Your guide to your Parentapps website

parentapps
engagement made easy

Parentapps Connect

At Parentapps, we are passionate about helping schools improve communication with parents and our team are dedicated to building tools to do just that.

Now you have your website up and running, we would like to let you know that this isn't the end of our relationship with you... we want to be there for you, whenever you need us.

To begin with, we have created this simple to use instruction manual to help you get started with your new website. It contains everything you need to know to get up and running in no time, but, if you still need help, just give us a call.

Content

How to log into your website portal

To log in to your website portal, refer to your final email you received on confirmation of your website going live. This will contain your dashboard link and your username and password. Please bookmark this for future reference. Make sure you also save this and click Remember Me for future use

Please contact the office if you are having difficulties logging in.

**IMPORTANT: Please make sure you are using Google Chrome as your internet browser.**

Overview of dashboard

The dashboard is the first screen that you will see whenever you log in. Here you can access everything you will need to manage your website. We have created some quick link buttons in the middle section for ease of access to the most common requests. You can simply create a new page, a new post, add to your media library, visit your website, see what your most popular pages are or visit your support hub.

You can also visit your school website at any time by clicking on your school's name in the top left-hand corner. In the main blue menu bar down the left-hand side of the screen, you will find anything else you will need to help you manage your website.
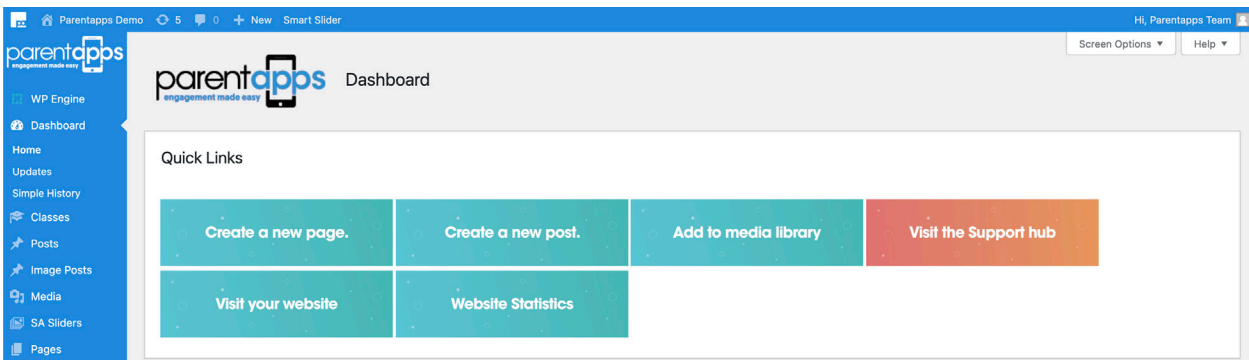
How to update and manage your media library

Your media library contains all the additional content on your website such as any photographs or PDF documents. We have set up a handy file system for you to keep your media tidy.

Our easy-to-use system allows you to create sub folders to keep all associated photographs or PDF documents together.

Any photographs or PDF documents you would like to add to your website must be added here first. If you need to make a new folder to store your content, click Create Folder before giving your folder a name and clicking Create. You can navigate to any of your previous folders by clicking on the list on the left-hand side of the screen.

To add a new media item, select the Add New button before choosing Select Files and choosing a document from your computer just as you would attaching content to an email. You can also drag multiple files over into the upload box.
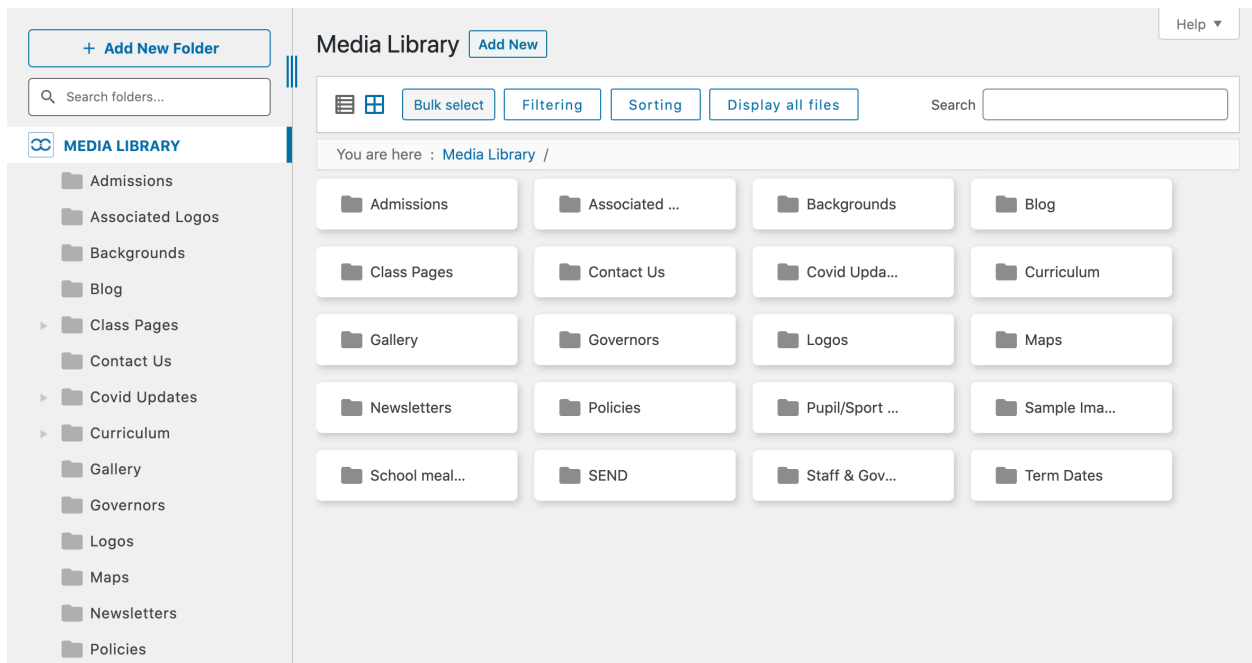

