



# DE LA SALLE DUNDALK APP

**Connect. Inspire. Grow.**





# WELCOME TO THE De La Salle Dundalk APP



## The App will be the school's main communications channel with parents and students going forward.

It provides a single touch point for easy and instant access to all school communications, calendar and a range of functionality including Absentee Reporting, Permission Forms and direct links to other third party, school related, information. The school will be phasing out text messaging and reducing postal communications to a minimum. This will allow the school to both reduce costs and its environmental footprint. The App will continue to evolve and develop, enabling the school to move the majority of its administration with parents and students into the digital environment.

**The school requires all parents and students to download the App.** It is important that you register in the App using the same contact details (first name, surname, mobile (*parents only*), email) that you have previously supplied to the school and which is held on our administration system as these details will be used in the verification process.

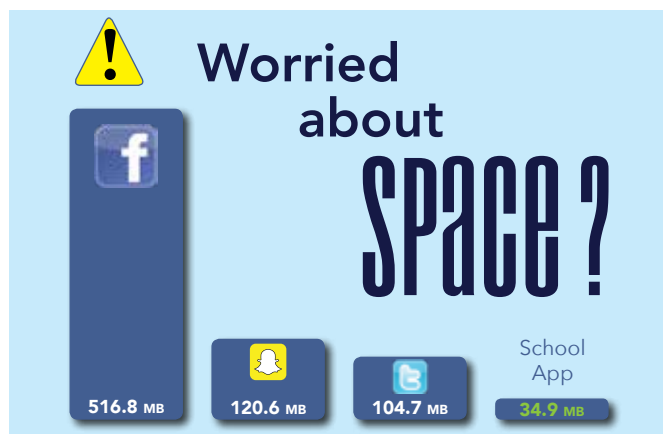
### Verification Process – Parents

When you download and register in the App you will be brought through a verification process for your email address and mobile number. You will need to go to your email inbox to see the email sent from Unique Publishing (please check JUNK also) and VERIFY link. This will complete the email verification. You will then be sent a code via SMS to verify your mobile number

(parents only). Please use this code to complete this stage of the verification process.

The school will then carry out a final verification process at the Administration Level to confirm your identity and details. Please note that some functions (including Absentee Reporting, Permission Slips, Access to Third Party information) will not be available to you until this verification has been completed. Please allow 7-10 working days from registration for the school to do this.

**Please take a few minutes to read through this brochure, which outlines all of the functionality in our App and shows how to download and set your notifications.**



STUDENT Name: \_\_\_\_\_ Class: \_\_\_\_\_ Signature: \_\_\_\_\_

I have downloaded the App ☐ Yes ☐ No If No please let us know why: \_\_\_\_\_

PARENT/GUARDIAN Name 1: \_\_\_\_\_ Signature: \_\_\_\_\_

I have downloaded the App ☐ Yes ☐ No If No please let us know why: \_\_\_\_\_

PARENT/GUARDIAN Name 2: \_\_\_\_\_ Signature: \_\_\_\_\_

I have downloaded the App ☐ Yes ☐ No If No please let us know why: \_\_\_\_\_

*I give the school permission:*

(1) to use the contact details currently held in the school administration systems in the App verification process; ☐ YES ☐ NO

(2) to communicate with my son/daughter through the App on school related matters; ☐ YES ☐ NO

(3) for my son's/daughter's photograph to be taken during school related activities and published by the school through the school's communications channels. ☐ YES ☐ NO

**PLEASE RETURN THIS COMPLETED FORM TO THE PRINCIPAL**



# SETTING UP De La Salle Dundalk APP

## 1. DOWNLOAD YOUR APP

Search for 'De La Salle Dundalk'



DEVELOPED BY UNIQUE  
DIARY PRODUCTIONS LIMITED



DEVELOPED BY  
UNIQUE PUBLISHING

## 2. ALLOW PUSH NOTIFICATIONS & REGISTER

When entering your Registration Details, please ensure that your name, email and mobile number (*\*students do not enter mobile number*) entered on the App correspond with the details the school holds for you on our internal administration.

Use any password of your choice.

Take a minute to review the "Activities" section in your profile to ensure you have selected the activities that you (or your son/daughter) for which you wish to receive notification alerts. Please note that by default all activities are selected so please deselect those which do not apply to you. You can modify this list at any time.

