



## Help Manual

School App from Maged is a simple and cost-effective way to engage with today's 'mobile' parents and carers who run their lives from their phones. It helps you communicate with them in a way that fits in with their lives – and in a way that's easy for you to manage.

This guide will explain the functions of the App and hopefully answer any questions you may have.

Once you are logged in the home page is displayed and you will see a number of headings on the left-hand side:

Logout

Home

News

Calendar

Information

Contacts

Design

Sponsor

Messages

Email

Data

### Home

The Home page enables icons to be added, amended and deleted from the app. The main icons (Information, News, Calendar, Contacts, Messages and Settings) cannot be amended. These will link directly to the pages as described.

On the screen on the left-hand side you will see that there is a large bank of standard icons to get you started which can link to external websites, however, should you need any further icons adding please do not hesitate to contact us [support@maged.cc](mailto:support@maged.cc) citing the icon and website you wish it to go to and we will add those in for you.

The screen on the right-hand side is what your School App will look like to parents/carers in the order that the icons appear.



To add icons to it, simply click on the icon and drag and drop from left to right. With icon on the right-hand side, click on it, you will see the name of the icon the website it will take the parent/carers too. Feel free to amend and submit.

You can order the icons how you wish on the right screen, we would recommend that you do not move the main icons, unless you want the App to link to News or Calendar on your website in which case just drag and drop them in from the left-hand side and add your website and move the existing News and Calendar from right to left.

**Please note nothing will change for the parent/carers until you press Update App on the Home page**

## News

**Adding News** – click on **Create News**, you can then click on choose file and browse to a file on your device. Once you are happy with your image (if you don't have an image the system will use a default news image) you can move onto enter your Title and enter your Content. Once you are happy with this, hit submit and the news article will appear on the right-hand side and the School App updated with that and parents/carers messaged about the news.

**Editing/Deleting News** - At any stage you can edit news article and delete them just by clicking on the Edit and Delete buttons respectively

Here are some ideas about things that can be added to News:

- Any non-confidential school news
- Team success in sports
- Details of Ofsted Inspections
- General information about exam and test success

## Calendar

**Adding Calendar Event** – click on **Create Event** enter the Start and End Date and Time of the event, then the Title and enter your Content. Once you are happy with this, hit submit and the event will appear on the right-hand side and the School App updated with that and parents/carers messaged about that event.

**Editing/Deleting Calendar Events** - At any stage you can edit Calendar Events and delete them just by clicking on the Edit and Delete buttons respectively.

Here are some ideas about things that can be added as Calendar Events:

- School Plays
- Sports Days



- Open Days
- School Trips
- Term dates

## Information

**Adding Information** – click on **Create Information**, you can then click on choose file and browse to a file on your device. Once you are happy with your image (if you don't have an image the system will use a default news image) you can move onto enter your Title and enter your Content. Once you are happy with this, hit submit and the news article will appear on the right-hand side and the School App updated with that.

**Editing/Deleting News** - At any stage you can edit news article and delete them just by clicking on the Edit and Delete buttons respectively

Here are some ideas about things that can be added as Information, alternatively if you have these on your website you could link to these instead

- A welcome from the Headteacher
- An overview of the school and its values
- School Uniform
- School Catering
- The Governing Body and Parents Teachers Association
- Term times
- School Transport
- Prospectus
- School Clubs
- Pastoral Care
- Policies for attendance, admission, anti-bullying, etc

## Contacts

**Adding a New Contact** – click on **Add New Contact** you will then be prompted to enter their Name, Job Title, Email Address and Telephone Number, please note should you not wish to enter their direct telephone number or direct email address, that's fine, just enter the school telephone number and school email address.

**Editing/Deleting Contacts** - At any stage you can edit Contacts and delete them just by clicking on the Edit and Delete buttons respectively

Your **Address** can be amended at any stage, once amended just hit submit and it will be updated.



## Design

Here you can update your Organisation Name, amend the colour of your Organisation that will appear on the App (if you are not sure of your colour (in Hexadecimal) email [support@maged.cc](mailto:support@maged.cc) and we will establish it and update it for you).

You can also Add and Amend your school logo which appears on the App.

After any change when you hit submit the App will be updated with your new design.

## Sponsor

This section allows you to choose if you want to have a sponsor(s) for your App or not, there are three options to choose from:

- Yes – means you have a sponsor(s)
- Not Yet – means you want a sponsor(s) but have yet to secure one
- No – means you do not want a sponsor

### **Yes (only select this option if you have a Sponsor(s))**

When you select 'Yes' and hit submit you will then be presented with an option to **Create New Sponsor** click on that and you will then be presented with the option to add the name of the sponsor and their website. Their website could be a link to their Facebook page or a particular page on their website, just copy and paste that into this section and their Name and a link to that 'website' will appear at the bottom of your App.

You can add as many Sponsors as you like, a different one will appear on the App when Parents/Carers open it each time.

### **Not Yet (only select this if you want a Sponsor(s) but do not have one)**

When you select 'Not Yet' and hit submit the following message will appear at the bottom of your App "Please call us to sponsor our App"

### **No (only select this if you do not want a Sponsor)**

When you select 'No' and hit submit there will be no reference to Sponsors on your App, it will be Sponsor-free!



## Messages

When you select 'Messages' you will see all the previous Messages that you have sent, and be presented with an option to 'Create New Message,' when you click on this it will take you to the 'Data' page to select who you want the Message to go

If the parent has downloaded and signed up to the School App, they will receive a free App Message if they haven't they will receive a Text Message

## Data

The 'Data' page allows you to select the student whose parents you want your Message to go.

When the Data is loading it will say "Loading Students, please wait"

Once your data is load, initially you will be presented with your whole school data, but using the dropdown in the top right hand corner of the screen you can select and search on Year, Registration group or Students Last Name.

Here are just some examples of how this works.

If you just want Year 7, select Year, type in 7 and your year 7s will appear

For registration group 8B select registration and type in 8B and all those in 8B would appear

To search for individual students, select last name, type in the last name and all those students with that last name will appear.

You can 'Add all' the students you searched on or or you can 'Add' them individually.

Any student you 'Add' will appear on the right-hand side of the screen, this a summary of the students whose parents you are sending a Message or Email to.

They can all be remove by clicking on 'Remove All' or you can remove them individually be clicking 'Remove' next to each student.

## Email

When you select 'Email' you will see all the previous Emails that you have sent, and be presented with an option to 'Create Email,' when you click on this it will take you to the 'Data' page to select who you want the Message to go