Once uploaded, you can right click on any media library item to see additional options. You can edit an item, delete an item, get the URL of the item (which is useful for linking this to a button on your website) or move the item into another folder.

How to edit existing images & content on your site

By using an option called the **Visual Builder**, you can add new content to the website to update a current page or when creating a new page using a template of an existing page. Once you are logged into the website, visit the live page you would like to edit.

Make sure you select the option titled **Enable Visual Builder** from the top of your page. This will take you to a visual representation of the page builder where you can preview your page while editing at the same time.
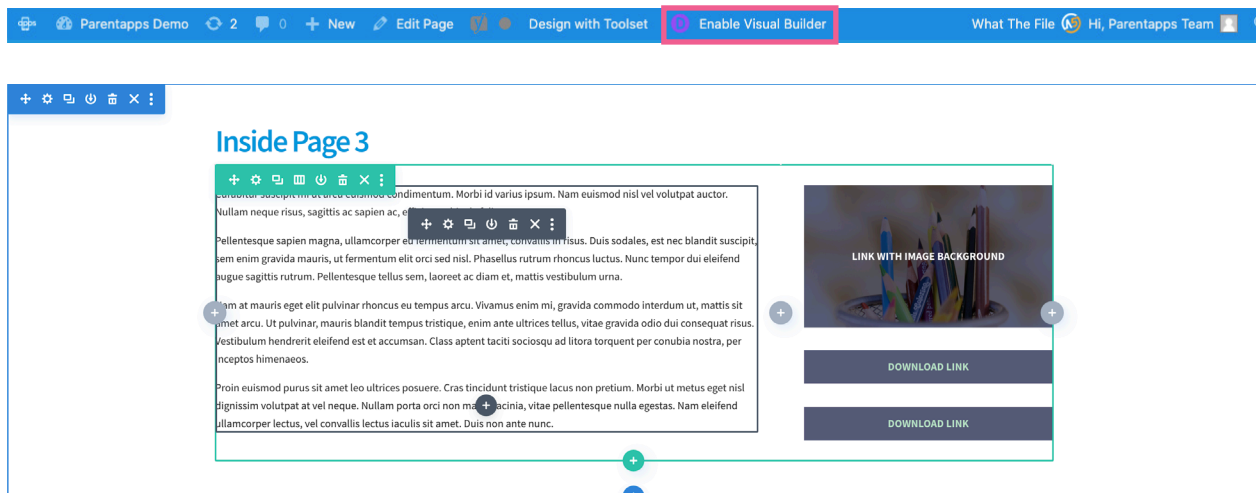

Modules contains all the content which makes up your website and these can be easily edited when hovering over them. You can edit or delete any of your modules by clicking on the appropriate icons. You can also use modules already on your page by Duplicating which will place the item underneath the original and you can then start editing this item.
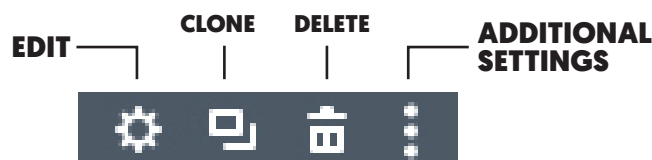
How to crop images to a specific size on your site

