

Updat-ed User Manual

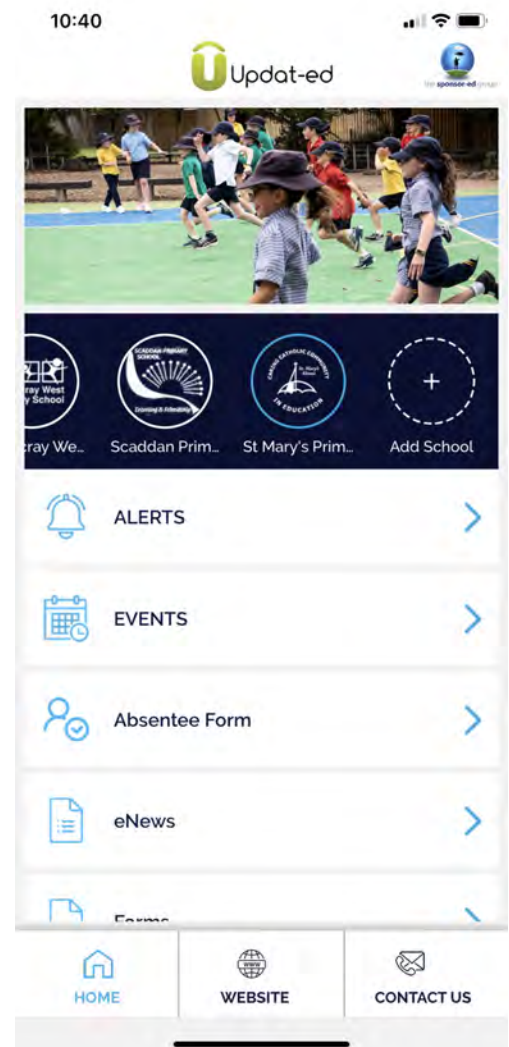


The Updat-ed app

- The real benefit of Updat-ed is that it is managed inside your website. This means that anything you write in the website can be 'pushed-out' to the app. So if you create a Recent News article or add an event to the website calendar, just tick a box and the content can be turned into an app alert. Easy!
- And, all calendar entries from your website are displayed under Events in the app

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Subscriber / Group Management

Creating Subscriber Groups

COMMUNICATE / Subscriber Groups / Add Group

You can create as many groups as you like. We'd suggest you go with Year Groups, rather than classes, as this is much easier to manage when the new school year begins.

The screenshot shows the 'Manage Subscriber Groups' interface. At the top, there are navigation tabs: 'Email Subscribers', 'Subscriber Groups' (selected), 'App Subscribers', and 'Old Email'. On the right, there are buttons for 'Add group' and 'Show All'. A search bar is located in the top right corner. Below the search bar, the title 'Manage Subscriber Groups' is displayed. A green message bar indicates 'Group deleted'. Below this, a table lists the subscriber groups:

Group Name	Created on	Modified on	Action
Newsletter	04/08/2013 18:00	04/08/2013 18:00	
Office Use Only	24/04/2020 00:32	01/05/2020 06:09	
Test	21/09/2020 01:37	21/09/2020 01:37	

The screenshot shows the 'Add Subscriber Group' form. At the top, there are navigation tabs: 'Email Subscribers', 'Subscriber Groups' (selected), and 'App Subscribers'. The title 'Add Subscriber Group' is centered. Below the title, there is a 'Name' label and a text input field containing 'Year 1'. At the bottom, there are 'Save' and 'Cancel' buttons.

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Registration Process

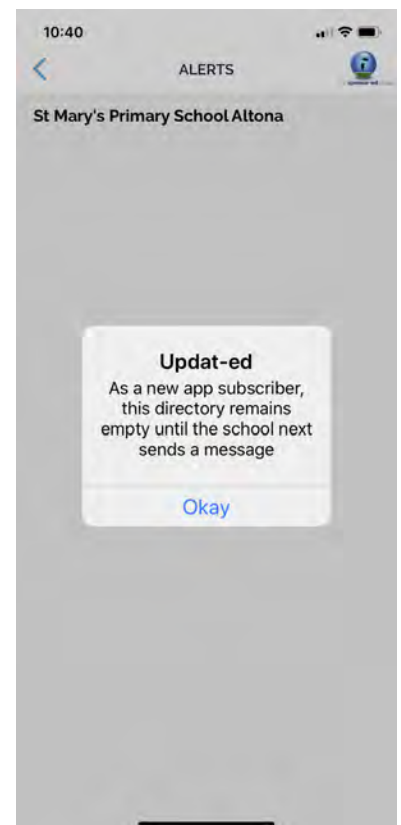
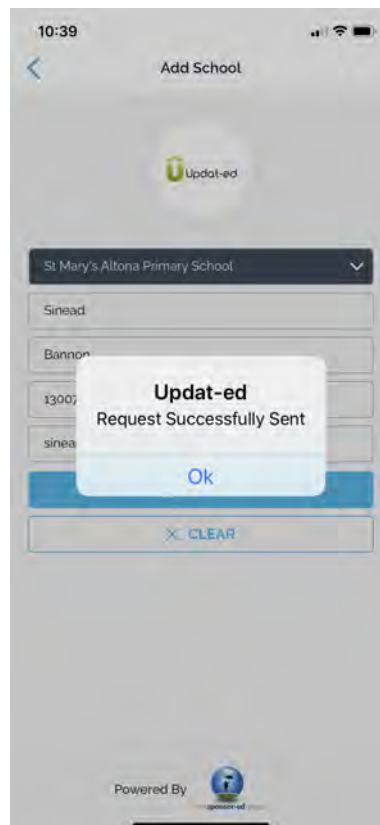
Downloading the App

