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 favourited your school in the app.

How do I send a notification?

1. Login to WebGuide for Schools
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.)
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.

<table>
<thead>
<tr>
<th>Notification Title</th>
<th>Notification Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buses Cancelled</td>
<td>All school buses are cancelled today due to snow.</td>
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</tbody>
</table>

**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.

6. Click **Send**. Remember, only people who have favourited 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 Table]

**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:

![Site Settings]

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.