Before we can set a new image, we need to prepare it to ensure it will fit the page properly. Firstly, upload the image to your media library and click on it to open the attachment details view. At the bottom, click the "Edit Image" button to load up the image editor.
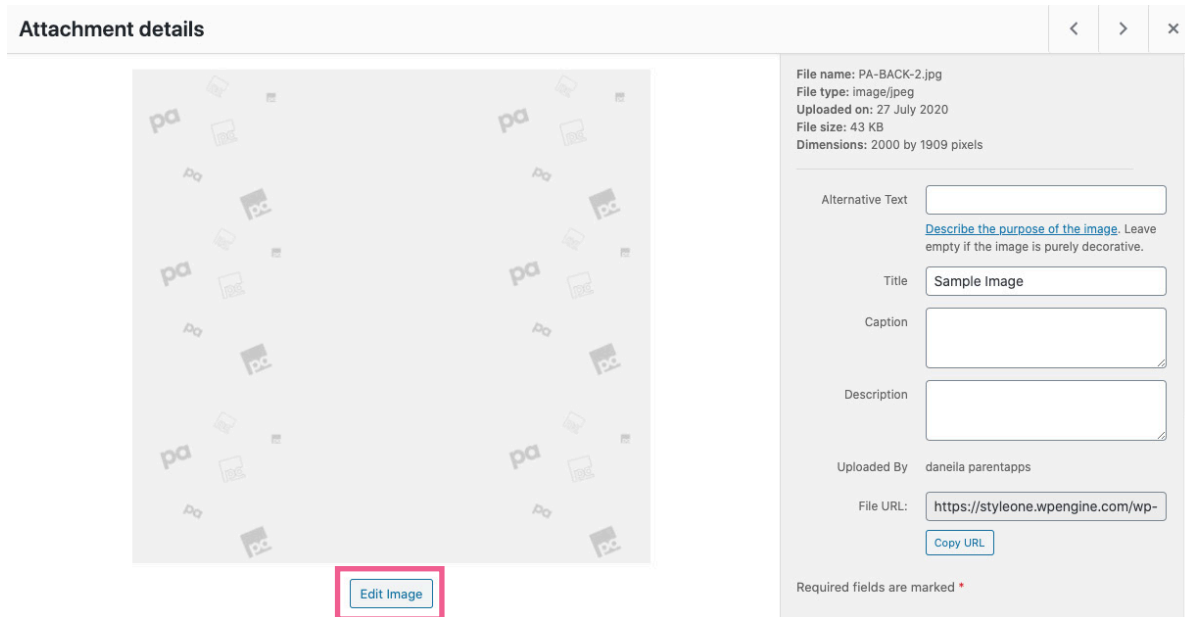
We now need to crop the image to the correct size; we can tell you the specific size for your website as this can vary. Drag anywhere on the image to create a selection, then type the size specified into the selection box on the right-hand side to scale it properly.
