

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:

- **PSA** (if your school is a primary school)
- **SSA** (if your school is a secondary school)
- **Day Nursery App** (if your child attends a nursery)

Once you've downloaded and opened the app, just **search for your school/nursery name** (you will only have to do this once) and press '**Select**'.

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

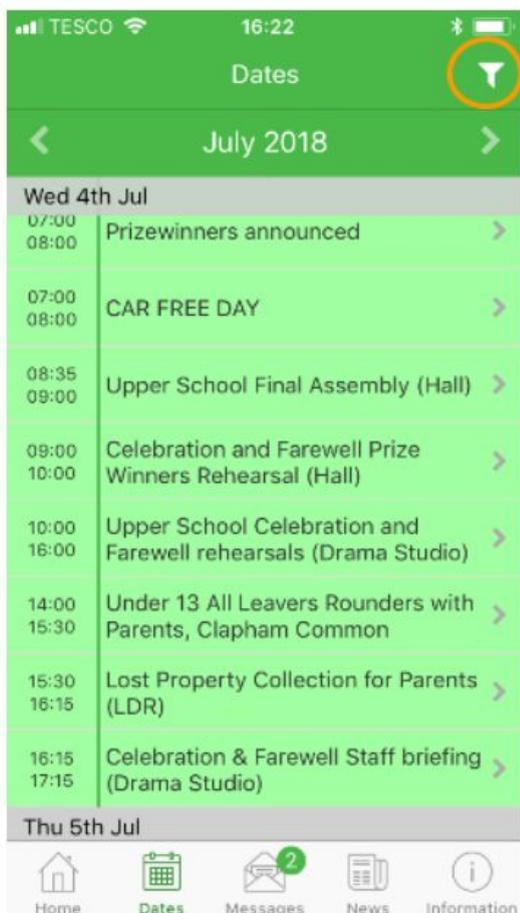
See a **summary of the latest news and upcoming events**. If you **click on the event**, it will **take you to the full event details**. The **latest five news items** can be scrolled through to view the headlines, if you **click on the headline**, you can **view more details** from the news story.



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.