Parents go to either the app store (iPhone) or Google Play (for Android phones) and search for Updat-ed by sponsor-ed



Parents registering to get access to your school app

- Parents search for their school from the drop down menu and enter their details
- An app subscriber cannot assign themselves to a group; you can do this during the app approval process
- Parent Registration, once completed must wait to be assigned to a group before the app can be fully accessed (See pic below)



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Approving app requests

An email is sent to the designated Primary Contact Email as shown in

SETUP / General / Primary Contact Email

The screenshot displays the Updat-ed admin dashboard. At the top, it says "Hi Admin". Below this, a message states: "You have received an app registration request. To approve the registration please visit the admin area of your website under COMMUNICATE/App Subscribers and make the request either Active or Inactive." A table lists the details of the request:

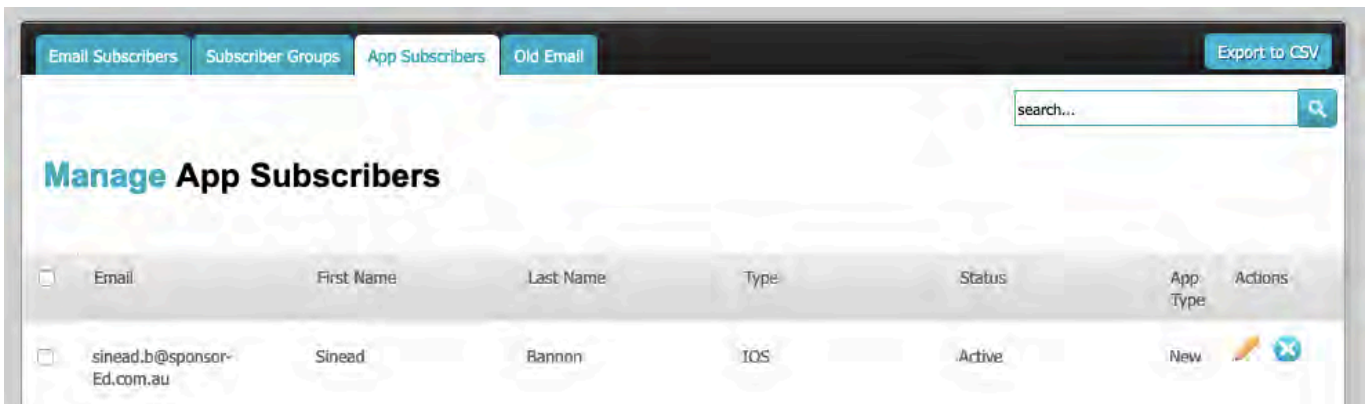
School Name	Sponsor-ed
First Name	Sinead
Last Name	Bannon
Email	<u>Sinead.b@sponsor-ed.com.au</u>
Phone	1300755010

Below the message is a navigation bar with icons for WEBSITE CONTENT, EVENTS, MEDIA, ECOMMERCE, COMMUNICATE, USERS, and SETUP. The SETUP icon is highlighted with a red box. Underneath the navigation bar is a sub-menu with tabs for Administration, General, GO LIVE, Edit Templates, Site Layout, Footer Links, and Customized Forms. The Administration tab is selected, showing a list of settings. The Primary Contact Email field is highlighted with a red box and contains the value sinead.b@sponsor-ed.com.au.

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App Approval

- Go to COMMUNICATE/App Subscribers
- Your most recent app registration sitting at the top of your list of App Subscribers.
- Click on the editing pencil and assign the user to a Group/Groups.
- The next time you send an app alert, this user will have access to the content.