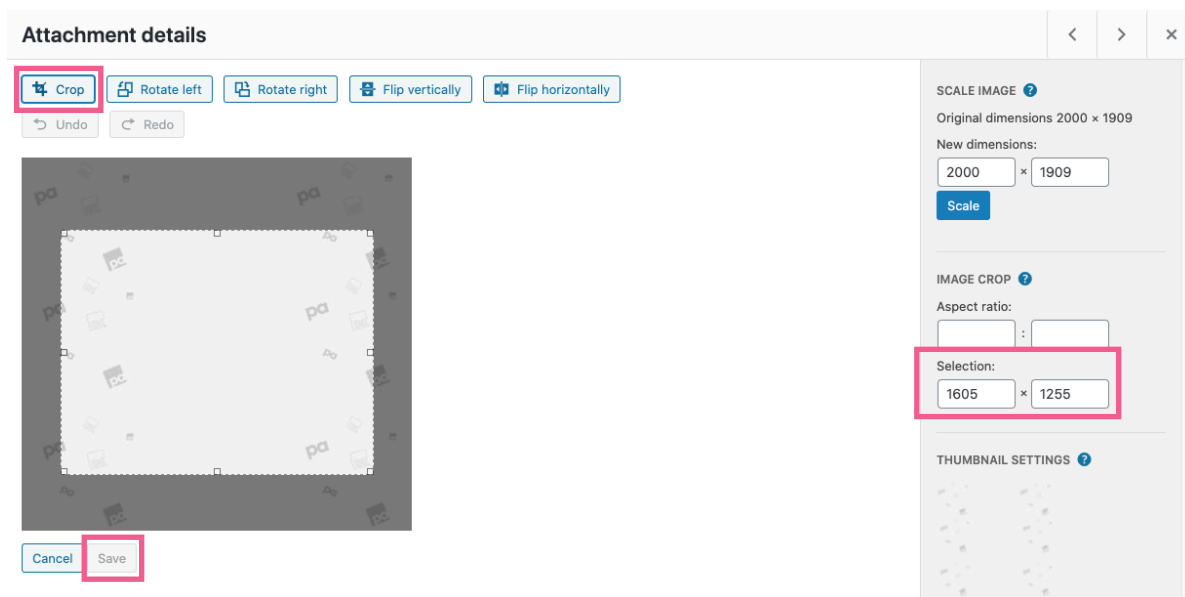
Then click and drag the centre of the selection to encompass the part of the image you'd like to display. Once you are happy, click the crop button in the top left then click save. You can now exit the attachment details view and head to the page you'd like to update.
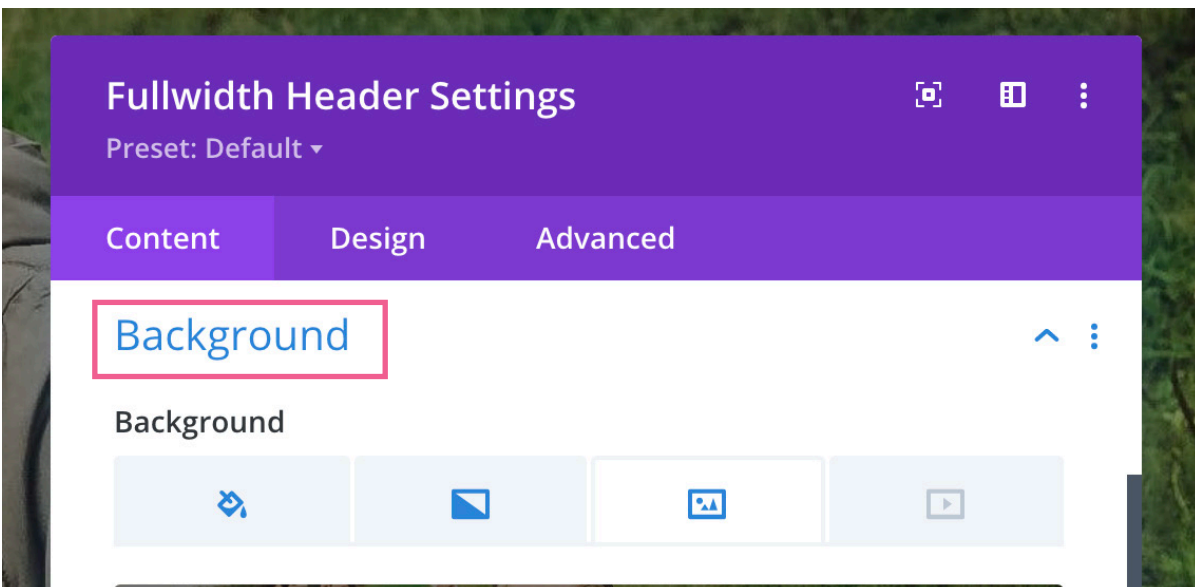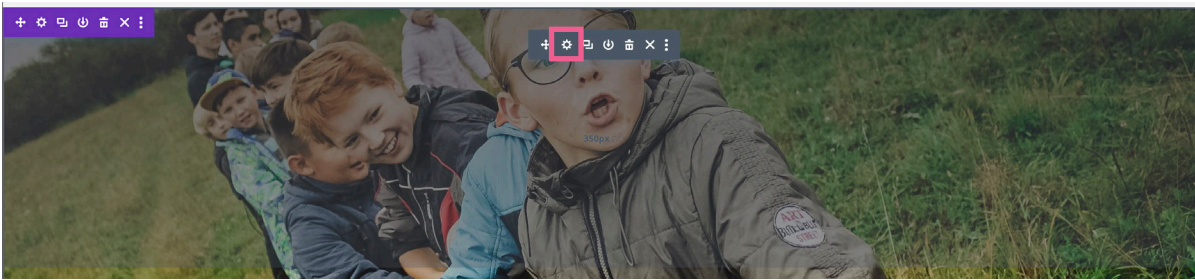
How to change the Page Header Image / Slider

