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# St Andrew's Cathedral School app *for co-curricular activities*

JUNIOR SCHOOL AND GAWURA



ST ANDREW'S  
CATHEDRAL SCHOOL

# We are delighted to introduce our new St Andrew's Cathedral School app to keep you connected with your child's sport and co-curricular activities (excluding music) in Junior School and Gawura.

The benefits of upgrading Clipboard and developing the St Andrew's Cathedral School app is all information relating to your child's co-curricular activities is stored in the one app with added **push notifications** which alert you of changes in your child's activities throughout the week. This ensures the user experience is simple and personalised to your child, with **4 buttons** to choose from including Activity Selection, Teams, Schedule and Contacts. Read on to gain a summary of each of these areas and the handy push notifications, which should enhance your sport and co-curricular communications. The app is currently only available for Junior School and Gawura sport and co-curricular activities.

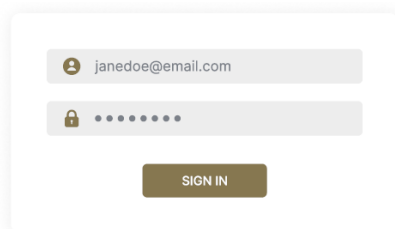
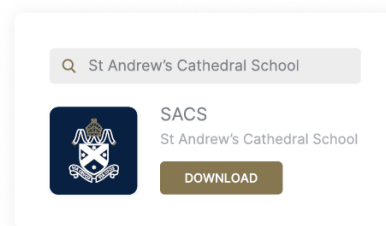
First download the St Andrew's Cathedral School app via [Google Play](#) for Android or the [App Store](#).



## STEP 1

### Search & download

Search for your school on the Apple App Store or Google Play to download the app.



## STEP 2

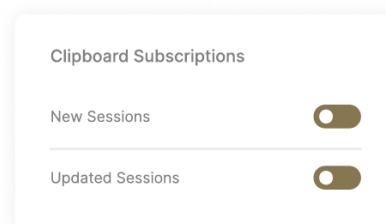
### Sign in

Sign in using your St Andrew's Cathedral School login details.

## STEP 3

### Manage subscription

Tap *settings*, then *Clipboard subscriptions* and turn on the notifications that you would like to see in your app.



# St Andrew's Cathedral School app

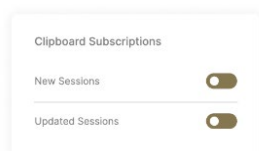


## Push notifications

### A new communication channel opening for you

The St Andrew's Cathedral School app allows us to notify you immediately of any changes to the schedule. No more emails! If you miss the push notification, updated details will appear in the app in your child's calendar or schedule.

### Enable push notifications on the St Andrew's Cathedral School app

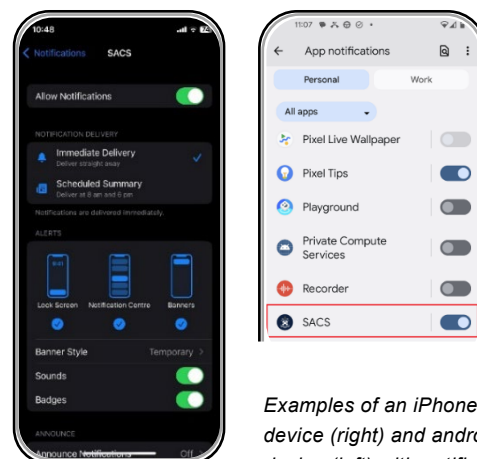


You can manage your subscription within the app. Tap *settings*, then *Clipboard subscriptions* and turn on the notifications that you would like to see in your app.

### Enable push notifications on your iPhone or android device

By default on your phone, push notifications should be turned on.

You can check within your notification phone *settings*. You also have an option to receive notifications 'immediately'. Please make sure this is switched on. See *examples right*.