Email	First Name	Last Name	Type	Status	App Type	Actions
<input type="checkbox"/> sinead.b@sponsor-Ed.com.au	Sinead	Bannon	iOS	Active	New	

Edit App Subscriber Page

First Name
Last Name
Subscriber Phone
Subscriber EmailId
Group

- Office use only
- WA Server 1 (M-Z)
- WA Server 2 (A-L)
- Test AH1
- March 4 PD
- DM & SB ONLY

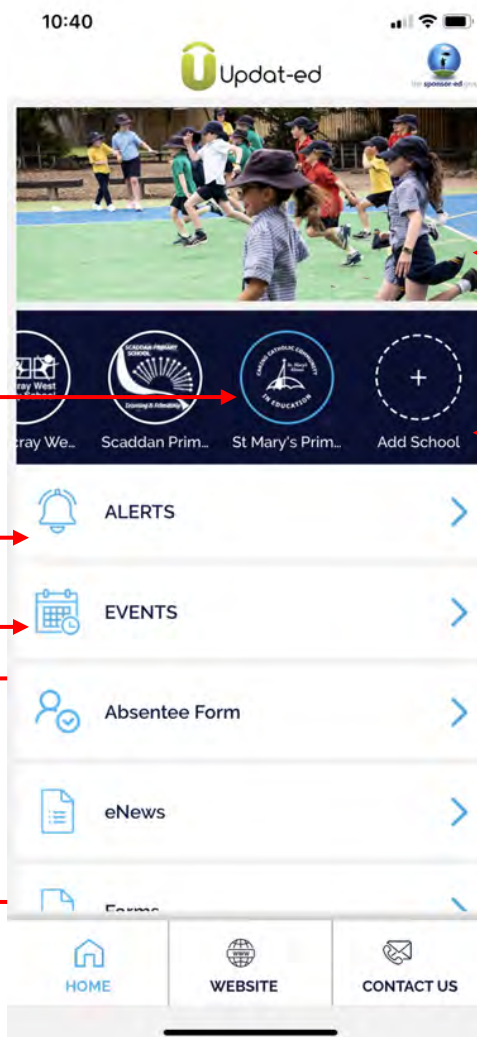
Status

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Onboard the App



Updat-ed app icon



Cover image (taken from your homepage gallery).

School Logo

Ability to load more than one school onboard the app.

All push notifications land in ALERTS.

All calendar dates from website land in EVENTS.

Custom pages can be added by linking the web page to the app page.

ALERTS & EVENTS are default app pages.

HOME - Home screen of App.
WEBSITE - Links website.
CONTACT US - Links to embedded form (see pg 6)

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Embedded Contact Us Form

The screenshot shows a mobile application interface for 'Updat-ed'. At the top, the status bar displays the time '11:53', signal strength, Wi-Fi, and battery icons. The app header features the 'Updat-ed' logo and a small 'the sponsor-ed group' icon. The main content area contains a contact form with the following fields: 'Name', 'Phone No.', 'Email', and 'Content'. Below the form are two buttons: a blue 'SUBMIT' button with a left-pointing arrow and a white 'CLEAR' button with a blue 'X' icon. Underneath the form is a 'Quick Contact' section displaying 'Phone No : 93984842'. At the bottom of the screen, there is a navigation bar with three icons: a house icon labeled 'HOME', a globe icon labeled 'WEBSITE', and an envelope icon labeled 'CONTACT US'. The text 'Updat-ed Version 6.3' is visible in the lower part of the form area.

Completed form submissions go to
Primary Contact (as per pg 3)

QUICK CONTACT: Phone number taken
from website under SET UP / General /
Primary Contact Office Phone

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Pushing Out Content

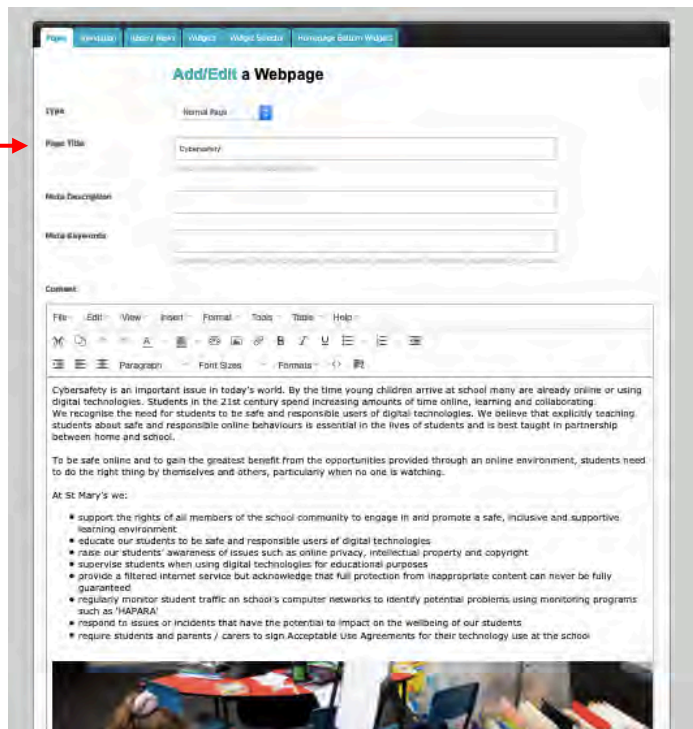
Content from your website can be pushed out from ARTICLES, PAGES and EVENTS. These all land under the ALERTS section of your app.

You can also push out content exclusively to your app using the QUICK PUSH. This has no place on your website, but lands under ALERTS on your app. Quick Push is like an SMS – a short burst of content (200 characters plus heading).

