



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.

