

# Loreto College, St. Stephen's Green

## School Community App

### Step By Step Guide For Parents. (Downloading time 3- 4 min Max)

Here are some "quick install" steps that should help you to get set up right away.

1. Install the app onto your device from the (App store (Apple) or Play store(Android))
2. You can also download it to your PC and Tablet (if you do not use a Smart phone)
3. Open Flexibuzz and register your account using your email address and a password **of your own choosing (Please take note of your password to access it on other devices you may wish to use)**
4. Please tap the **Search** tab, and type **Loreto College, St. Stephen's Green** in the box
5. Now you will need to tick the **Add** boxes that relate to **your child's class or activities**. - if you have multiple children at the school, tick all of the **relevant**, classes or activities offered **(For your continued sanity and peace of mind, please ensure that you only select boxes that are relevant to your own children )**
6. Once you have ticked the relevant boxes, you are fully setup, now you can leave the selection area forever and move to your **Homepage**, by swiping left or using the left arrow at the top of the page. (Clear your original search) and you will see your school **Home page link**.

### Notes:

Messages come into your phone as push notifications, so you can click on the message right away and it will bring you into the **Homepage** to view the entire message.

If you miss the push notification coming in, you will see a message alert on the **Flexibuzz app icon on your phone and all previous messages are stored here for your convenience.**

**On the slide bar under the logo** you can complete your child's absentee form and update your contact details with the School office. (You will also find some other handy links and stored documents for your convenience.)

Once you are all set up simply leave the app open (no need to Log out) and wait for any push notifications to come through from the School. **If you log out you won't receive any notifications until you are logged back in again.**

It is a straight forward process, and you will have it done in approx. 3 mins, if you have any difficulty, ask for assistance from the school.

The app will replace text messaging as a means of communication. **We will continue to use text messaging in conjunction with the app until Sunday, 14th January 2018. After that date we will use the App as our main means of communication.** It will take time for us to fully realise the potential for the app but I know that with your support this initiative will prove to be a success.