Pushing Out Content from a Page

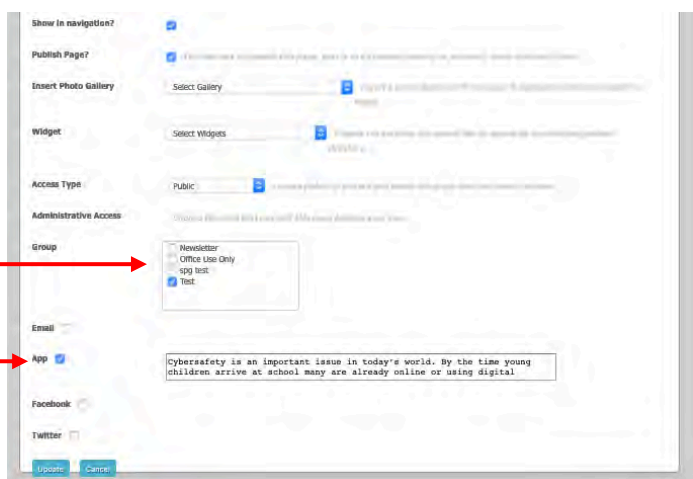
1. Go to the page you wish to Push
2. Select Group/s
3. Tick app then Update your page.

1. →



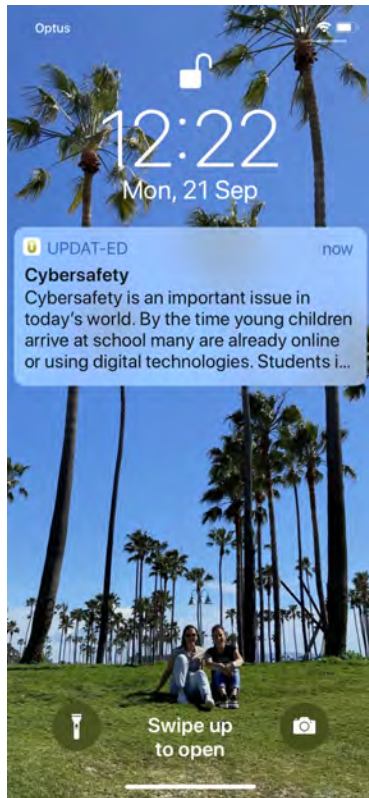
2. →

3. →

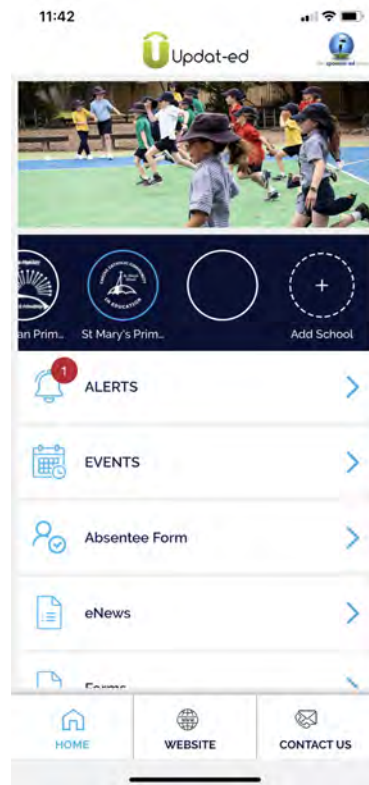


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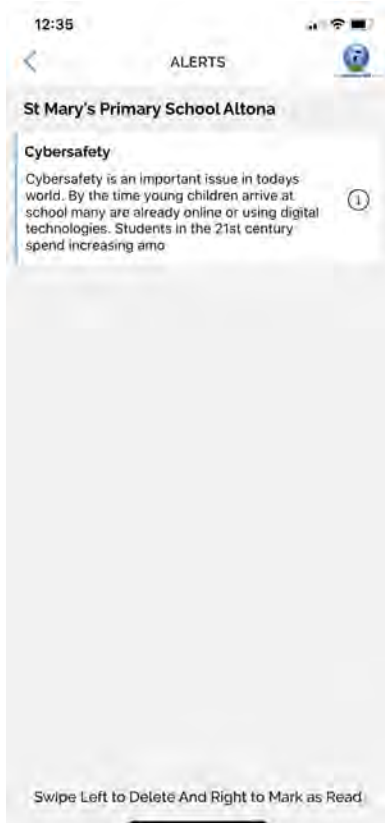
1. Alert & Screen notification from Updat-ed. **Note:** the page title is the Heading.