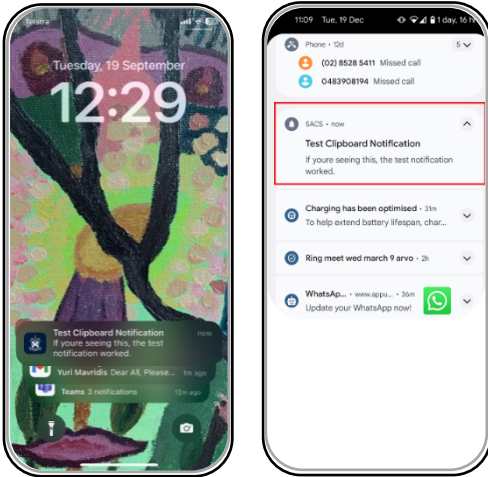


Examples of an iPhone device (right) and android device (left) with notifications switched on..

## Examples of push notifications that you will receive

Push notifications will appear on your locked screen alongside other messages.

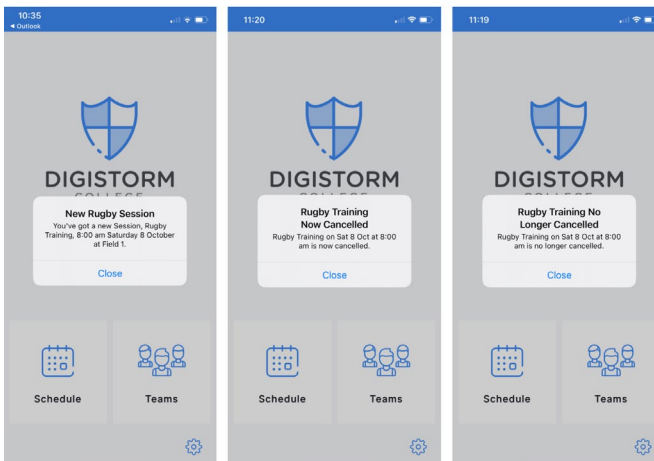
See example notifications on locked screens below, on iPhone (*left*) and android (Google Pixel, Samsung, Oppo, Huawei etc) (*right*). Once you click on the push notification you will be taken to the St Andrew's Cathedral School app.



## Other examples of push notifications

You will receive push notifications for:

- cancellation / change of training / activity e.g. wet weather
- new training / game session added
- change in date / time
- change of location / venue.

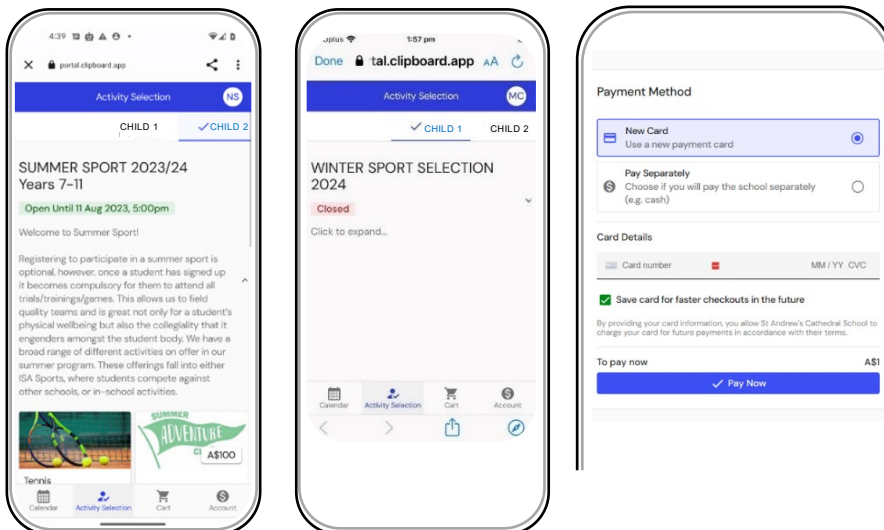


# 1. Activity selection

## Enrol in an activity

You can now enrol and view ongoing information about our Junior School and Gawura sport and co-curricular activities through the St Andrew's Cathedral School app.

