



Want to download the News and Events App for your school, or need to set up push notifications? This short guide outlines everything you need to know.



## How to download the News and Events App.

### App Store

iOS

- 1 If you haven't already, set up an Apple log in.
- 2 Open the App Store.
- 3 Search for 'School News'. The icon is shown above.
- 4 Select 'Free' to start to the download. The app should now appear on your device.

### Google Play

Android

- 1 If you haven't already, set up a Google Play Account.
- 2 Open the Google Play Store app.
- 3 Search for 'School News'. The icon is shown above.
- 4 Select 'install' to start the download. The app should now appear on your device.

### Phone Store

Windows

- 1 If you haven't already, set up a Microsoft account.
- 2 Open the Windows Phone Store app.
- 3 Search for 'School News'. The icon is shown above.
- 4 Select 'install' to start the download. The app should now appear on your device.

## Push notifications.

### App Store

iOS

To turn on notifications for the School News app, follow this sequence:

- 1 Select Settings > Notifications > Select 'School News'.
- 2 Configure the app to the style of notifications you wish to receive.

### Google Play

Android

To turn on notifications for the School News app, follow this sequence:

- 1 Select Settings > Sounds + Notifications > Application Notification > select 'School News'.
- 2 Configure the app to the style of notifications you wish to receive.

### Phone Store

Windows

To turn on notifications for the School News app, follow this sequence:

- 1 Select Settings > Notifications + Actions > select 'School News'.
- 2 Configure the app to the style of notifications you wish to receive.

## Using the School News app.

### Adding a school to your app

- 1 Once in the app, select 'Find my school'.
- 2 Search is available from your current location, or the postcode of your school.
- 3 Search by location: You must have enabled search to use this option. This feature searches for schools near you, within a 10 mile radius.
- 4 Select 'Free' to start to the download. The app should now appear on your device.

### Adding events to your calendar

- 1 Select the 'Events' tab inside the app.
- 2 Select detailed view on an individual event.
- 3 Select 'Add to my calendar'.
- 4 Edit appropriate reminder dates for this event.

### Contacting the school

- 1 Select the 'Contact' tab from within the school view.
- 2 Information featured here includes the school's location, web address, email, and phone number.
- 3 Here, you can view important information, and contact the school directly.