From the front end of any page, you can click the **Enable Visual Builder** option in the menu bar at the top to launch the builder. The page will refresh, and you should begin to see parts of the site begin to highlight as you move your mouse around the page.

Your Image will be placed inside a slider module. Depending on how many images you are displaying in this area you will see the settings cog icon to go into that particular slide and edit it. Your slide may have text or a button on it which you can edit here but if it has neither of these you can scroll down to the bottom until you see background tab.

Once you click on the **background tab** you will see the 3rd tab **(picture icon)** highlighted in blue. This will indicate that there is an image in here, you can now see a preview of the current image and you can click anywhere within that image to open up your media library and change the image to the new one you would like.
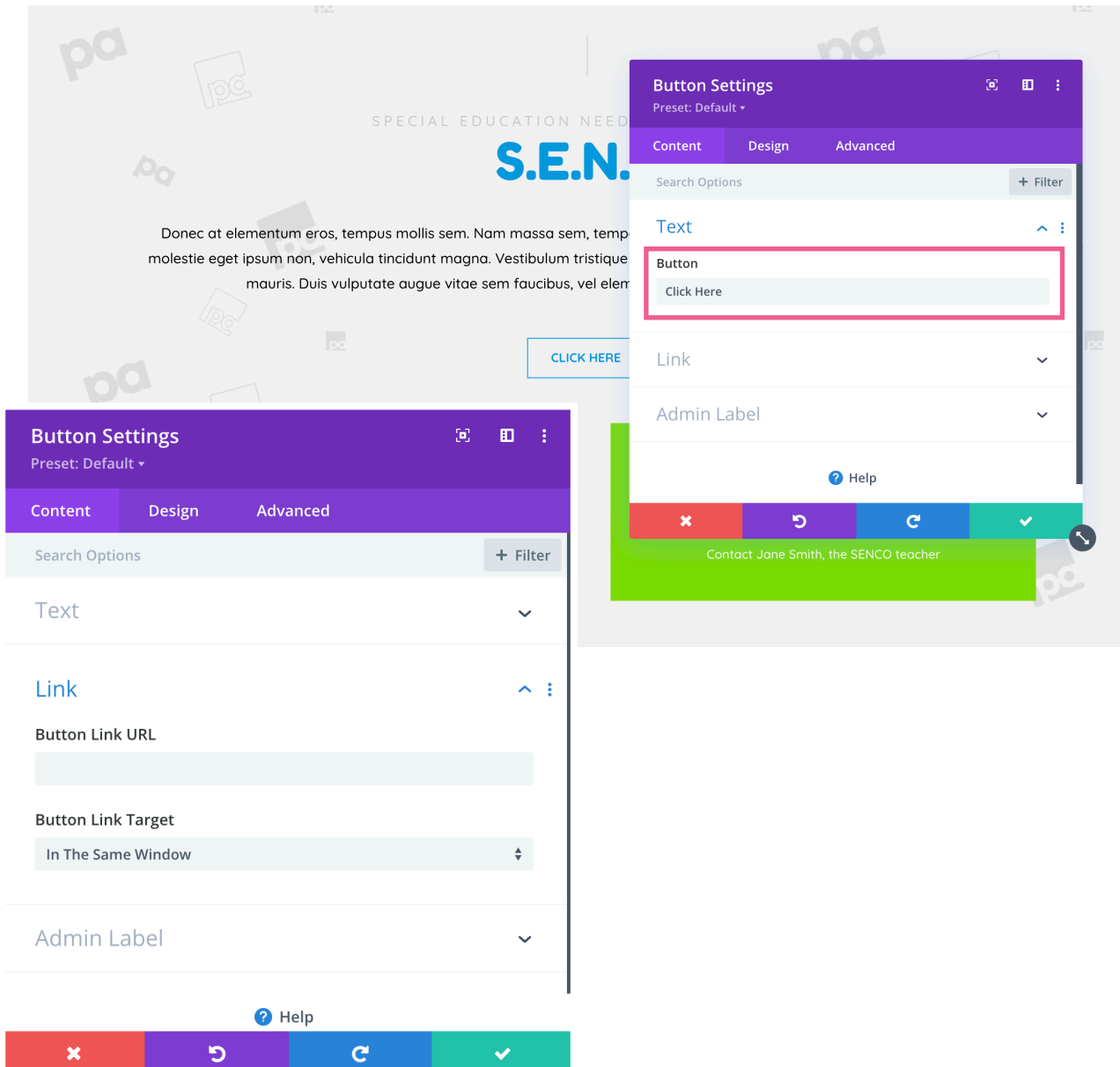
How to Edit Existing Buttons

From the front end of any page, you can click the **"Enable Visual Builder"** option in the menu bar at the top to launch the builder. The page will refresh, and you should begin to see parts of the site begin to highlight as you move your mouse around the page.

