How to Set up and Use Primary Parent Planner on an Apple 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.
You will send the ‘Welcome’ Screen. Press NEXT to move to the set up screen.

Primary Parent Planner allows you to keep up to date with events happening in your child's classroom and school.

To start using Primary Parent Planner enter a student name and then select their school. Then choose their class and whole school if available and press the events button.
This is the screen in which you set up all students. This is done one at a time...but there is no limit to the students you can put in the app. Please scroll down to the next page for instructions.
Type in the name of one of your children using the keyboard and then press ‘Search for a School’.
You will see a list of schools, which start with schools closest to you geographically. Select your school by touching it on the screen. You can also type your school in the Search for a school tab.

<table>
<thead>
<tr>
<th>School Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>St Star School</td>
<td>343 Condamine Street Manly Vale, NSW 20...</td>
</tr>
<tr>
<td>St Mary's, Manly</td>
<td>Denison Street</td>
</tr>
<tr>
<td>Manly Vale Public School</td>
<td>(Requires subscription): 77 Sunshine Street, ...</td>
</tr>
<tr>
<td>St John's Narraweena</td>
<td>(Requires subscription): 166 Alfred Street</td>
</tr>
<tr>
<td>St Rose Catholic, Collaroy Plateau</td>
<td>8 Rose Avenue, Collaroy Plateau</td>
</tr>
<tr>
<td>Narrabeen Lakes Public School</td>
<td>(Requires subscription): 1299 Pittwater Road</td>
</tr>
<tr>
<td>St Joseph's Catholic Primary School</td>
<td>108 Ocean Street</td>
</tr>
<tr>
<td>Example School</td>
<td>Sydney Australia</td>
</tr>
<tr>
<td>Waverley Primary School</td>
<td>(Requires subscription): 155 Bronte Rd</td>
</tr>
<tr>
<td>Kensington Public School</td>
<td>(Requires subscription): 77-79 Doncaster A...</td>
</tr>
<tr>
<td>Matraville Soldiers' Settlement Public School</td>
<td>(Requires subscription): 88-88 Manly Road</td>
</tr>
</tbody>
</table>
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 simply touching each corresponding class. When selected a tick will appear next to each selection. Then press Done.
Next one of 2 things will happen. If you school has paid up front you will see the screen below with events listed. However, if your school has not you will see the screen on the next page 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 the App store) for 12 months and is purchased through your App store account. Press the ‘Purchase ‘ tab on the bottom right. If your school has paid upfront you will not see this screen and the events will populate automatically.
If you wish to buy press the ‘Buy for $2.49’ tab.
Once the subscription has been approved by the appstore 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. Remember, if your school has paid this purchase process will not be required.
Press on any event to see it in further detail. Press the events tab on the top left to return to all events.
Now return to the Home screen by pressing 'Home' in the top left...
You are now on the home page where you can do a number of things...check newsletters, notes, policies, access the canteen details, contact the school, add another student, check messages from the schools, report an absence or sync dates to your calendar.
To sync dates to your calendar. Press the calendar tab.
Next you have the choice to Sync events to your calendar if you wish to. Press the default calendar.
Choose the Calendar you wish to sync to...then press calendar on the top left.
Press the Synchronise Now tab and all events will populate the calendar of your choice. Then press the home tab to return to the main menu.
You can set up an account for your device so you will not need to purchase again, even if you delete and redownload the app. This function also allows you to share the app with your spouse/partner/children. Press Events.
Now press the ‘register’ tab on bottom of the page.
Enter a username and password in the area provided. Then press register. It will then tell your purchase has been registered. PLEASE NOTE: Apple has strict guidelines around privacy and passwords. We cannot find or reset a lost password to restore an account. The responsibility for this lies with the user of the device.
If you need to redownload the app or to share with your partner simply redownload and when you arrive at this screen put in the username and password you registered and press ‘Restore Purchase’.

Already purchased a subscription? If you have purchased and registered on another device enter your registration details to then restore the subscription.

Email
Password

Restore Purchase
At any time add another student simply pressing the students’ tab. Then press the Add tab in the bottom right.
You will arrive at this screen again after pressing add. Simply follow the process as outlined above to add further children. Press NEXT.
**Newsletters, Notes, and Policies:** Simply Press on the appropriate tab and then choose the document you wish to open.
If your school is not using the Newsletter, notes or canteen function you will see this message below. Please note this is **not** an error in the app, nor can we upload this information, it is the sole responsibility to the school as to what information they place on the app for parents.
Contact Us: Press the contact us tab and you can choose from email, phone or school website, simply press the desired function.

St Star school

343 Condamine Street Manly Vale, NSW 2093

Phone: 02 9987 5630
Fax: 02 99775666

Web: http://www.sats.edu.au

Canteen: http://eduappsuploadssppp.s3...
Report an absence...simply press on the tab in the home menu, fill in all boxes in the form and press submit! Your Child's absence will be sent to the school admin team.
Reminders/ notifications. To ensure you can receive both automated reminders and manual push notifications please follow the following steps to ensure this is possible. First press the SETTINGS tab on your home page of your phone/pad. Now choose NOTIFICATIONS.
Scroll down and press ‘Parent Plan’ – you will see the icon.
Now ensure the following:

1. Allow Notifications is ON
2. Choose Alerts under Alert styles.
3. Badge App icon – ON
4. Sounds – ON
5. Show in Lock Screen – ON

This way you will receive the alerts you set up earlier in the app.
Problems/Suggestions: If you are experiencing difficulties or have any suggestion for improvement please press the ‘Contact Developer’ tab on the bottom of the menu and drop us an email!