

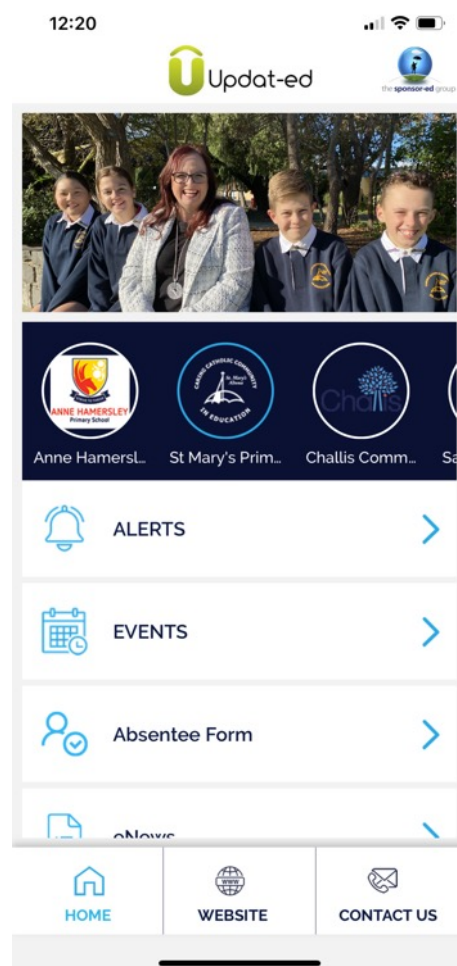
## Updat-ed App User Manual

### The Updat-ed app

- The real benefit of Updat-ed is that it is managed inside your website. This means that anything you write in the website can be 'pushed-out' to the app. So if you create a Recent News article or add an event to the website calendar, just tick a box and the content can be turned into an app alert. Easy!
- And, all calendar entries from your website are displayed under Events in the app

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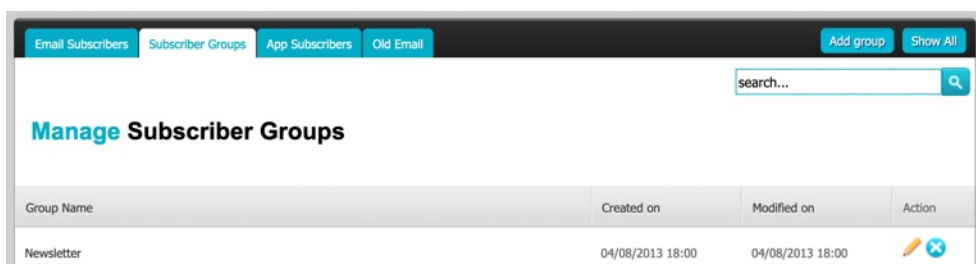


## Subscriber / Group Management



### Creating Subscriber Groups

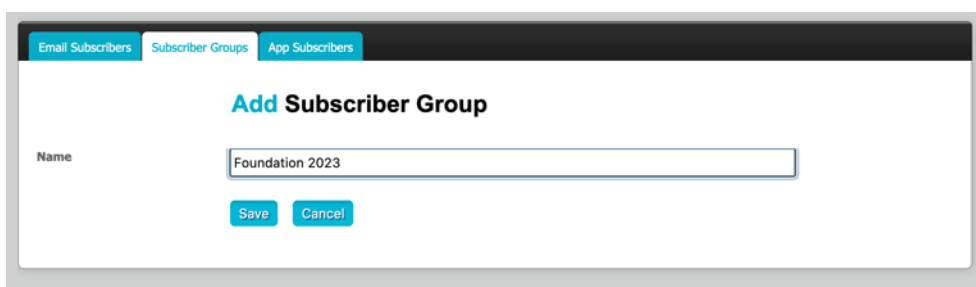
COMMUNICATE / Subscriber Groups / Add Group

You can create as many groups as you like. We'd suggest you go with Year Groups, rather than classes, as this is much easier to manage when the new school year begins.

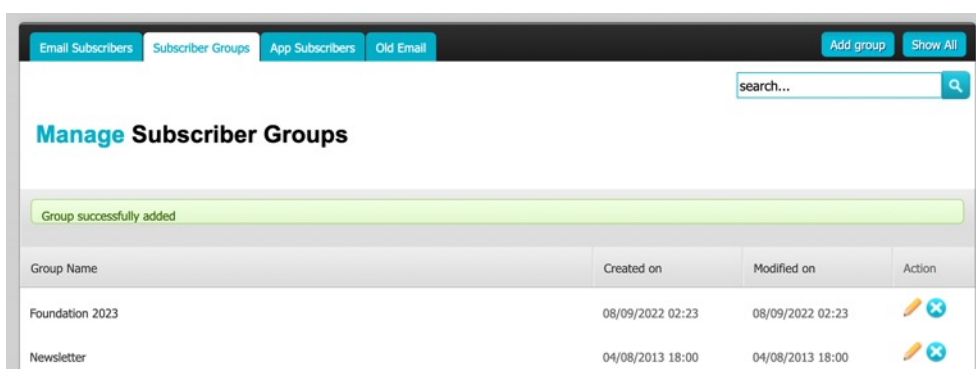


The screenshot shows the 'Manage Subscriber Groups' page. At the top, there are tabs for 'Email Subscribers', 'Subscriber Groups' (selected), 'App Subscribers', and 'Old Email'. On the right, there are buttons for 'Add group' and 'Show All', and a search bar. Below the tabs, the title 'Manage Subscriber Groups' is displayed. A table lists the subscriber groups:





