How to...navigate around your app on an Apple device

Carry on reading to see how to use the app on an Apple device and filter the events and messages you see!

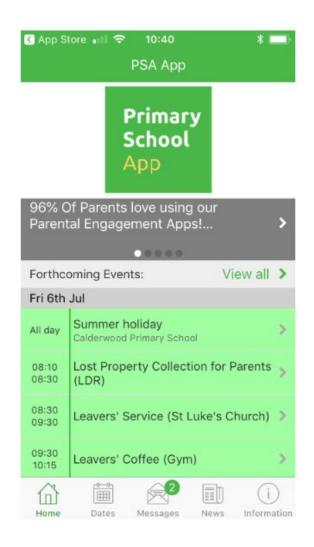
Search in the Apple App store for your school name, download it and open it!

If your app is **PIN protected**, you will be **asked to enter the username and PIN** chosen by your school. You will not be able to access the app unless you **enter the username and PIN correctly** (please be aware the username is case sensitive). If you **aren't sure of the login details for the app, contact your school.** You will only have to enter the username and PIN once (unless the school has changed it)!

At the bottom of the screen there are five tabs:

Home

See a summary of the latest news and upcoming events. If you click on the event, it will take you to the full event details. The latest five news items can be scrolled through to view the headlines, if you click on the headline, you can view more details from the news story.



Dates

You will be **directed to the current month's events**. Events on the **current day will be shown in green**. Tap any event to see more detailed information and a map of the event location (if a location has been added to the event).

On the **top right of the 'Dates' screen**, you'll notice a **funnel icon**. If you press this, you can **view the different calendar filters** your school has set up. **Untick the different groups to remove events relating to that group from your calendar**. Some of these groups may be **greyed out and have a small padlock** next to them. These **groups have been locked to specific users**, if your school would like you to access that calendar group you will receive login details.

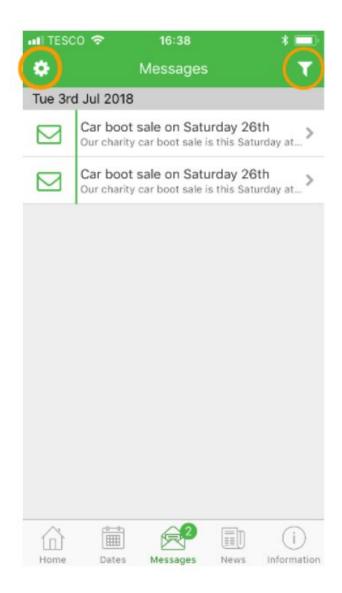
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	Dates	T	< Calendar filter
<	July 2018	>	Please activate or deactivate events that you would like to see in your event list
Wed 4 07:00 08:00	th Jul Prizewinners announced	>	Toddler Room
07:00	CAR FREE DAY	>	Whole School
08:35			Term Dates 📀
09:00	Upper School Final Assembly (Hall)	>	Trips 📀
09:00 10:00	Celebration and Farewell Prize Winners Rehearsal (Hall)	>	Early Years Room
10:00 16:00	Upper School Celebration and Farewell rehearsals (Drama Studio)	>	Baby Room
14:00 15:30	Under 13 All Leavers Rounders with Parents, Clapham Common	>	Class 3
15:30 16:15	Lost Property Collection for Parents (LDR)	>	Class 4
16:15 17:15	Celebration & Farewell Staff briefing (Drama Studio)	>	Class 5
Thu 5t			Class 6
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Messages

This section shows you **all of the messages for your school or organisation**. Also within this section, you can **opt out of the personalised message groups**. All you have to do is simply **click on the funnel icon to activate and deactivate which messages** you would like to see.

Please note that when you first download the app, you will automatically be opted in to every message group to make sure you don't miss anything! You can then remove yourself from the groups you don't want to be part of.

You'll also notice an **icon shaped like a cog** on the top left of the messages tab, this allows you to **mark all messages as read** as well as **delete all messages** (please note if you have deleted messages by accident, these can be recovered by clicking the funnel icon on the messages tab).



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News

Shows all the **latest stories from your school or organisation**. **Tap on any news item** to see **more details**.

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Information

In this tab, you can **view school documentation** (if applicable) such as inspection reports, school policies and links to useful websites.

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Call the School	>
Email the School	>
Our Twitter Account	>
School Handbook	>

Inveralmond Business Centre Auld Bond Road Perth PH1 3FX

View in Apple Maps	>
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