We can click on any button, and then click the Settings Cog to open up the button's module settings. The first section, the Button section, is where we can customise the text the button displays. We can now click to expand the Link section, which is where we define where we want the button to link to. This could be a page on the site, an external website or a document we have uploaded.
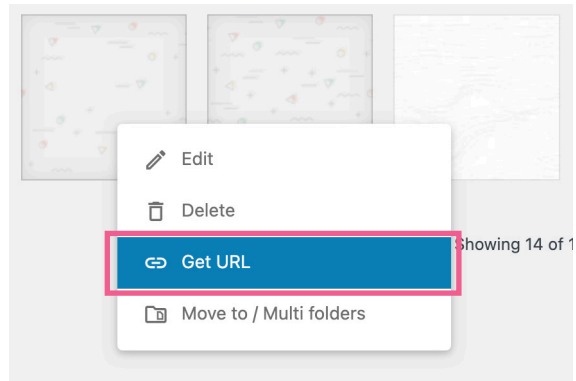
How to Edit Existing Buttons

Link a document to a button

We can either copy and paste a link from our Media Library, using the right click Get URL menu option then pasting that into our link box,
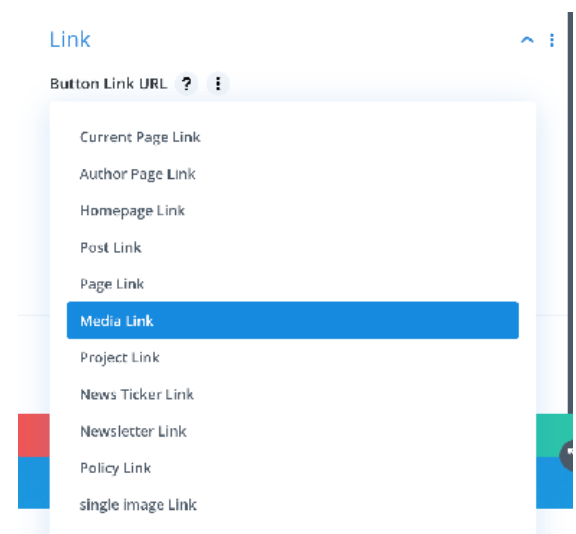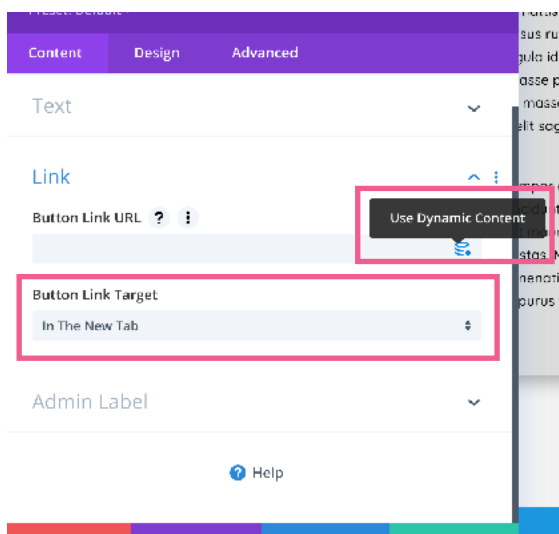
or we can use a **dynamic link tag**. Click the small button at the end of the **Button Link URL tab**, select **Media Link**, since we want to link to our Media Library then select the document you would like to link to. If you wanted to link to another page, you could use the Page Link option, for example.

Finally, we need to make sure our Button Link Target is set to **'In the New Tab'** to ensure an optimal experience for our users. This determines if the file will open in the same window or a new tab.

When you are happy with your changes, press the tick on any open settings windows then use the **"Exit Visual Builder"** button at the top of the page to **save and publish your changes** and exit the editor.