1. Ensure you have downloaded the latest version of the St Andrew's Cathedral School app.
2. Select *Activity Selection*.
3. Once you have reached the *Activity Selection* page, you will notice that your children's names are listed at the top of the screen. The tick indicates which child you are making selections for.
4. Select the desired tile.
5. Once you have selected an option, you will be shown the activities available for each child. This will not be the full list of activities at the School; only those relevant according to the age of your child. You can view more information by selecting the desired activity and scrolling down.
6. To enrol in a co-curricular activity, click on the *Select* button. This activity will be added to your cart and you can continue to browse and add other activities for your child if desired.
7. Repeat steps 5 to 7 for other children. Choose *Cart* at the bottom of the screen to finish all enrolments and pay. Please note payment will be processed at the final stage of activity selection, so please have your credit card ready. If you are having any issues logging into the St Andrew's Cathedral School app, please contact [portal@sacs.nsw.edu.au](mailto:portal@sacs.nsw.edu.au). If you have any questions about the co-curricular programme, please contact [jscoccurricular@sacs.nsw.edu.au](mailto:jscoccurricular@sacs.nsw.edu.au).



Above: Summer sport activity selection open (left); winter sport closed (middle); and new payment method, Add to cart (right).

## 2. Teams

### Activity / team details

After activity selections have been approved and students have been allocated into teams / activities, the only way to make changes is by notifying Junior School Co-curricular [jscocurricular@sacs.nsw.edu.au](mailto:jscocurricular@sacs.nsw.edu.au).

Once allocations have been processed following the closing period, you are then able to see your child's calendar. This will list all activities your child/ren are registered into. In the app, this will be under the *Schedule* or *Teams* button respectively – please read on to see an example.

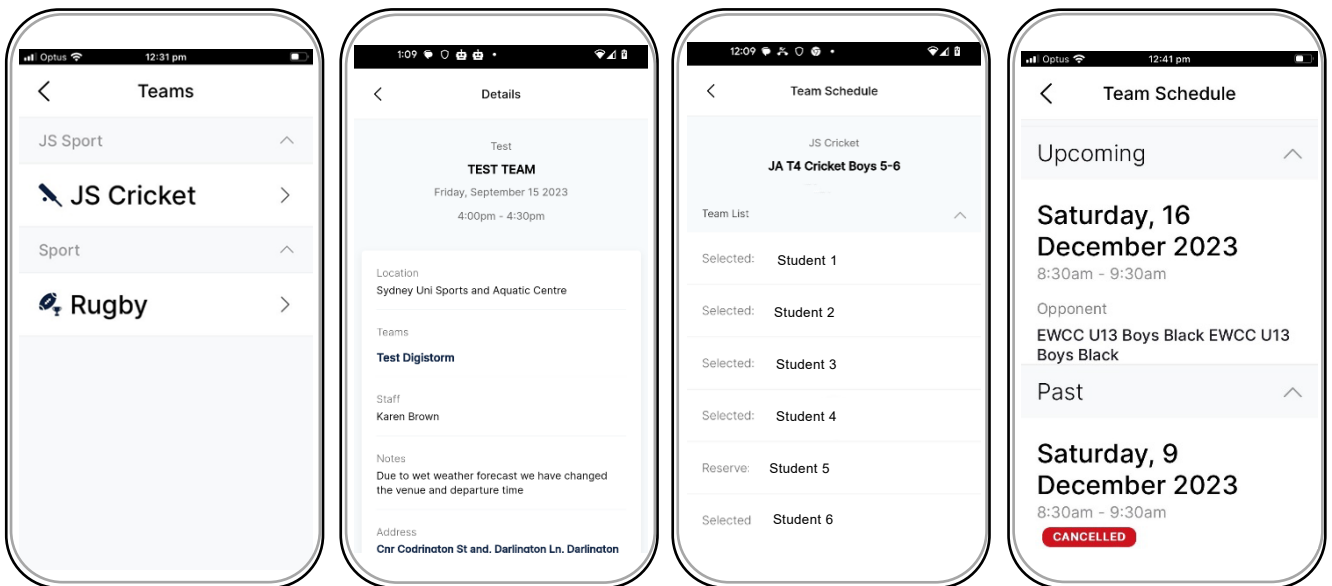
Please note this function is for the competitive teams playing on Saturdays who have been allocated a fixture against another team / school.

