In order to use TheSchoolApp, you will firstly need to have this downloaded on your mobile or tablet device. Please ensure your devices are on their latest software versions for optimal use of TheSchoolApp.

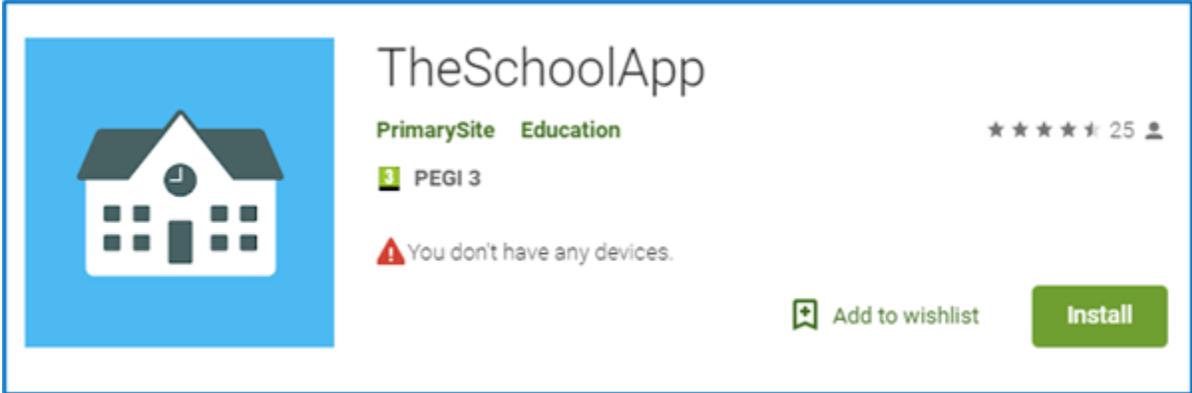## How to install/update your school app

Should you have an Apple device you will need to visit the App Store and search for TheSchoolApp. You will see this appear as the below.

Select the blue 'Get' button which will appear next to the app in the store to start the download of the app onto your device.

If you have an Android device, you will need to visit the Google Play Store on your device and search for TheSchoolApp. You will see this appear as the below.
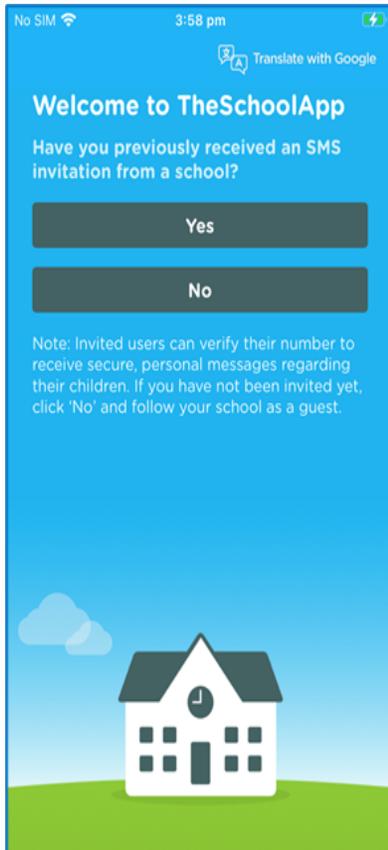
Press the Install button.

