How-To Guide Oakhill Co-Curricular Application

Steps:

1. Download the Application for IOS or Android using the WEB URL:

   https://oakhillschool.comunity.me

2. Click on Sign Up. This will take you to a new window where you need to fill in your personal information and choose a password.

3. Once you have completed your personal information and password, click on register.

4. **IMPORTANT:** The application will ask you to allow notifications - please say yes/always

5. You can now click on More > Profile and complete any personal information there that you might not have entered when signing up.

6. While on the Profile tab - right at the top, click on Add Communities. Choose the community (sport/cultural) your child belongs to. For example if my child plays College Boys Hockey, I will add that community to my profile. You can choose all the sport and cultural communities your child belongs to.

7. Once you have added all the communities you will only see the fixtures and calendar information pertaining to that particular community.

8. You will also receive push notifications of any changes to those communities that you belong to. In some instances you may receive a broadcast notification where a message has been sent to every person that has downloaded the application. This will happen in the event of sport being cancelled, for example.

9. On the NEWS tab we will post results, achievement, festivals and any information pertaining to the Co-Curricular program at Oakhill.

10. The notification tab on the application is where you can find any notifications that were sent to your community.

11. On the Communications tab there are two options: a live chat which you will be able to use between 08:00 and 16:00 to communicate directly with Mr Crawford or Mrs Liebenberg. The Contact Us tab has all of the contact information for all of the full time sport staff at Oakhill if you would prefer to send an email.