

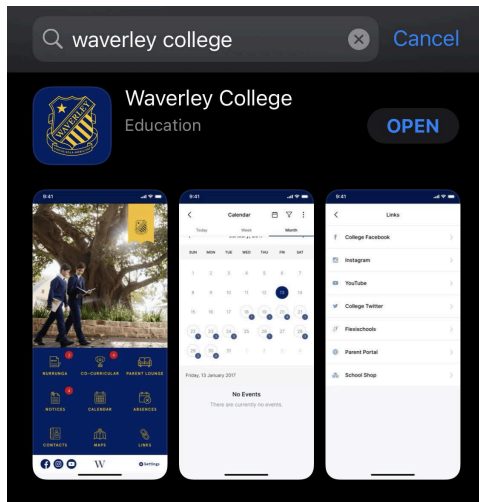


# Waverley College App User Guide

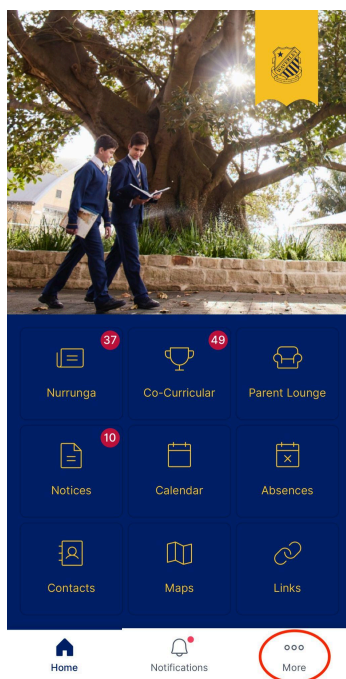
## GETTING STARTED

Before you start please have your TASS Family ID ready.

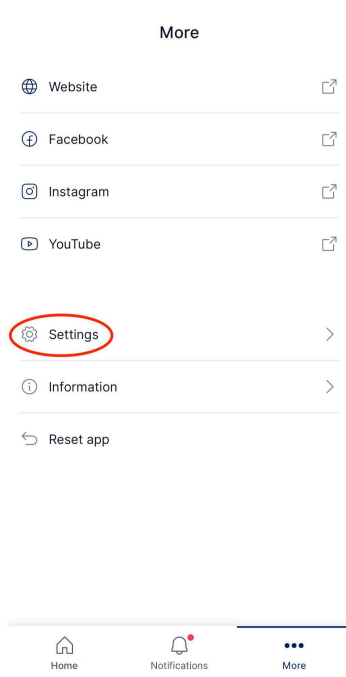
1. To download the app go to your app store and search for 'Waverley College'.



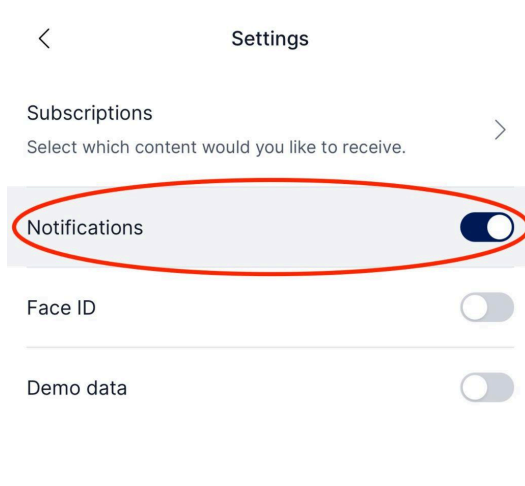
2. To ensure you are receiving the relevant communication, you will need to enable push notifications and subscribe to notification groups. To do this go to the **More** button on the bottom right of the screen.