How to replace and add a policy or newsletter

Click into the Newsletter or Policy section from your Dashboard, and you will see a list of existing Newsletter or Policy items. To update an item, hover over it and click the blue Edit button to load up the editor. You can now see the Title at the top which can be modified and the document it links to below.
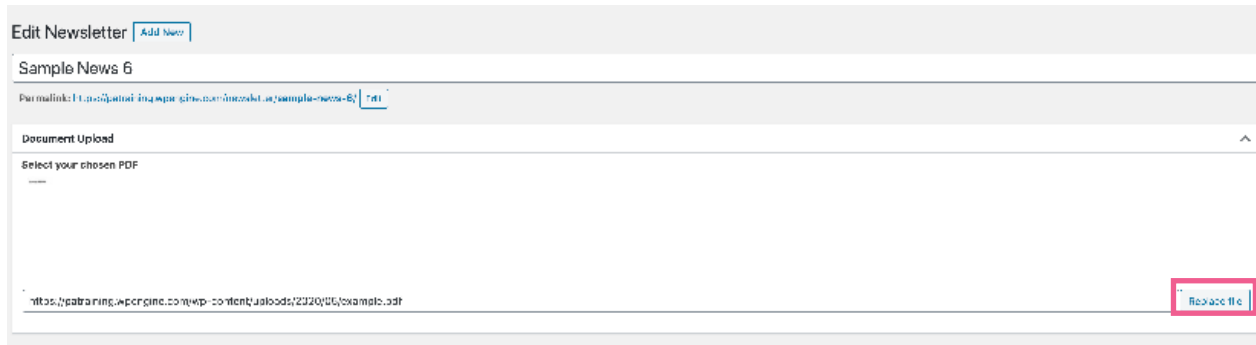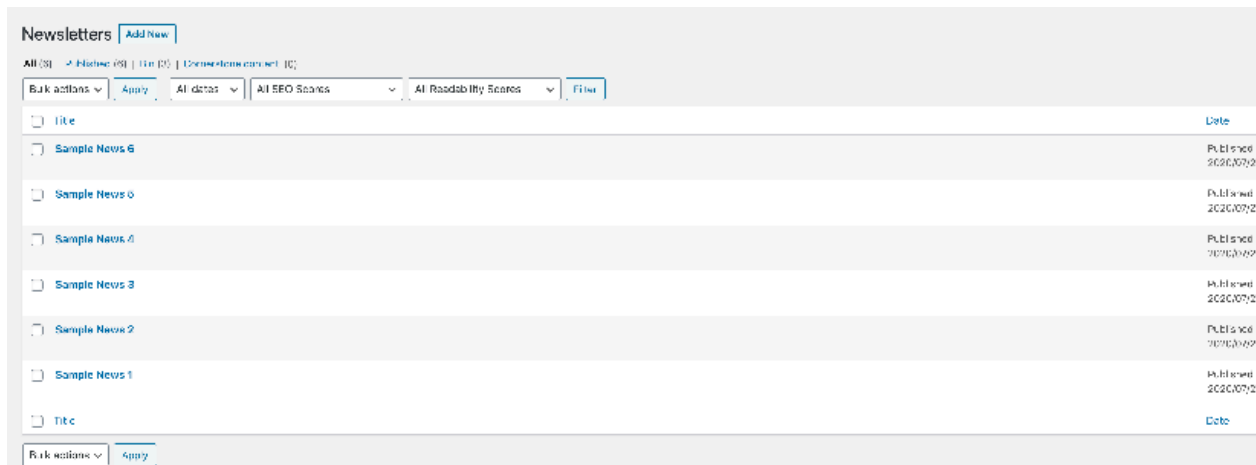
Click the Replace file button to load up the media library and select a new file, please note you can also upload a new file at this stage using the Upload Files tab. Select your new file, press select in the bottom right corner then finally Update on the right-hand side to save your changes.

Adding a New item follows a similar pattern, click Add New in the top left corner and fill out the Title. Now, you need to choose a file using the select file button. Once you are happy, click publish on the right-hand side to save your changes.
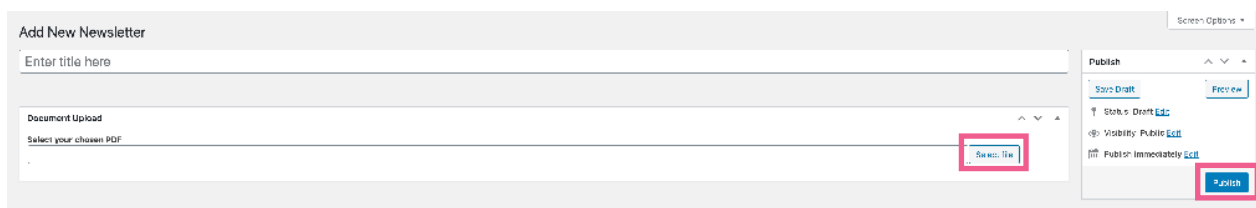
You can now see your new item has been added, and your old item has been updated.

Creating a class page

We have ensured that creating class pages and blog posts is a simple method.

In most cases, we will have already created your class page and you simply need to edit the content but if you need to create a class page this is the method.

1. Navigate to Classes on your dashboard and click "Add New"
2. Give your class page a title
3. Hero Image - Decide if you would like to display a class picture
4. Welcome text - Add in your teacher's name and pictures and a brief summary of your class (if you go over the text limit don't worry you can add your full introduction into a word document and save this as a PDF and link it to the button in this welcome section)
5. Class Post Section Title - Give your class posts a generic title
6. File columns 1-3 - These allow you to add in Curriculum Maps / Home Learning / Useful links for this class. The system will show 5 by default then arrows will indicate to show the next 5 keeping the design nice and tidy
7. Gallery - Here you can add generic images of the class
8. Shortcode - This can be used in the instance that your class has a twitter feed.

Creating a blog post

1. Give your post a title
2. Select the class page that you would like it to appear on (you can select more than one)
3. Select if you would like your main feature to be either an image or video
4. Add you content to the blog post
5. Add any buttons if your post requires it
6. Add a gallery of images if your post requires it
7. Optional – you can change the background colour of a post if you like
8. Publish

This will now appear on the selected class page.

