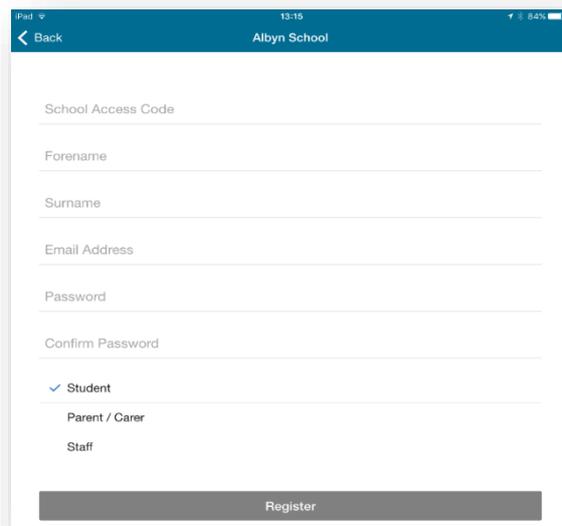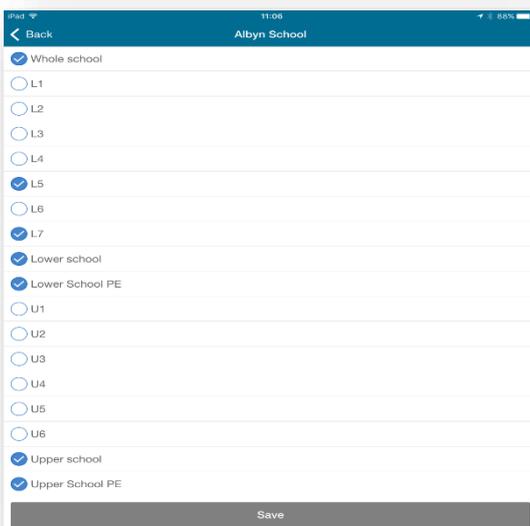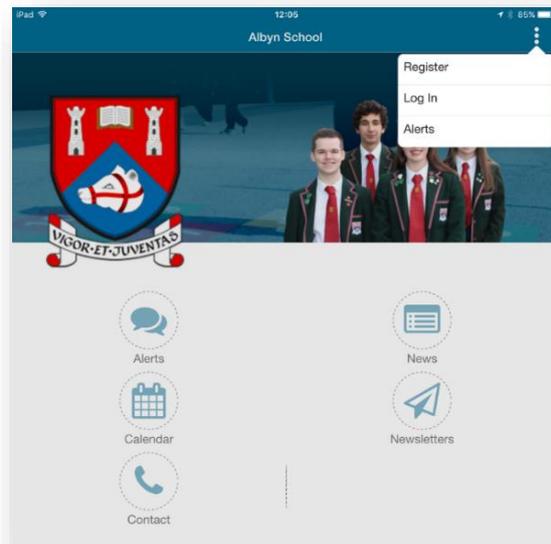# Albyn School

The Albyn App User Guide

Welcome to the Albyn App, the app is designed to provide direct and informal communication within the Albyn community and provides calendar information, event locations, news articles and a school to parent messaging service. The App can be downloaded from the App Store/Google play by searching for 'Albyn' by Idea Farm. For non Apple / Android users the app may also be viewed at the link below from your web browser at http://appcontrolpanel.co.uk/app/1347833/

Once you have installed the app select the three dots in the top right hand corner and select register.

Please complete the registration screen ensuring you add the "School Access Code" **125293** Select either Student or Parent / Carer and click register. Once you have registered you will be prompted to select your preferences.

Do select the appropriate year groups or you will not receive essential information including notifications that may affect collection arrangements or changes to trips.
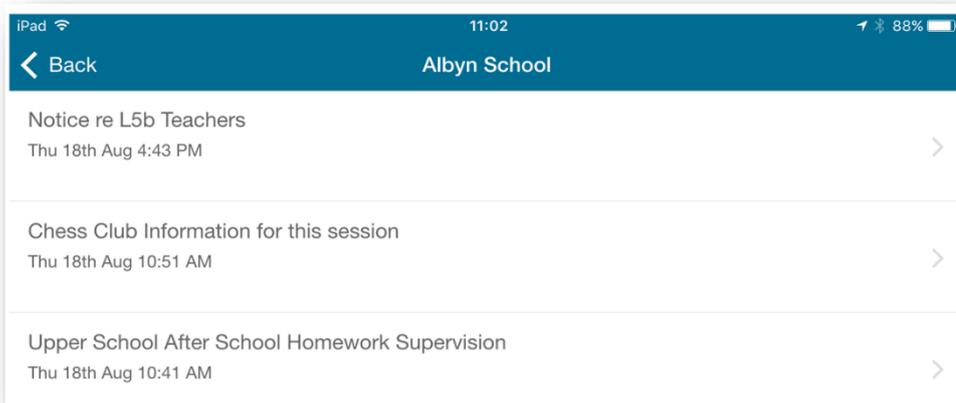
Please also note that some L7 notifications may also overlap with the Upper School**.**
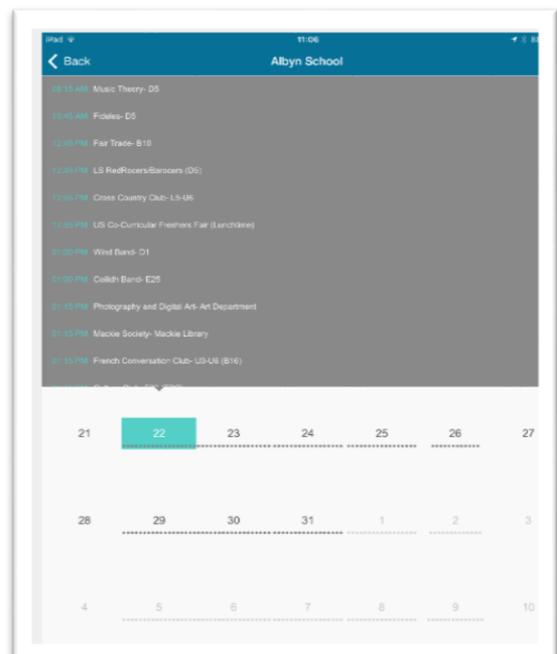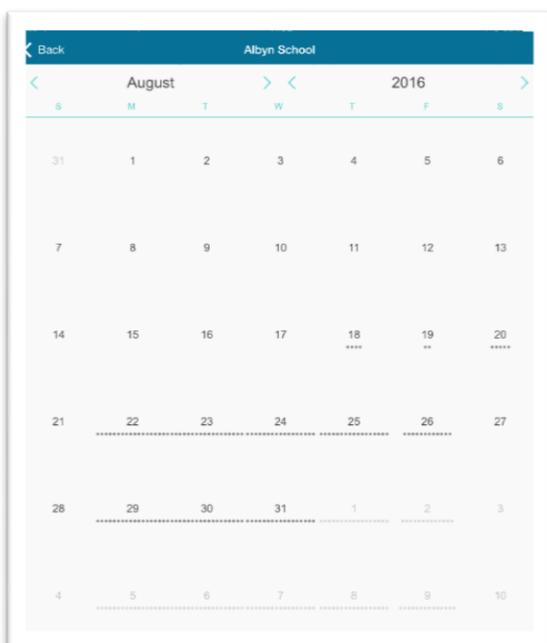
Alerts