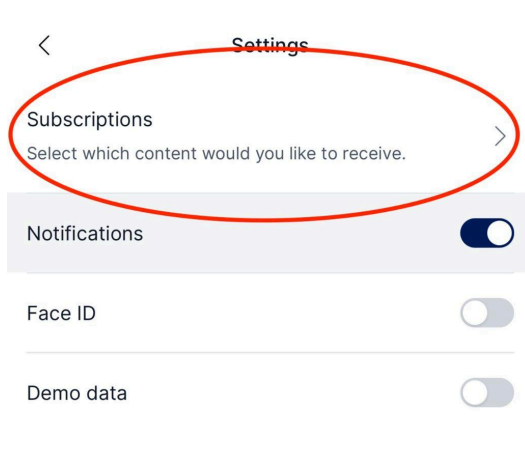
3. Click **settings**



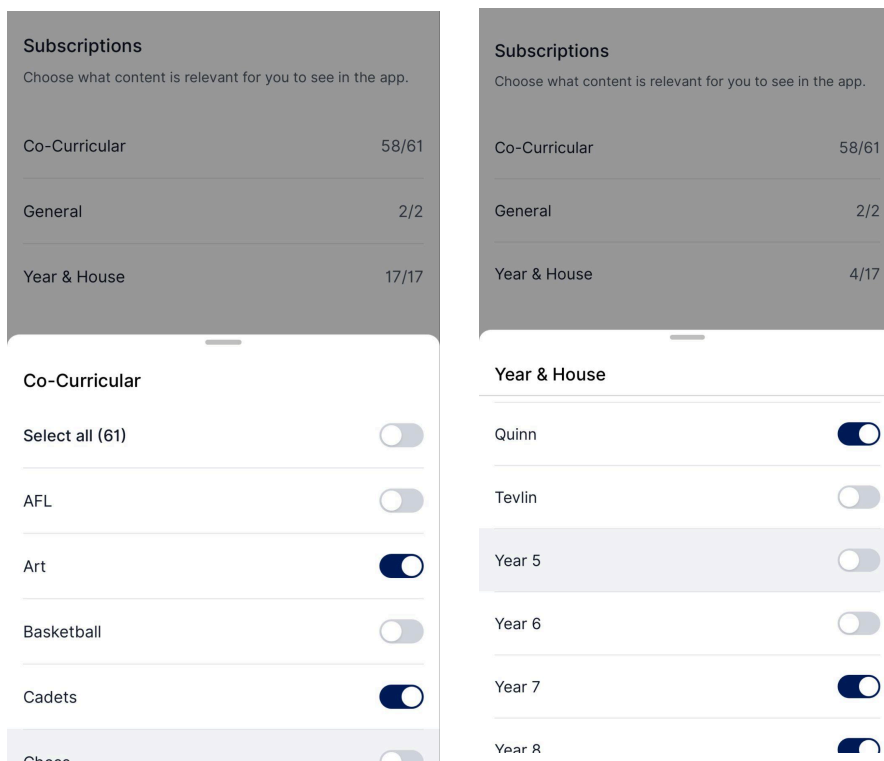
4. Click **notifications** and ensure that your push notifications are set to 'enabled' (blue). If the slider is grey, you will not receive any push notifications.



5. Then click **subscriptions** to subscribe to the groups from which you would like to receive notifications/information. Tag categories are used to group tags together: Co-Curricular, General, Year Level and House Group.



6. Select the Co-Curricular activity, Year and House group that your son is in. Tags are all selected by default. Unselect to unsubscribe from the groups from which you do not wish to receive notifications.



## APP FEATURES

**Notices:** This module keeps you informed with important information, with push notifications for urgent school notices. Urgent notifications will appear in red text with an exclamation mark.

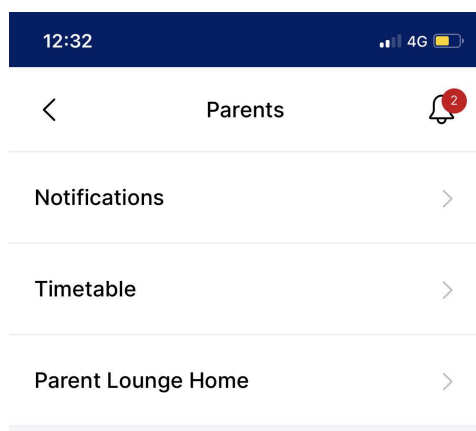
**Nurrunga:** The Nurrunga module shares the weekly Nurrunga newsletter which is published directly to the app every Friday. All important parent communication will continue to be shared via the weekly Nurrunga. All previous editions of Nurrunga are stored here for quick access.

**Co-Curricular:** Clipboard is now fully integrated into the Waverley App and is accessible via the Co-Curricular button. Parents can log in using their Parent Lounge credentials to view their son's activities and receive accurate, personalised updates.

Clipboard is the central point of communication for all Co-Curricular Sport & Culture activities, and provides notifications that relate only to your son's specific co-curricular commitments. This makes it simpler for you to stay informed about fixtures, team lists, venues, cancellations, and other important details.

**Parent Lounge:** To access Parent Lounge, first click on the Parent Lounge icon from the dashboard and then enter your Family ID and password. This should save your details for future use and so whenever you use the Parent Lounge button you should be directed straight through without having to re-enter login details.

When accessing the Parent Lounge you should see the following screen, followed by a screen containing your son's name when clicking on any of the options. Senior School parents are able to view their son's timetable.



**Calendar:** This module displays all events that are in the Waverley Google Calendar. Events can easily be subscribed to, shared and saved to your own calendar. To do this you must ensure that your preferred Calendar app is your default calendar on your specific device.

**Contacts:** This module is where you will find all the contact details of staff at the College. From Main Reception to Classroom Teacher and everyone in between. Most teaching staff are contactable via email which you do directly from the app.

**Maps:** This module shows you around the College Campuses and our fields at Queens Park. The maps may also be linked to events so you know exactly where to go.

**Links:** This module links you to the most commonly requested College links and also a handful of external links as well.

If you have any questions, suggestions about the user experience, or are having technical issues, please contact [app@waverley.nsw.edu.au](mailto:app@waverley.nsw.edu.au).