## 3. TURN ON NOTIFICATIONS TO SEE NEW POSTS INSTANTLY

iPhone

Android



1. Open Settings



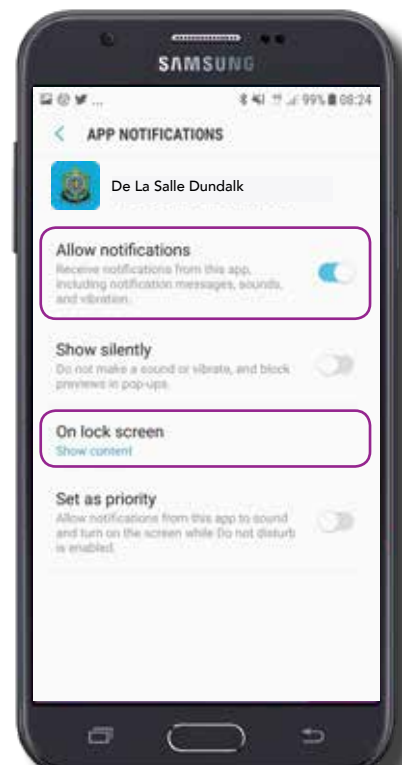
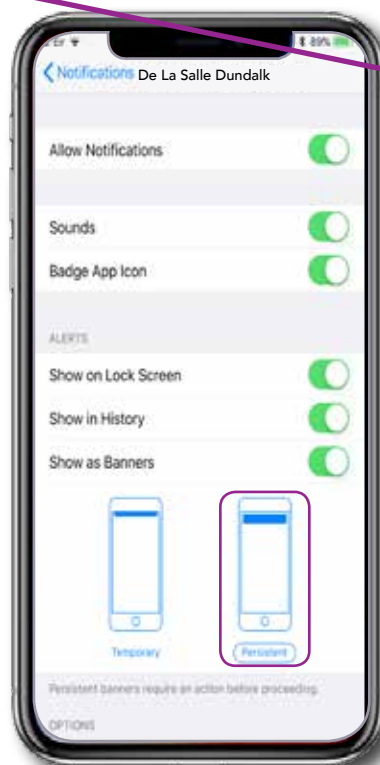
2. Open Notification Centre



3. Select School App icon



4. Select preferences as shown below





# WHAT'S IN YOUR APP..



**PHONE SCHOOL OFFICE** For your convenience there is a button at the top of the home screen with one touch dial to the school office.



**NEWS & NOTIFICATIONS; NEWS ARCHIVE** You will be kept up to date with all news and information through alerted notifications. Please ensure that your profile is accurately completed. Check your phone settings and turn on notifications for the App. Older news items will remain available through the News Archive module.



**GALLERY** See the students in action and catch all the excitement of student life with the images in our Gallery.



**CALENDAR** All school events will be included in the live Calendar.



**COMPETITIONS** A full list of national and international competitions open to Second Level Students are listed.



**SCHOOL** The App includes a range of general school information. There will also be a "Useful Links" section providing links to useful and relevant websites.



**STUDY CENTRE** Provides a range of academic resources for students, including:



**STUDY BUDDY** This feature provides students with fully indexed access to all State Exam papers for both Junior and Leaving Certificates. This will make revision and homework easier and quicker! Available through your App using your school promotional code or from [studybuddy.ie](http://studybuddy.ie) from €2.



**MATHS TUTOR** Available through the App at the discounted price of €28.99 per annum (normally €49.99 per annum).



**CAO POINTS CALCULATOR**



**LIFESTYLE** Heaps of useful information to help you lead a healthy lifestyle, including Nutrition & Health with lots of tips and recipes; Mental Health & Wellbeing; Physical Fitness & Wellbeing.



**HELP LINES** One Touch Direct Dial to important helplines. *Report bullying tool coming soon.*

## OPTIONAL ADD-ONS (as selected by school)



**ABSENTEE** Parents are requested to use the Absentee Reporting function in the App to report all absentees. Please report your son's/daughter's absence as early as possible on their first day of absence. This streamlines the process and provides a digital record for parents and the school.



**PERMISSION TO LEAVE EARLY** Parents are requested to use the Permission To Leave Early function in the App when they intend to collect their son/daughter early from school. Please complete the form as soon as possible on the appointed day. This streamlines the process and provides a digital record for parents and the school. The normal sign out process is still in place.



**PERMISSION FORMS** Where parental permission is required in relation to a student the form will be available in the App at the appropriate time. Parents will receive a notification request to complete the form.



**SCHOOL SHOP** The in-app payments gateway allows parents to make payments seamlessly and easily.



**BOOKSTORE** All booklists are available in the App and can be easily printed as a PDF. Parents can also order books through the App.



**UNIFORM** This module links to the school Uniform supplier making in-App ordering quick and easy.



**VS WARE LINK** Parents/Guardians will be able to access their student's results on the VSware system directly through the App.



**PRIVATE GROUPS** Teachers and coaches can set up and communicate with teams and groups in a safe and secure environment.



**APP SUPPORT** If you are having any technical difficulties please contact Unique Publishing Customer Support with details of your problem at [support@uniquepublishing.ie](mailto:support@uniquepublishing.ie)