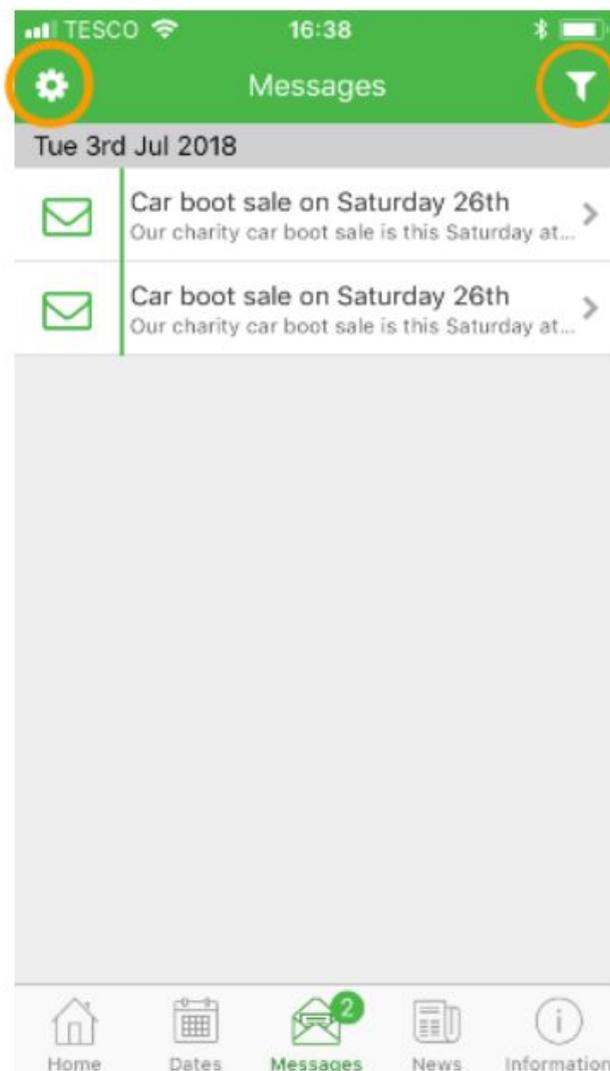


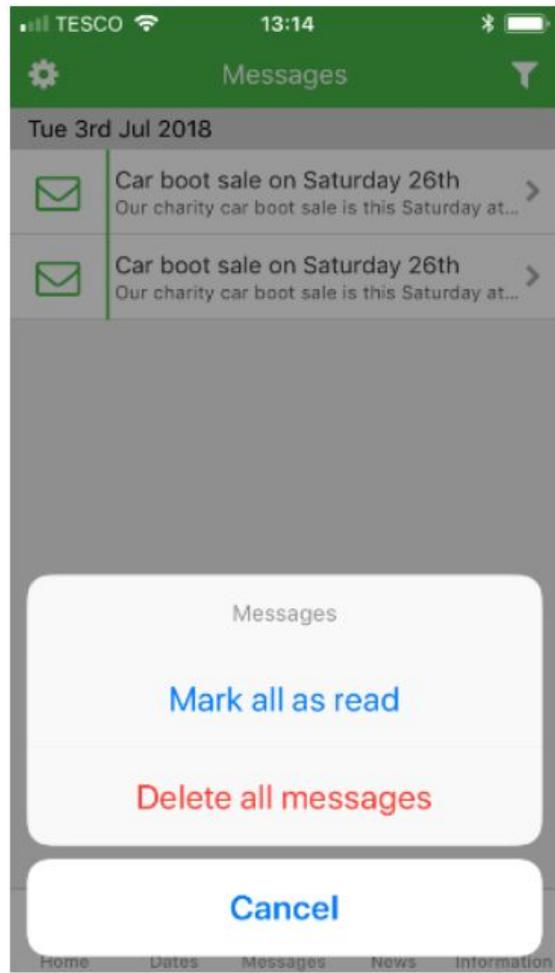
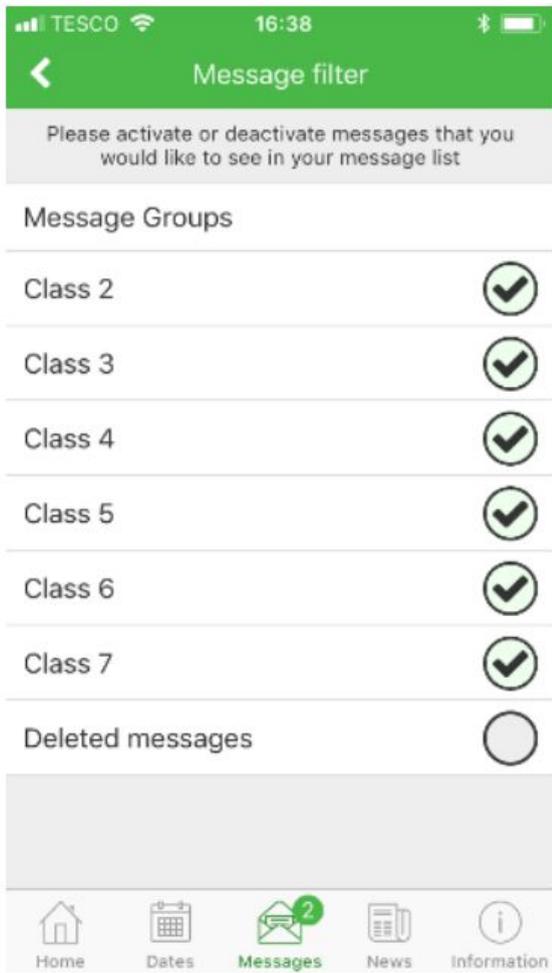
Messages

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**.

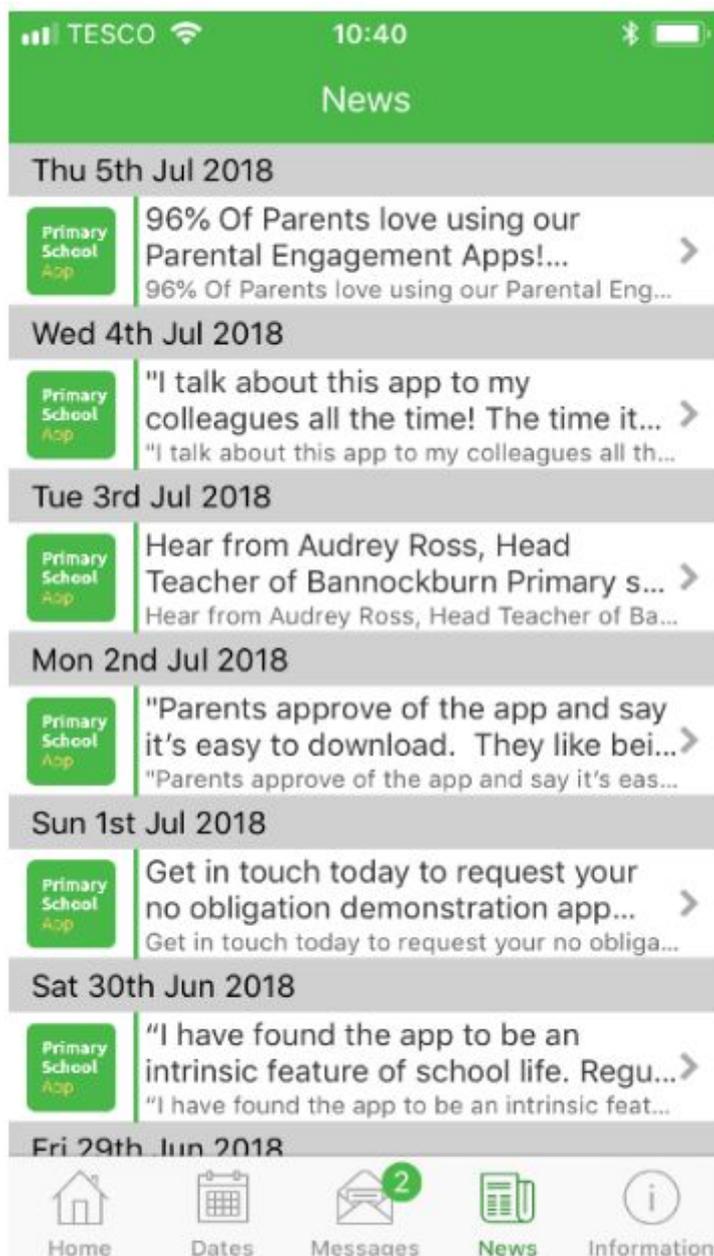
You'll also notice an **icon shaped like a cog** on the top left of the messages tab, this allows you to **mark all messages as read** as well as **delete all messages** (please note if you have deleted messages by accident, these can be recovered by clicking the funnel icon on the messages tab).





News

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



Information

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

