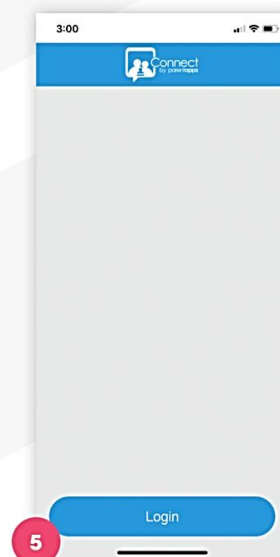
2 Create a Password



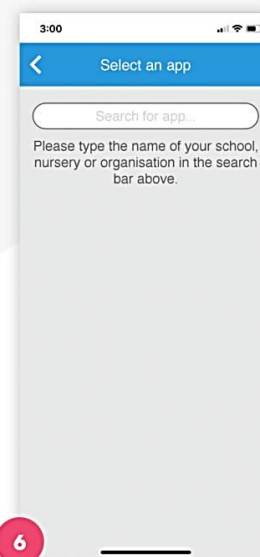
3 Your Account is Active



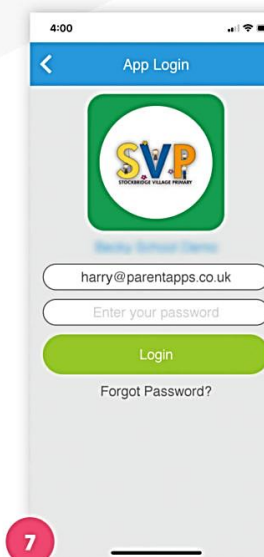
4 Download PA Connect



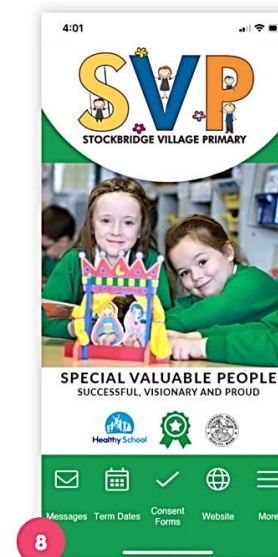
5 Click 'Login'



6 Search For Your School



7 Login Using Your Details



8 You Are Now Logged In!

Once you have followed the setup instructions on the previous page, activated your account and downloaded the app you are all set to explore and use the app. You do not need to sign in every time you use the app. If you change your phone or need to re-download the app for any reason you just login using the details you setup, search for our school and you are set to go again.

# Lets Get Started

No more checking your emails and messages going into your junk mailbox. Each Friday a new Newsletter will be uploaded and you can read it in this tab.



**Newsletters**

Pinch out to make the image bigger and drag your finger to navigate the newsletter



**Messages**

When you download the app, make sure you allow notifications, this is to allow your usual ringtone alert to sound when you get a message.

All push notifications will show in this tab. We can send all sorts of messages including: simple text type messages, documents, a link to a new form or other new content on the app.

In this tab you will find all of the term dates for the current academic year.

Next to each date you will notice a + button, you can if you wish add that date to your phone calendar



**Term Dates**



**Social Media**

This tab takes you to our Twitter page. You don't have to have an account or be following us to catch up what is happening at school. This tab takes you straight to all of our posts.

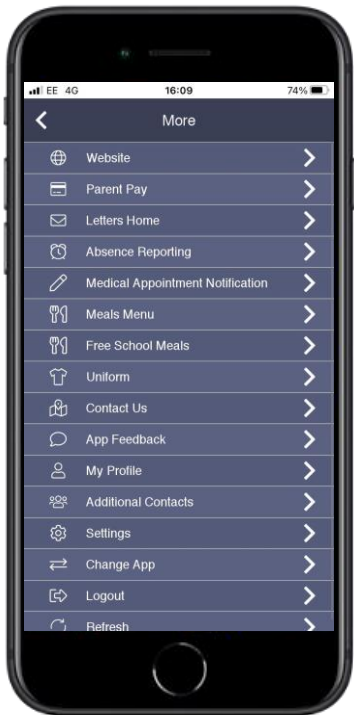
Click for more content.



**More**

## The Home Page

# More



## Contact Us

Call us, email us, find us and visit us, all from this tab.



## Additional Contacts

After you have setup and downloaded the app, you can choose to add up to three additional contacts. Simply fill in the details for each additional contact and they will receive an email just like you did, inviting them to setup and download the app to their device.



## Absence Reporting

Complete this form to report an absence. Please make sure you give a full reason for the absence, for example:

- Being sick   - High Temperature   - Tonsillitis



## My Profile

Have you changed your number? You let us know in this tab. You can also change your password.

This tab will take you directly to our new website. Don't worry about navigating the pages. Our new website is mobile responsive and will change to fit the size of the device you are using.



## Website



## Medical Appointment Notification

Does your child have a medical appointment? Are you picking your child up early or will you be dropping them off later than usual. Complete the form to let us know.

There really is so much you can do with our new app and even more that we can add. We hope you enjoy all the features that come with our new app.

