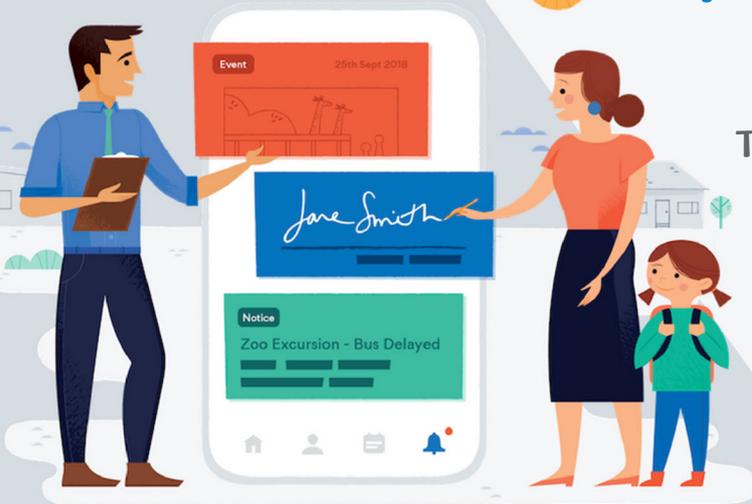# Stay informed with the Tenison Woods College ☀ SkoolBag App

Tenison Woods College uses the Skoolbag Mobile Application to communicate regularly with parents and carers. The SkoolBag App is the easiest way to stay up-to-date with school events, last minute notices, newsletters and all school communications. It is recommended that all parents and carers download the free SkoolBag Application.

# New to SkoolBag?

In three easy steps you can download it today!

### ① Search for our School

From your iPhone/iPad, open the Apple App Store and search for "Tenison Woods College". From your Android device, open the Google Play Store and search for "Tenison Woods College".
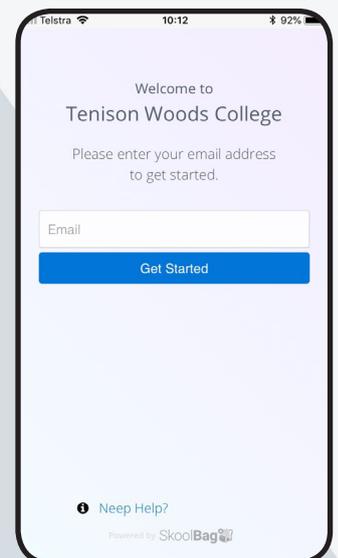
### ② Download the App

Download the free Tenison Woods College SkoolBag App. Open the App and wait for the welcome page to load.

### ③ Create an account

Sign up in seconds with your email address and register your user name and password. Attached are instructions on how to create a user name and password for both Apple and Android devices.

SEARCH OUR SCHOOL NAME IN: Available on the iPhone App Store · Available on Android Google play

# Existing User? Upgrade and sign in for new features!

## User Registration and Features

Recently, the Skoolbag platform went through a major upgrade. The app now runs as Version 3 (V3) allowing a much more personalised approach to communicating. Families now have greater control over the notifications they receive, with all notifications housed in the one location, as well as the ability to subscribe to content groups that relate specifically to your child. Being able to personalise the app in this way means you will only see content that is relevant to your children.

All users of the app are now required to sign up, by logging in with a username. If you are yet to open or download the Skoolbag App since the upgrade, please read the step-by-step guide below on how to login and personalise the app. Having a username and password for the App enables users to save their Group Subscriptions settings across multiple devices.

1. Click on the Tenison Woods College Skoolbag App icon on your device screen.
2. When you see the welcome screen, press 'continue' and follow the prompts.
3. You will reach a screen that says 'Create an Account', press 'Get Started'
4. You will be asked to enter your email address. Do this and then press 'Get Started'.
5. You will be taken to a screen that says, 'Looks like this is your first time'. Once here, follow the prompts to enter your details.
6. Once you have entered your details, press 'Next'.
7. You will be asked to create a password. Do this and then click 'create an account'.
8. You will reach a screen that says 'Registration completed successfully'.
9. Press 'Login'

You can now use the new Skoolbag!

## Notifications

Notices sent to the whole College will still appear in the notifications section on the home page of the app. However, information published to Content Groups will appear in the 'Groups' tab. All recent, unseen notifications can be found by clicking the bell icon in the top right corner of the app.

## Content Groups

Content groups give you more control on how you receive relevant information. You can modify your group subscription at any time. To do this, click on the 'Groups' tab and click 'Edit Subscription Groups'. You can then select the groups you would like to receive information for. Your active groups will be highlighted by green buttons.
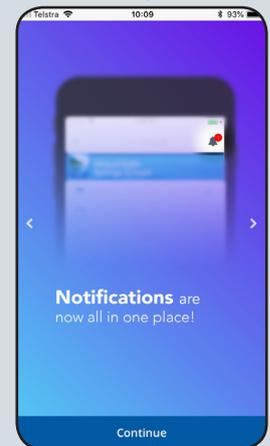
## Additional Support

Public Relations & Events Team - pr@tenison.catholic.edu.au
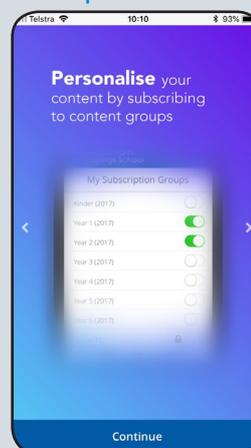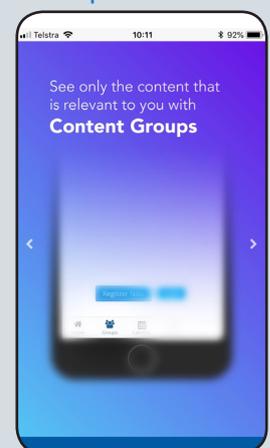ICT Team - ithelpdesk@tenison.catholic.edu.au
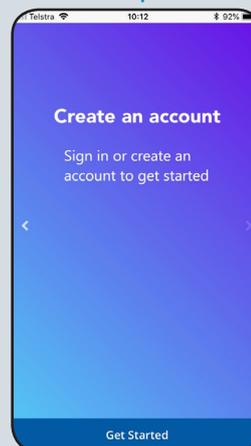Phone (08) 8725 5455

### Step 1

Welcome

Welcome to SkoolBag, your home for school life. Let's show you around.

Continue

### Step 2

Notifications are now all in one place!

Continue

### Step 2 Continued…

Personalise your content by subscribing to content groups

My Subscription Groups

Kinder (2017)
Year 1 (2017)
Year 2 (2017)
Year 3 (2017)
Year 4 (2017)
Year 5 (2017)

Continue

### Step 2 Continued…

See only the content that is relevant to you with Content Groups

Continue

### Step 3

Create an account

Sign in or create an account to get started

Get Started

### Step 4

Welcome to
Tenison Woods College

Please enter your email address to get started.

Email

Get Started

Neep Help?

SkoolBag

### Content Groups

My Subscription Groups

TENISON WOODS
C O L L E G E