Group Name	Created on	Modified on	Action
Newsletter	04/08/2013 18:00	04/08/2013 18:00	 



The screenshot shows the 'Add Subscriber Group' form. At the top, there are tabs for 'Email Subscribers', 'Subscriber Groups' (selected), and 'App Subscribers'. The title 'Add Subscriber Group' is centered. Below it, there is a form with a 'Name' label and a text input field containing 'Foundation 2023'. At the bottom of the form are 'Save' and 'Cancel' buttons.



The screenshot shows the 'Manage Subscriber Groups' page after adding a new group. A green success message 'Group successfully added' is displayed at the top. The table now lists two subscriber groups:

Group Name	Created on	Modified on	Action
Foundation 2023	08/09/2022 02:23	08/09/2022 02:23	 
Newsletter	04/08/2013 18:00	04/08/2013 18:00	 

## Registration Process

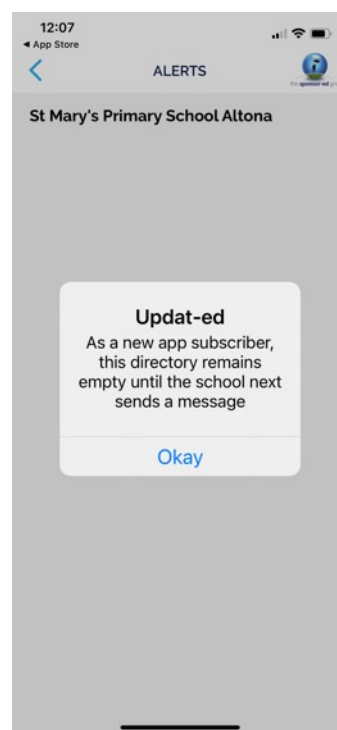
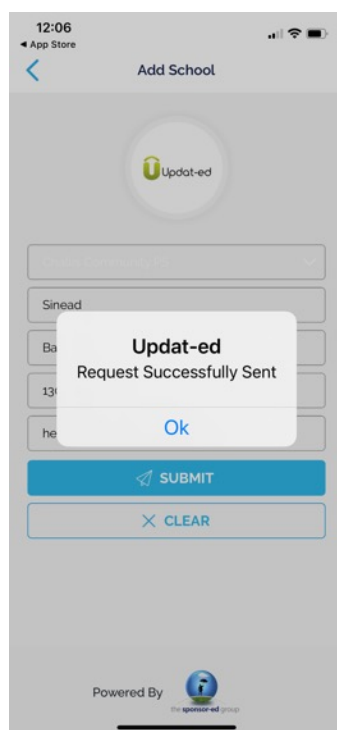
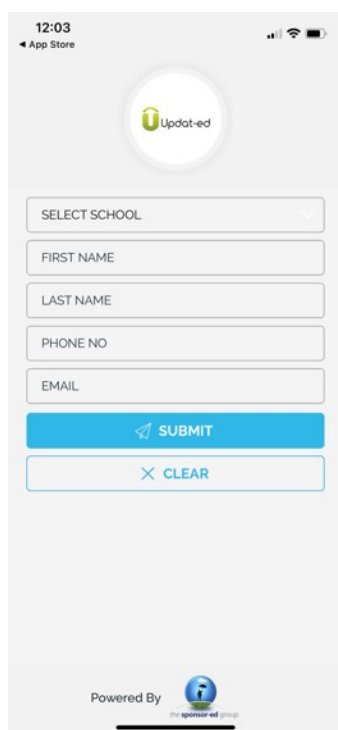
### Downloading the App

Parents go to either the app store (iPhone) or Google Play (for Android phones) and search for Updat-ed by sponsor-ed



### Parents registering to get access to your school app

- Parents search for their school from the drop down menu and enter their details
- An app subscriber cannot assign themselves to a group; you can do this during the app approval process
- Parent Registration, once completed must wait to be assigned to a group before the app can be fully accessed (See pic below)



## Approving app requests

An email is sent to the designated Primary Contact Email as shown in SETUP / General / Primary Contact Email

Hi Admin,

You have received an app registration.