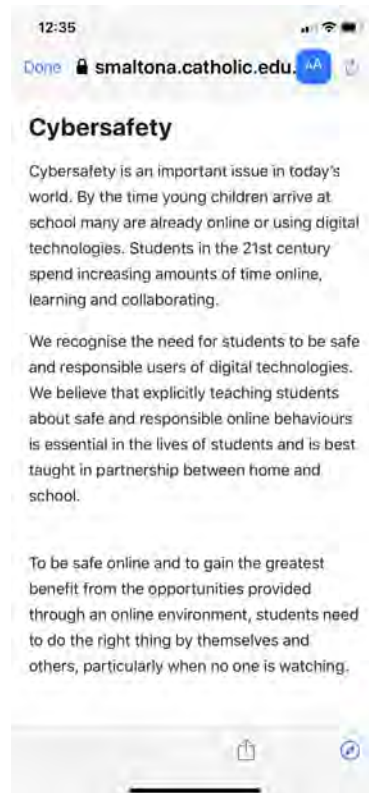
2. Once you click on the notification, you go to the app HOME screen where you see an unread message indicator.



3. When you click on ALERTS you will see the latest alert.



4. When you click on the message you will be taken to the website to view the full page.



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Pushing Out Content from **Articles**

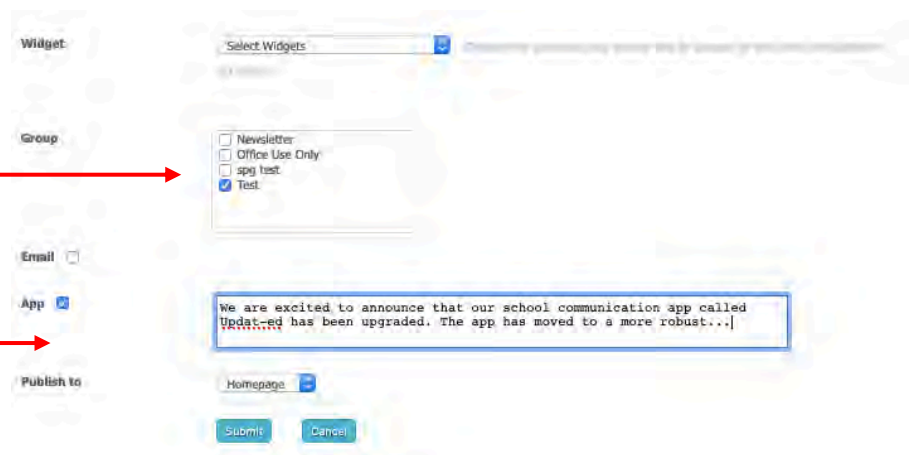
1. Go to the article you wish to Push
2. Select Group/s
3. Tick app then Update your page.

1.

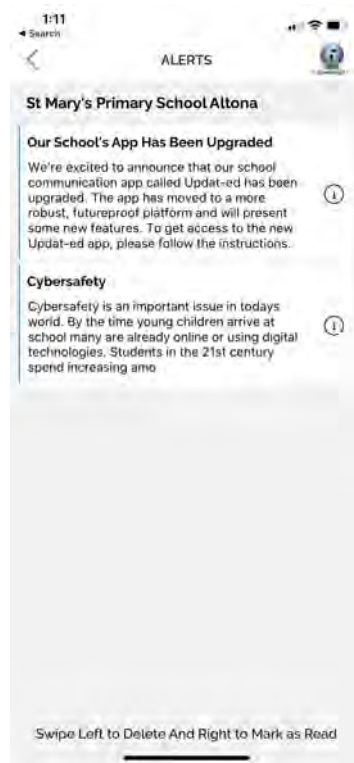
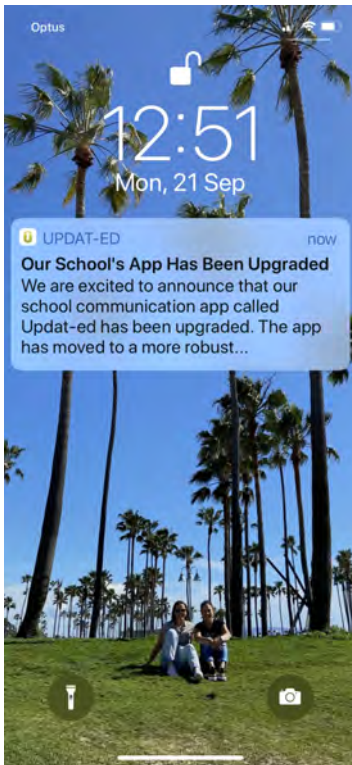


2.

3.



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Deleting Alerts from your app

Unread messages are marked with a thin blue line to the left of the message.



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Pushing out an Event

Unread messages are marked with a thin blue line to the left of the message.

1. Go to the event you wish to Push
2. Select Group/s
3. Tick app then Update your page.

1.

The screenshot shows the 'Add/Edit Your Events' form. The 'Name of Event' field contains 'Fun & Fitness'. Below it is a rich text editor with a menu including File, Edit, View, Insert, Format, and Tools. The 'Start Date' is 09/12/2020, 'End Date' is 09/12/2020, 'All Day' is unchecked, 'Start Time' is 08:00 am, and 'End Time' is 08:30 am.

2.

The screenshot shows the 'Group' selection section. A list of groups is shown: Newsletter, Office Use Only, spg test, and Test. The 'Test' group is selected with a checked checkbox.

3.