### Where, when, location

Within the example for Junior School cricket shown below, you can see where the names of children are listed.

Once you have clicked through into a team you will see details about the activity. Clicking on a team list will give you your child's schedule.

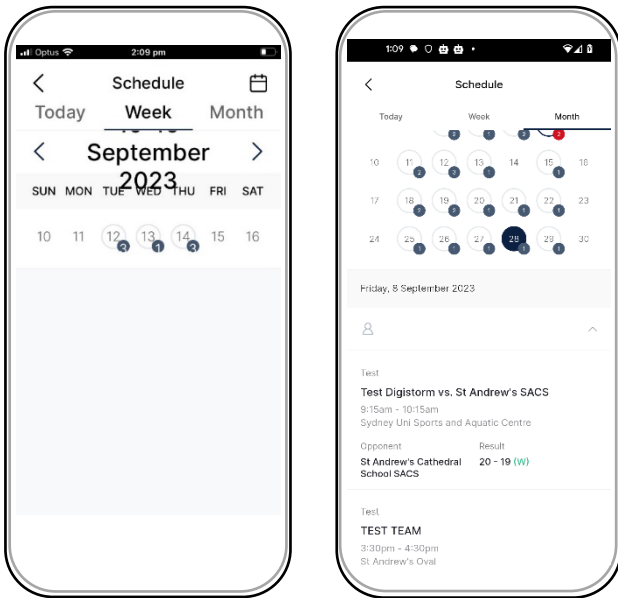
If any cancellations have been added, this will be highlighted in the below right of the screen. You will also receive a push notification at the time of cancellation.



### 3. Schedule

#### Upcoming schedule and past results

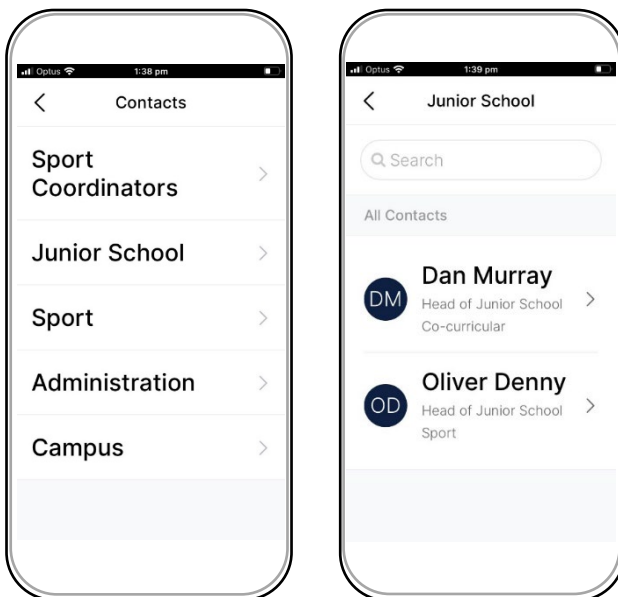
You will see in the example below, the calendar days 12-14 September have dots below each with numbers. Click on one of these dots to see the activities for your children on that day, including time and location. For further details on location, click on *Location* which will give you map details. Clicking on the days of the previous weekend shows the sports results.



### 4. Contacts

#### Want assistance but unsure who to contact?

You can now use the St Andrew's Cathedral School app to easily and conveniently access contact details for each relevant activity.





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