The process for Authentication

You will have the ability to view the app as a guest or as an authenticated user.
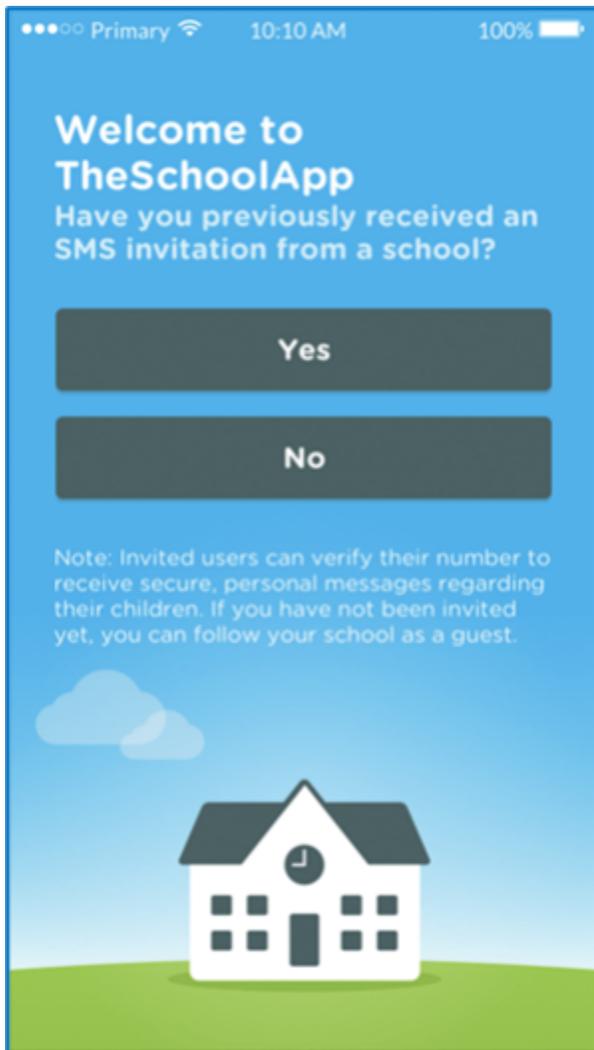
Anyone viewing the app as a guest can receive public messages from the school, but these would only be whole school messages, not private messages relating to individual children or groups.

> *Note: Should you require the authentication process to be displayed in another language to help assist you through the process, you can click the Translate with Google icon in the top right corner. You can find out more information about translation towards the end of this document.*
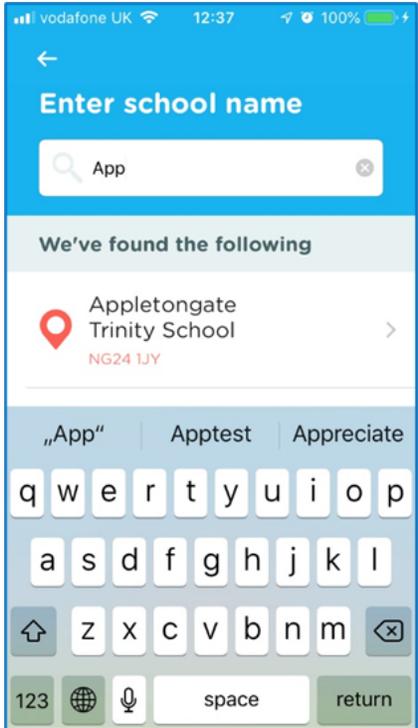
GUEST USER ACCESS

Once you have tapped into the app through your device you will be asked if you have received an SMS invitation from the school. Tap 'No'.
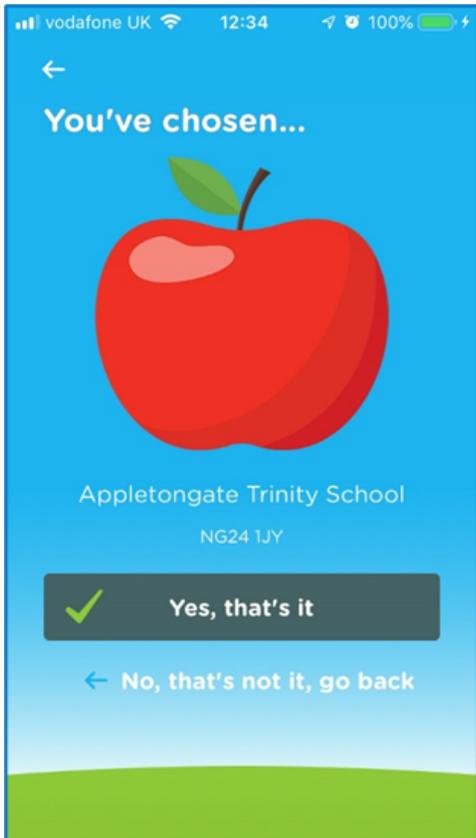

You will then be asked to enter the school's name or alternatively you are able to look up schools near yourself.

As you type in the school's name you will start to see options appear for you to select from the drop down. Select the school in question and then tap the 'Done' button.

You will then see the school's logo and name and postcode of the school.

Tap on your selected school

The home screen of the app will always display the School's Calendar, Latest News items and Newsletters, should the school have these features incorporated into their website.

You will also notice that there are 5 tabs along the bottom of the screen. 'Home', 'Calendar', 'School', 'Messages' and 'More'.

You can use these tabs to navigate around the app.