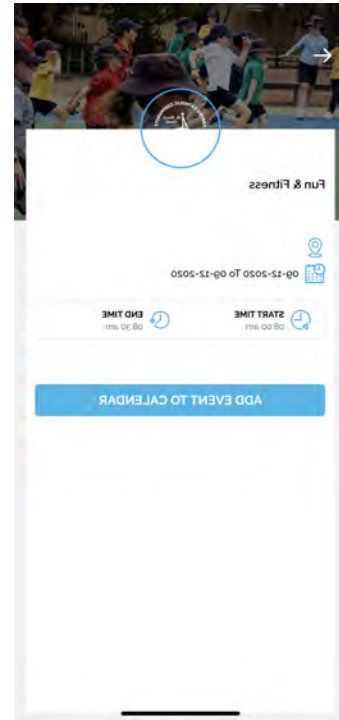
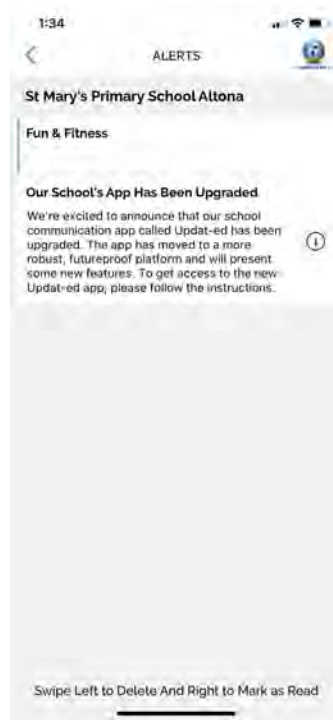
The screenshot shows the 'App' selection section. The 'App' checkbox is checked. Below it is a text input field.

Ticketing Details

Update Cancel

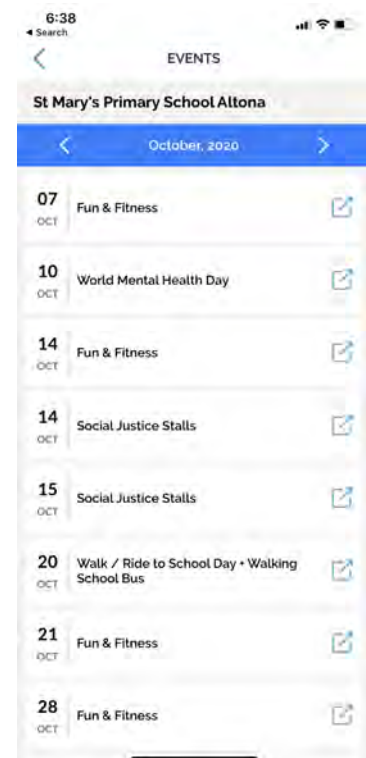
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This event has been PUSHED so it will land under ALERTS in the app as a reminder of an important upcoming event. You can save the event to your device's calendar.



Updat-ed Events

The events section is automatically populated with the calendar entries from your website. Parents can see a list of events for each month. If you want to remind parents of an upcoming event – you can also push it - as described on the previous page.

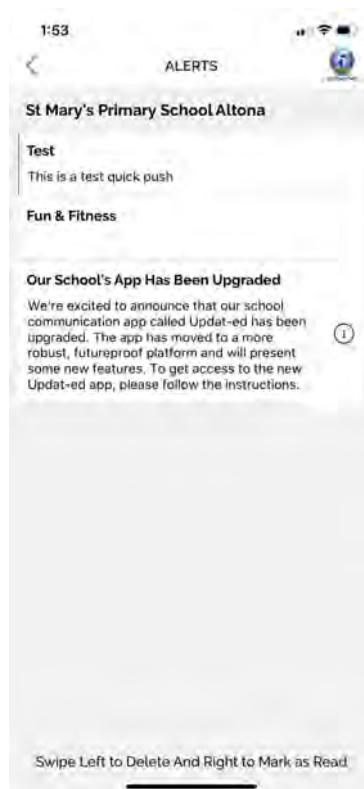
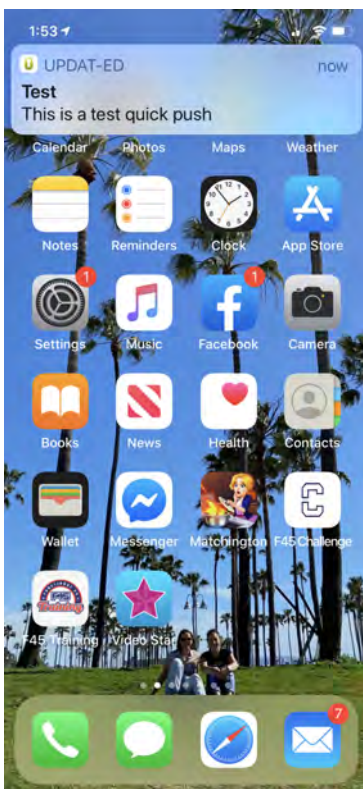
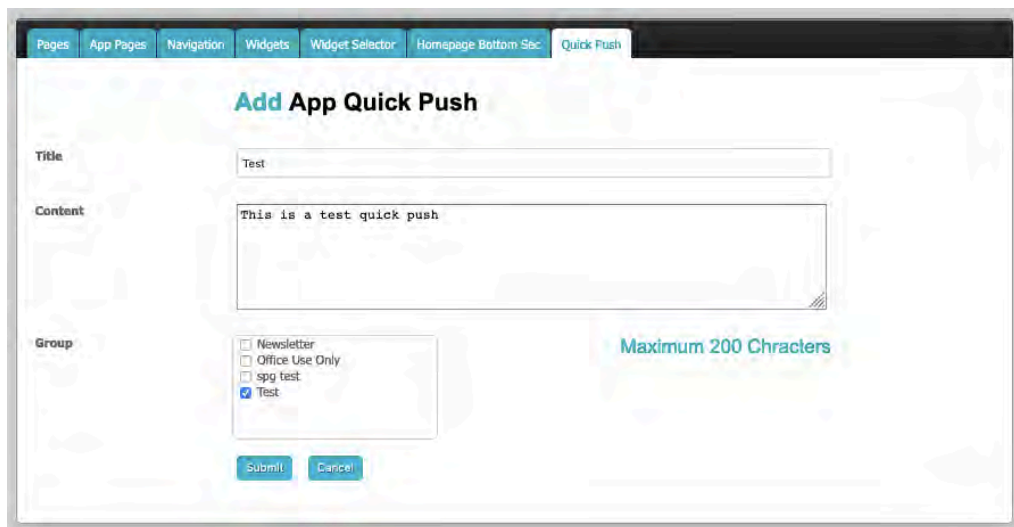


