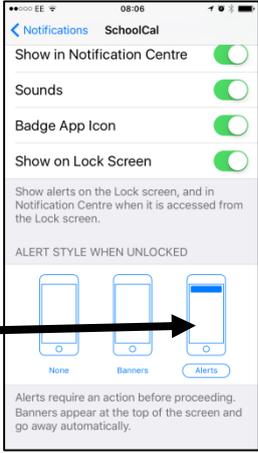
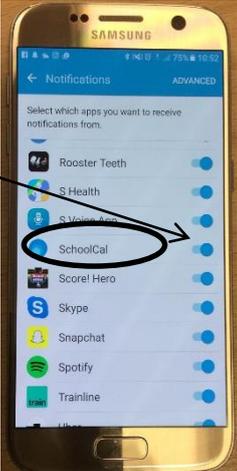
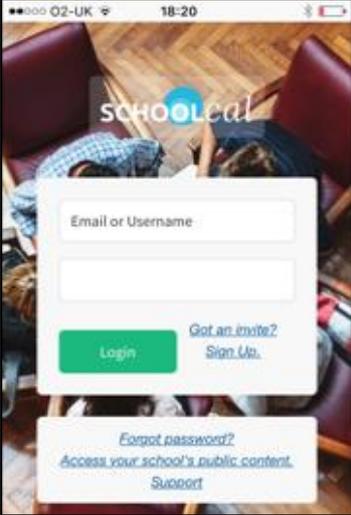


# ELDWICK PRIMARY SCHOOL SCHOOLCAL – HELP SHEET

Parents / volunteers etc. receive an email from [Notications@schoolcal.co.uk](mailto:Notications@schoolcal.co.uk). This provides details of username (their email address) and temporary password.



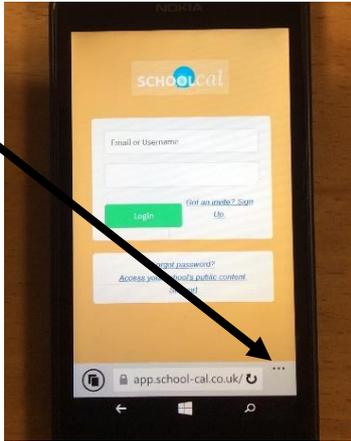
**For Apple / Android phones only (See Page2 for Windows phones)**

Step 1	Download the SchoolCal app from your usual App store	
Step 2	<p>When downloading the SchoolCal app, it may ask about notifications - please tap <b>'ALLOW'</b></p>	
Step 3	<p><b>iphone</b> Go to <b>Settings</b></p>  <p>then <b>Notifications</b>, select the <b>SchoolCal icon</b> and scroll to the bottom of the screen to and click on <b>Alerts</b>.</p>	 <p><b>Android</b> Go to <b>Notifications</b>, select the SchoolCal icon and slide the button to <b>ADD</b>.</p> 
Step 4	<p>Then open the <b>SchoolCal app</b> and log in using the details from the SchoolCal email:</p> 	
<p><b>Top Tip:</b> You can move the SchoolCal app icon to your Home page by pressing the icon until wobbles/displays an X. Keeping your finger pressed on the icon, drag it to the left of your phone and let go when it is where you want it to be.</p>		

## For Windows Mobile Phones Only:

**IMPORTANT: - Please DO contact school if you are a Windows Mobile Phone user.**

Please follow the steps before to access SchoolCal on your Windows phone.

1	<p>Follow the link in the SchoolCal email to set up your SchoolCal account and complete the fields.</p> <p><b>Important: Then return to the login school.</b></p>
2	<p>Press the “<b>three dots</b>” menu button</p>  <p>Then select “<b>Pin to Start</b>”.</p> <p>SchoolCal will be added as a tile to your Start page.</p>
3	<p><b>Set your notifications for email alerts to ensure you receive SchoolCal notifications:</b></p> <p>Go to <b>Settings</b> on your phone and select “<b>Notifications + email</b>”.</p> <p>Ensure “<b>Show in Action Centre</b> “ is <b>ON</b> and “<b>Show banner alerts</b>” is <b>ticked</b>.</p> <p>Alter notification sound if you wish to differentiate email alerts from other notifications.</p> <p>When school sends an instant message or an article, you will be alerts with a banner and the item will appear in your <b>Action Centre (swipe down from the top of the phone)</b>. Tapping the item will then take you to SchoolCal.</p> <p>You can also access the SchoolCal tile to keep up to date.</p>

### If you do not have a smart phone

SchoolCal can be used in conjunction with an email address, all messages will be sent from **notifications@school-cal.co.uk**. Please add this address to your approved sender list or address book to avoid messages being blocked by your email filters

