



ST COLUMBA'S CATHOLIC COLLEGE – 'SKOOLBAG APP'

The need for improved communication with parents, carers and families is an ongoing priority of the College.

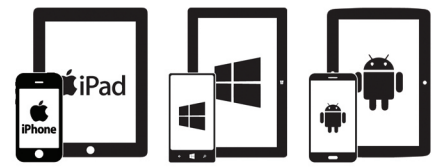
In an attempt to utilise the high percentage of parents, carers, staff and students with some form of digital device (phones, iPads, computers etc), the College has subscribed to a digital communication system called 'Skoolbag'.

By downloading the 'app' to your phone or other digital device, you will receive regular notifications of events, newsletters, policies and other information that would previously have been published via paper notes, SMS or on the website.

An instruction sheet is on the reverse of this letter which will guide you through the installation process for your device.

Search for 'St Columba's Catholic College Springwood' and install the 'app' from 'Skoolbag Pty Ltd'.

If you have any difficulties in installing or using the 'app', please contact the College and we will assist in whatever way we can.



How To Install Skoolbag On Your Smartphone

For iPhone and iPad users:

1. Click the "App Store" icon on your Apple device.
2. Type your school name in the search, using suburb name will help.
3. You will see your school appear, click "Get" then "install".
4. The app is FREE to download.
5. When installed click "Open"
6. Select "OK" to receive push notifications, when asked.
7. Click the "More" button on the bottom right of the App, then "Setup".
8. Toggle on the Push Categories that are applicable for you by tapping the on/off switch.



For Android users:

You must first have signed up with a Google Account before installing the app.

1. Click the "Play Store" button on your Android Device
2. Click the magnifying glass icon at the top and type in your school name, using suburb name will help.
3. Click the school name when it appears in the search.
4. Click the "Install" button.
5. Click "Accept" for various permissions (please note, we do not modify any of your personal data on your device).
6. Click "Open" when installed.
7. Click the "More" button on the bottom right of the App, then "Setup".
8. Toggle on the Push Categories that are applicable for you by tapping the on/off switch.



Please Note: Some brands of Android phones need the setting in "Notification Manager" changed to "Allow" instead of "Notify" in order for the push notifications to work. The phone must also be running at least version 4 system software to run the app.

For Windows 8.1 Phone and Windows 8.1 or 10 device users:

1. Go to the Windows Store on your 8.1 Windows Phone or Windows 8.1/10 Device
2. Search for "Skoolbag" in the keyword app search
3. Install the Skoolbag app
4. Find your school either by using the keyword search or location service.
5. Click the "Pin" icon to pin the school tile to your Windows Phone home screen.
6. Click the "More" button on the bottom right of the App, then "Setup"
7. Toggle the Push Categories that are applicable to you by tapping the on/off switch.

Please Note: The Skoolbag Windows App is for 8.1 version Windows Phones, or Windows 8.1 and 10 devices.