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Quick Push

Quick Push is a short burst of content that sits exclusively in the app - it does not have a home on your website.

WEBSITE CONTENT - Quick Push - Create New



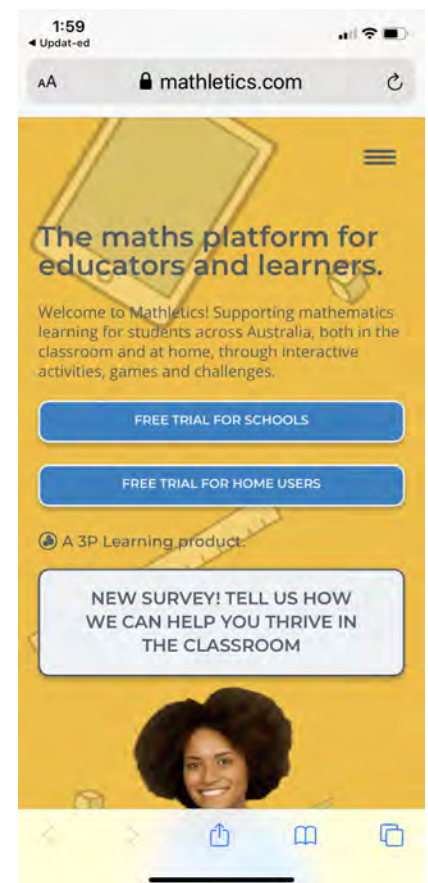
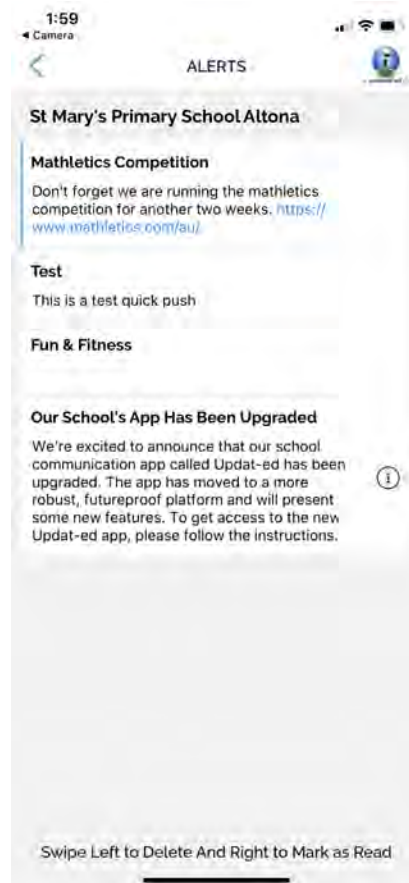
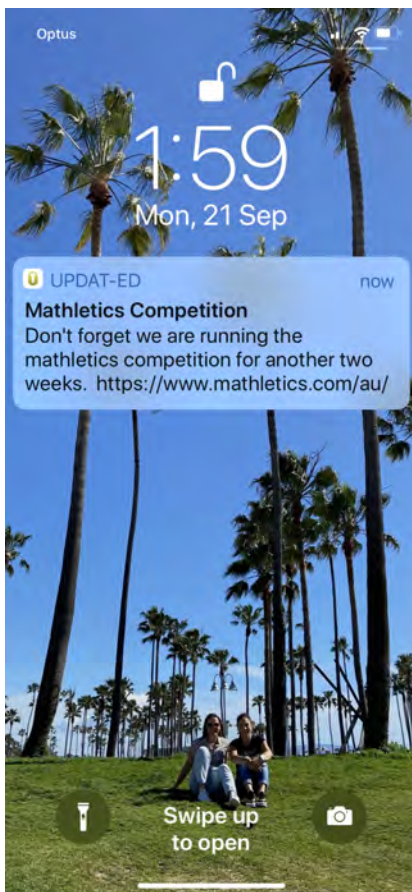
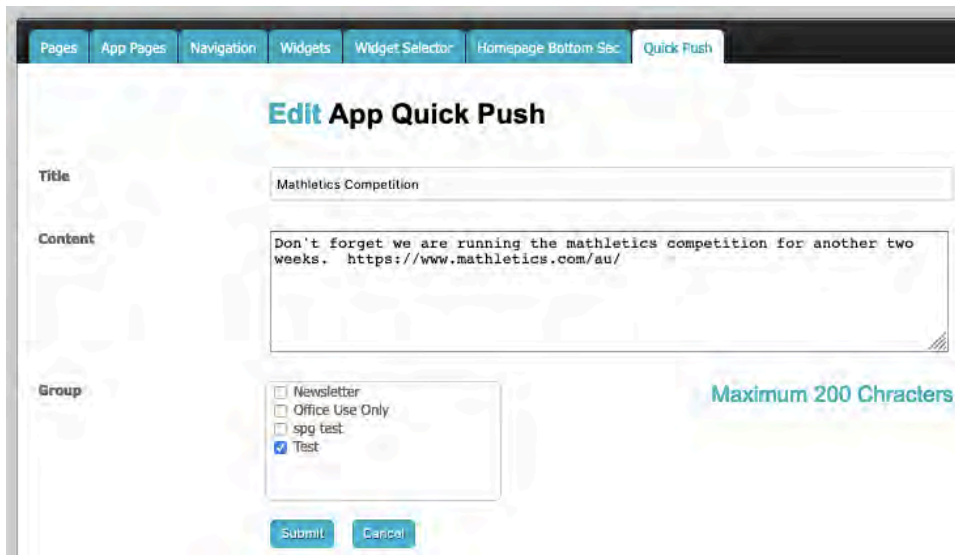
The alert is a quick push, it has no clickable content because it was a short message.