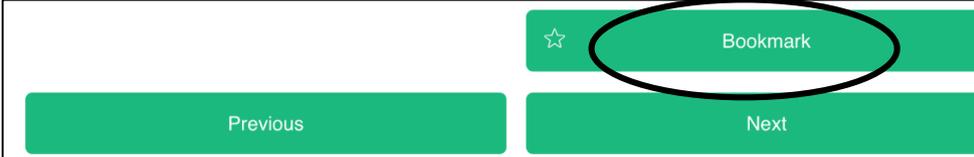
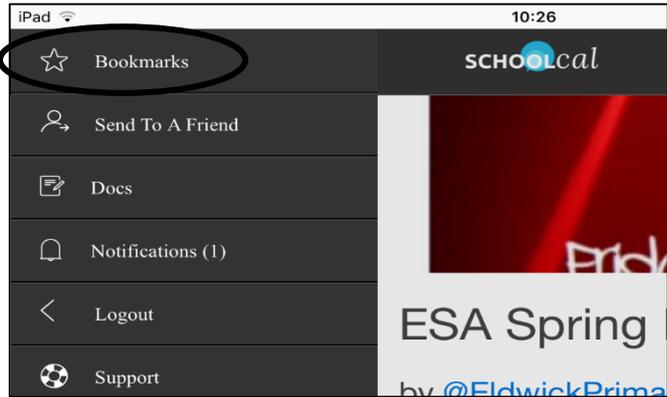
**IMPORTANT: - Please do contact school if you are do not use/have a smart phone.**

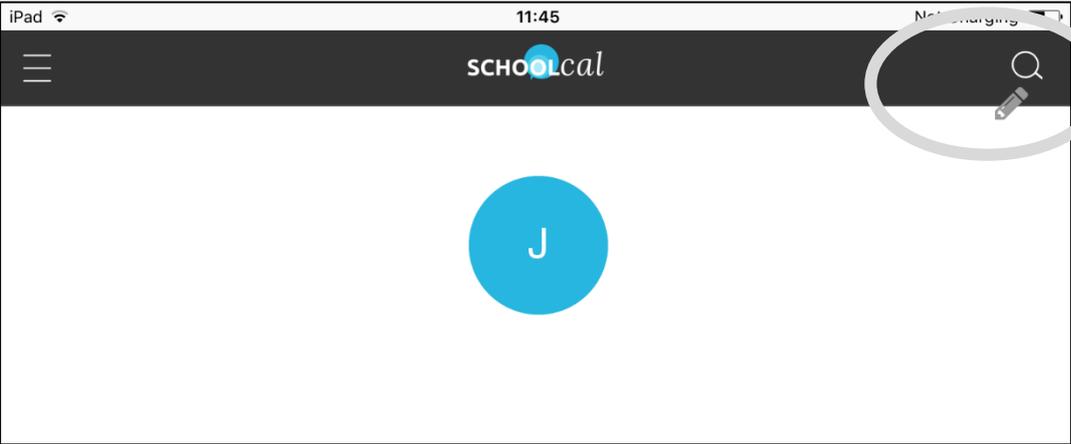
## Getting to Know SchoolCal

SchoolCal will now become the communication platform for school. We will be reducing the number of paper letters we send home, be sending instant messages instead of texts and keeping you up to date with articles and calendar entries.

### Once logged in:

You will view the **Feed** once you are logged in. Swipe or scroll down to see items posted by school.

<b>To read an item:</b>	tap the text area of the item. This will open and you will see the whole article/message.
<b>Return to the Feed screen:</b>	tap the Home symbol  or the SchoolCal logo.
<b>Add a date to your iCal or Google Calendar</b>	<p>Tap the item to view it fully and then tap the appropriate option at the bottom of the message/article:</p>  <p>Tap the option appropriate for you: The item will be added to your calendar – it might be helpful to set an alert via your device/pc.</p>
<b>Bookmark an item</b>	<p>You can book mark items in the Feed to make it easier to return to the item: Tap the item to view it fully and then tap the appropriate option at the bottom of the message/article: Tap bookmark at the bottom of the article/message</p>  <p>A banner appears to say you have successfully added this.</p>
<b>To view a bookmark</b>	<p>Click the Menu button at the top left of your Feed screen:  Feed screen: Select Bookmark from the menu:</p>  <p>The items you have bookmarked will then be displayed.</p>

<p><b>Viewing Documents/ letters</b></p>	<p>Articles may have letters or files attached as attachments. To view the attachment:</p> <ul style="list-style-type: none"> <li>• tap the item to view it fully</li> <li>• tap the attachment at the bottom to view the document.</li> </ul> 
<p><b>Changing Your Password</b></p>	<p>Once you are logged in please change your password: Tap the settings cog at the bottom of the screen:</p>  <p>Then tap the pencil icon at the top of the screen:</p> 
<p><b>Viewing Calendar</b></p>	<p>Tap the Calendar button at the bottom of the screen. to view the Calendar.</p>  <p><i>Please note, we are still adding dates to the SchoolCal calendar so do keep checking it regularly. The school website Calendar is up to date with dates through to the end of the school year that have been agreed so far.</i></p>
<p><b>Docs icon/option</b></p>	<p>The Docs icon/option contains all the documents that have been added by school to SchoolCal including those sent as attachments to articles.</p> <p>Tap the Docs button at the bottom of the screen to view the Docs folders.</p>  <p>Tap the <b>Eldwick Primary School</b> on the left of the screen. The Parents folder is then displayed.</p> <p><b><i>Please note you need to double-tap the folder or document to view it!</i></b></p> <p>Double-tap the <b>Parents folder</b> and all the folders for school are displayed. This structure is similar to the school website Letters page.</p>

**Finally, SchoolCal is new for us all. Please bear with us as we all get used to the app and new ways of communicating with you.**

**Thank you!**