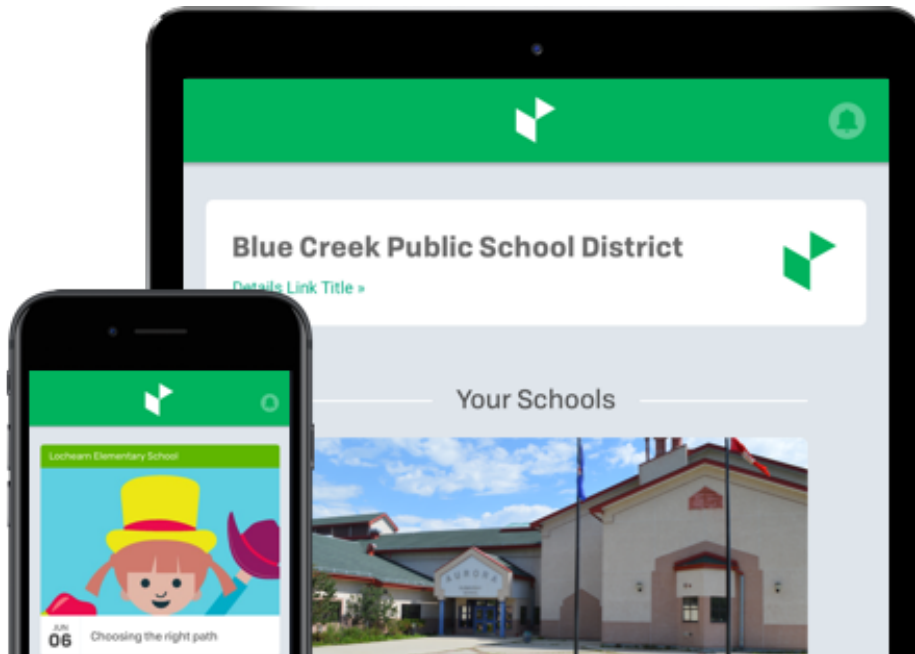


# Introducing the SchoolGuide App

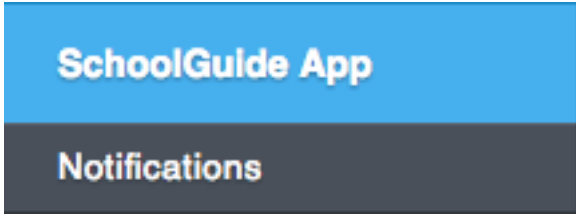


SchoolGuide is an app that lets you send reminders and emergency alerts right to parents' phones. When you create a notification in WebGuide for Schools, it sends with a push notification **only to people who have favoured your school in the app.**

How do I send a notification?

1. Login to WebGuide for Schools

The login form is displayed on a light gray background. It includes an 'Email' field with the placeholder 'name@example.com', a 'Password' field, a blue link for 'I forgot my password', a checkbox for 'Remember Me for 14 Days', and a blue 'Log In' button.



2. Go to **SchoolGuide App** in your WebGuide for Schools menu and select **Notifications**

3. Choose whether you would like to send a General Notification or an Emergency Notification. Click **Send Notification**.

**General Notifications** can be used for almost anything - to spread school news, make announcements, or send reminders about field trips, school concerts, early dismissal days, school fee deadlines, and more!

**Emergency Notifications are for real emergencies only!** (emergency school closures, amber alerts, lockdowns, etc.)

Notifications <span style="float: right;">+ Add Notification Type</span>	
Name	Action
Emergency	<a href="#">Send Notification</a>
Notice	<a href="#">Send Notification</a>

4. Give your Notification a **Title** and **Details**.

The **Title** should briefly describe the purpose of the notification, for example “Reminder – School Concert Tomorrow!”. It appears in the app and in the push notification sent to app users who have subscribed to your school.

The **Details** should give app users all the detailed information they need. Details appear in the app.

Send a 'Notice' to alert all subscribed users.

Notification Title

Buses Cancelled

20 Character(s) Left

Notification Details

**B** *I*  
   

All school buses are cancelled today due to snow.

p

151 Character(s) Left

Notification Duration

From now until:

10/13/2017 12:48 pm

Send

Cancel

5. Choose your **Notification Duration**. This is the amount of time the notification will appear in the app. The default setting is 24 hours.

The screenshot shows a notification scheduling interface for October 2017. At the top, there is a header with a left arrow, the text "October 2017", and a right arrow. Below this is a calendar grid with days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and dates (1-31). The date 17 is highlighted. Below the calendar, there are two sliders: "Time" set to 12:30 pm, "Hour" with a slider, and "Minute" with a slider. At the bottom, there are two buttons: "Now" and "Done". Below the interface, the date and time "10/17/2017 12:30 pm" are displayed.

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Time 12:30 pm  
Hour   
Minute

Now Done

10/17/2017 12:30 pm

6. Click **Send**. Remember, only people who have favoured your school in the app will receive your notifications!

7. Select **SchoolGuide App** in your menu to see the app dashboard and view active notifications.

**Notifications**

**Active Notifications**

Type	Message	Details	Sent at	Ends at	Recipients
Notice	test	test	Oct 12 2017, 12:52pm	Oct 13 2017, 12:52pm	0

**Notifications Sent**

Notification Type	Total Sent
Emergency	0
Notice	1

## Add Your School Picture

You can add a photo of your school that will appear in the app's school directory. Upload your school picture to **Site Settings** in WebGuide for Schools:

**School Photo**  No file chosen

**Hide School Name**

**School Info Page**

## What else does SchoolGuide do?

- SchoolGuide contains a news feed that automatically pulls in every post from the blogs on your school website. Keep posting great content to your School News blog so parents can find all the latest on your website or in the app!
- The Calendar in SchoolGuide lists every event you enter in your school website calendar, and with one tap app users can add an event to their personal calendar.
- Remember you can have as many blogs and calendars in WebGuide for Schools as you like. Try adding a new Principal's blog, an Athletics blog or a Clubs calendar in WebGuide. If an app user doesn't want to get content from a particular blog or calendar they can simply turn it off in their feed.
- With a tap, app users can call your school office, get directions to your school, or visit your school website and social media pages
- SchoolGuide contains a Quick Links area linking to frequently used online tools and information in your school division.