How to Set up Primary Parent Planner on an Android Device
Press the PPP icon on your homescreen. This will open the app and the shot above is the first screen you will see. This screen will automatically move to the next screen shown below.
This is the first screen you will see. From here to set up the app and choose your school press Students. The app will say ‘Home at this stage. Please note this is correct.
Here is where we begin setting up the app for your child/children. Press the ‘Add Student’ tab.
Type in the name of one of your children using the keyboard and then press ‘Search for School’.
You will see a list of schools, which start the listing with schools closest to you geographically. Select your school by touching it on the screen or type the name in the top ‘Search for...’ tab.
Next select your child’s class together with any other activities they are involved in. If available also select ‘All’ or ‘Whole School Events’ which are events that involve the whole school. Do this by simple touching each corresponding tick on the screen for the class required.
Each class you select will change to a green tick so you know it is selected. Once all required are selected press the ‘Done’ tab.
If your school has paid for a subscription you will be redirected to this page and the events will populate your screen. If they have not you will be asked if you would like to subscribe and directed to the screen below.
Unless your school has paid for your community this is point whereby a 12 month subscription is required. This cost $2.49 AUD (or the equivalent price in your country through Google Play) for 12 months and is purchased through your Google Play account. Press yes and press the ‘Purchase 12 Month Subscription’ tab. If your school has paid upfront you will not see this screen.
Once the subscription has been approved by Google Play the app will now set out in calendar order all upcoming class and school wide events for your child. Please allow a minute or so for this purchase to be validated.
Press on any event to see it in further detail. **Press the back tab on your device to return to all events.**
Now if you choose to you can sync all of the dates to your calendar. **Press the back tab on your device.**
You will now land on your ‘Home’ screen. To sync to your calendar scroll down and press the Calendar tab.
Insert your gmail username and password and press ‘Select Calendar’.
Once located you will receive an option to choose your calendar to set up. Select your calendar and press your calendar. The app will automatically sync to chosen calendar now and return to the notifications screen.
Next choose the ‘Sync Calendar’ tab.
The app will now automatically sync to the chosen gmail account. You will see this screen and a black box at the bottom stating ‘synchronisation complete’ when it is done.
Your set up is now complete. **To go to the home page press the back tab on your device.** To add a second/third of 4th child press the Students tab and ‘Add Student’. Repeat the process as outlined above.
Newsletters, Notes, and Policies: Simply Press on the appropriate tab and then choose the document you wish to open. Please NOTE: not all Android devices do NOT come with a built in PDF reader. This is not a fault within the PPP app. Policies does not show here but is further down the screen. Please read next page carefully regarding opening documents.
If you attempt to open a newsletter and see the sign below it means your phone does not have a PDF reader downloaded from Google Play. To read any PDF documents you will need to press the ‘Get PDF Viewer for Mobile’ tab OR choose your own ready to download such as Adobe Reader.
Press ‘INSTALL’ and **once installed press ‘Open’ to ensure it is initialized**. If you do not follow this step you will receive an error message. The app must be initialized. After following these steps you will be able to access the documents.
Contact Us: Press the contact us tab and you can choose from email, phone or school website, simply press the desired function.
Report an absence...simply press on the tab in the home menu, fill in all boxes in the form and press submit! Your Childs absence will be sent to the school admin team. Please note you need to complete all boxes in the eform.
Problems/Suggestions...and finally, if you are having problems or have suggestions for improving the app please press the ‘contact developer’ tab on the bottom of the menu on the homepage and drop us a line!