1

Add a New Post

Add title

2

Class Post Configuration

The Class

Search...

Class Page Basic
Year 1

3

Video or Image

○ Video
◉ Image

Image

No image selected [Add Image]

4

Content

[🎞 Add Media] [📚 Fields and Views] | Visual | Text |

Paragraph ▾ | **B** *I* ≔ ⋮≔ ❝ ≡ ≡ ≡ 🔗 ⊟ ⤢ ▦ ⑦ 🎓 ▦

Align centre (^⌥C)

5

Button

Text	Link

[Add Button]

6

Gallery Option

[No]

7

Background Option

◉ Image
○ Color

Background Image

No image selected [Add Image]

How to update your news ticker

Click into your News Ticker tab from the dashboard and hover over the ticker you'd like to change and press the Edit button

To add a new ticker, press the plus button on the right to create a new tick and specify some text. We can specify a Link URL if you prefer to link to a page within your website or a link to another website.

Creating additional admin users

Click into your Users tab to view a list of users who currently have access to the site. You can create a new user using the Add New button in the top left-hand corner.
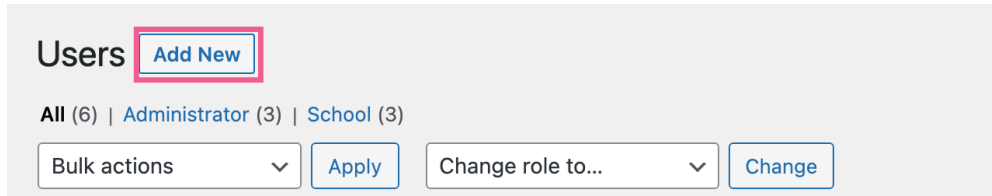
Fill out the user's details, making sure to include a username and email address. All other fields are optional.

Next, click the show password button to view the account password. You should copy and paste this to a safe place to send to the user of the account

We need to give the user a role. This can either be School or Teacher. A School user has access to all parts of the website, whereas a Teacher is only able to edit their own content, such as class pages and news posts.

When you are happy, click Add New User to create an account.

Houskeeping

Firstly, we recommend removing any old and outdated news posts by clicking into the posts tab, hovering over the ones you'd like to delete and clicking the Bin button to move it to the bin.

You can also go through the media library and ensure any dormant content, such as images or documents, are also deleted. Especially if it is linked to deleted posts.
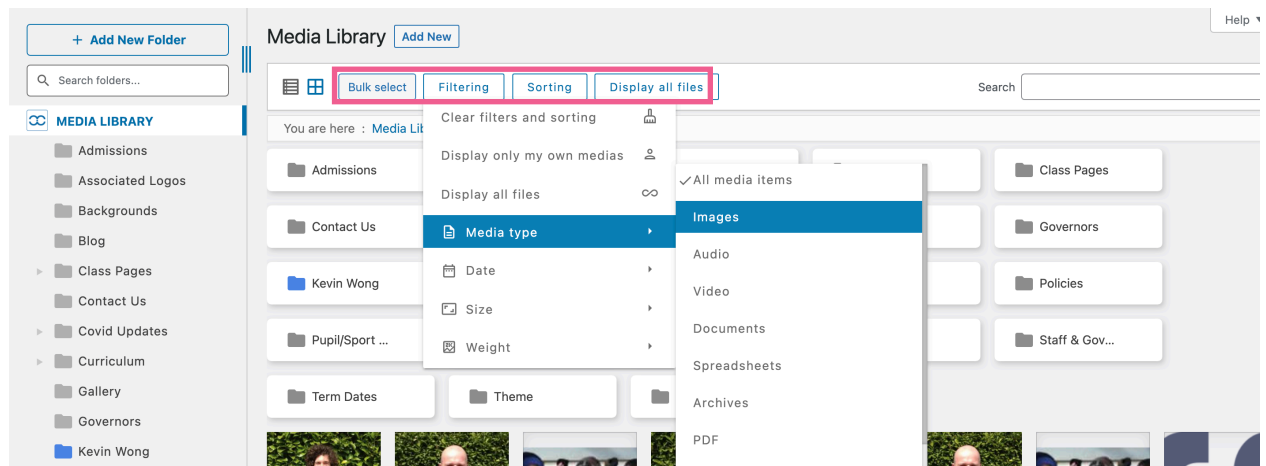
Search and filter using the options at the top and use the bulk select tool to remove lots of media items. Removing old media content will not only help keep your website fast but easier to find content and means you are less likely to it your storage limit.

Finally, we recommend making sure that the user list is up to date and any old accounts are removed. You can delete old users by hovering over them and selecting delete. If they have created any content, you will be asked to attribute it to another user. This can be either yourself or the parentapps support account.