The user can mark as read or delete the message by swiping left/right.

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Quick Push with Hyperlink

You can send clickable hyperlinks in your Quick Push also.



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

Custom App Pages

You can create custom app pages for your Home Screen. These might be links to your newsletter page or an Absence Form.

1. Capture the link from a current web page or create a new one
2. WEBSITE CONTENT / App Pages / Create New
3. Page Title should be the same as your web page
4. Paste link into Page URL
5. You can add an image (we have a library, email helpdesk@sponsor-ed.com.au)
6. Clicking Absentee Form will take users back to your website to fill out the online form.

Manage Pages

1.

<input type="checkbox"/>	Title	Access	Url	Published	Created	Actions
<input type="checkbox"/>	Absentee Form	Public	https://www.smaltona.catholic.edu.au/page/244	Yes	02/08/2016	 

with selected do:

3.

4.

5.

Pages
App Pages
Navigation
Articles
Widgets
Widget Selector
Quick Push


Edit App Webpage

Page Title

Type the Name of the Website Here

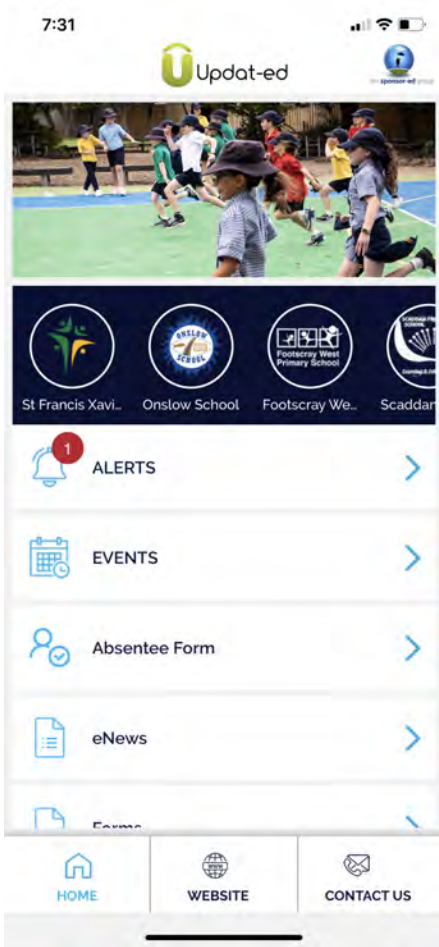
Page Uri

Type the Site Website URL Here

Existing Image 

Upload Image

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Custom App Pages