All alerts / notifications will arrive as a push notification on your Apple / Android device, however they can also be accessed by selecting Alerts on the main home screen. Albyn will continue to use Alerts to push notifications home to parents with messages and prominent updates to any events/activities. This feature will also now be used to send PDF versions of letters for viewing from your device, these will be stored on the App for viewing for one week before being archived, all letters will also be uploaded to the App and can viewed from there at any time.

Calendar

Selecting the Calendar option on the home screen allows users to view the current months' calendar and the month / year may be changed by using the adjacent arrows.

To view a specific days' events users should tap that date and a list of that days' events will appear on screen and can be scrolled using your finger. Double tapping the event title will open more information where applicable.
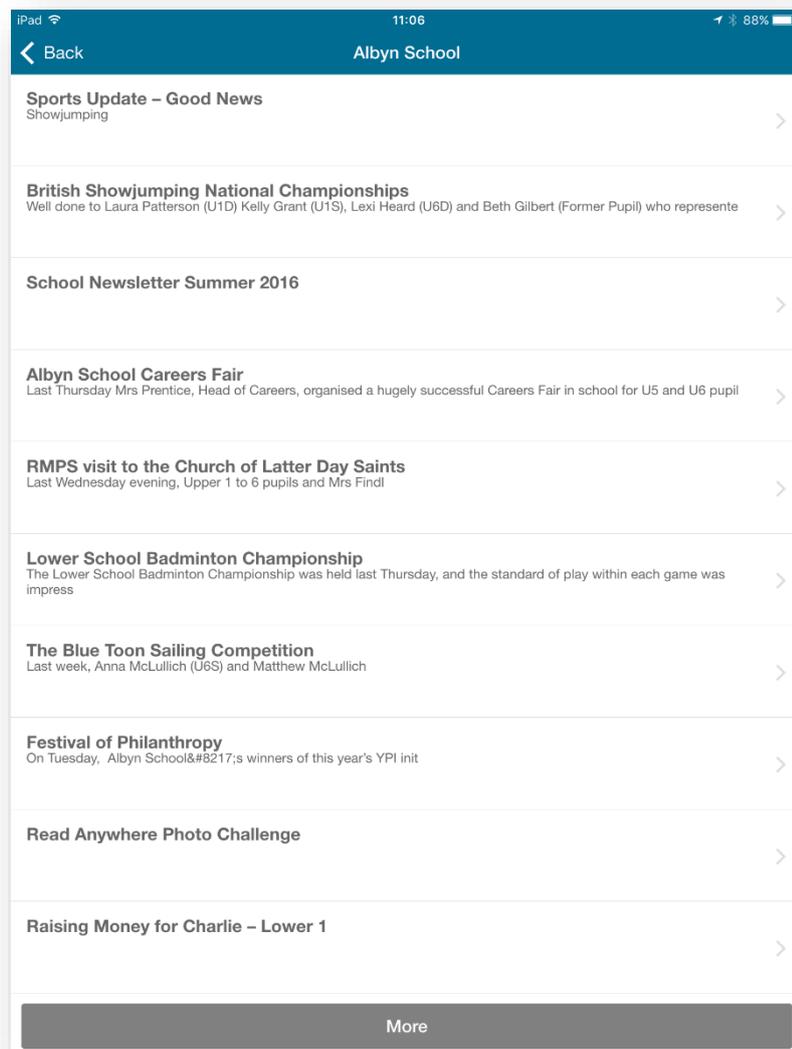
News

Selecting News on the home screen provides the lastest Albyn news, clicking on each time will provide further information and a picture gallery from the event, if available.

Newsletter

Selecting Newsletter will show users a PDF list of the latest copies of the Albyn Newsletter.