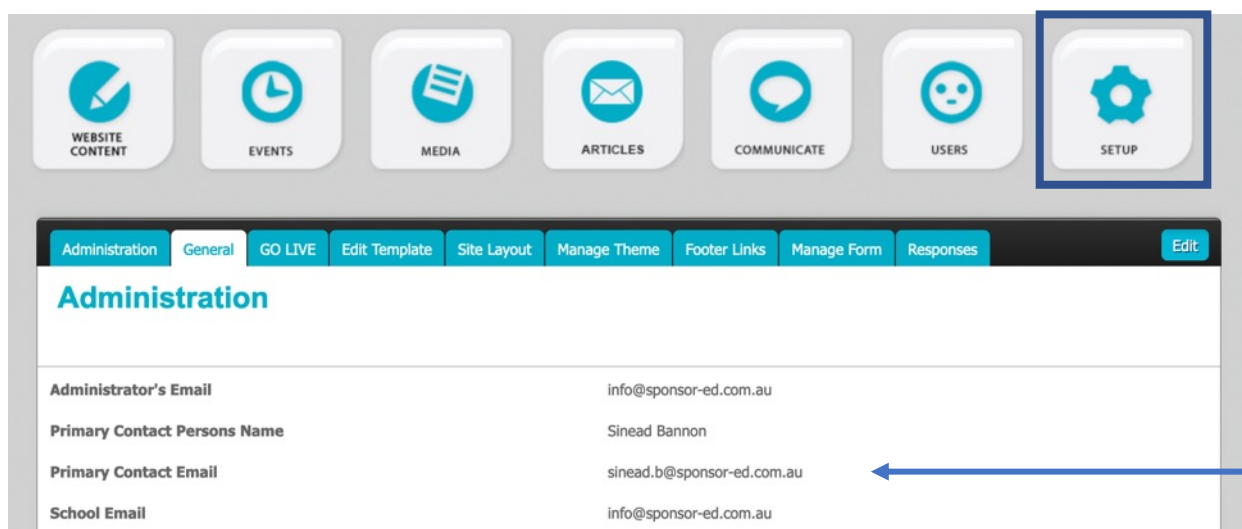
Please visit the admin area of your website under 'COMMUNICATE/App Subscribers' and

- Assign this new subscriber to a group by clicking on the pencil alongside their name and selecting a group.
- If you wish to delete the subscriber, click on the blue cross symbol.

**School Name** : Safety Bay Primary School  
**First Name** : Sinead  
**Last Name** : Bannon  
**Email** : [sinead.b@sponsor-ed.com.au](mailto:sinead.b@sponsor-ed.com.au)  
**Phone** : 1300755010

← Reply

→ Forward



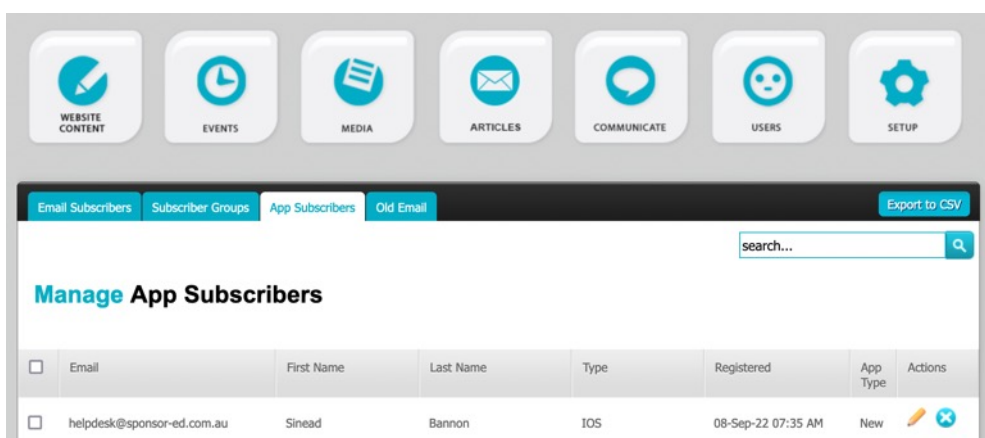
The screenshot shows the Sponsor-Ed admin interface. At the top, there is a row of menu items: WEBSITE CONTENT, EVENTS, MEDIA, ARTICLES, COMMUNICATE, USERS, and SETUP. The SETUP item is highlighted with a blue box. Below this is a navigation bar with tabs: Administration, General, GO LIVE, Edit Template, Site Layout, Manage Theme, Footer Links, Manage Form, Responses, and an Edit button. The 'Administration' tab is selected, and the page title is 'Administration'. Below the title, there is a table with the following information:

Administrator's Email	info@sponsor-ed.com.au
Primary Contact Persons Name	Sinead Bannon
Primary Contact Email	<a href="mailto:sinead.b@sponsor-ed.com.au">sinead.b@sponsor-ed.com.au</a>
School Email	info@sponsor-ed.com.au



A blue arrow points to the 'Primary Contact Email' field, which contains the email address [sinead.b@sponsor-ed.com.au](mailto:sinead.b@sponsor-ed.com.au).

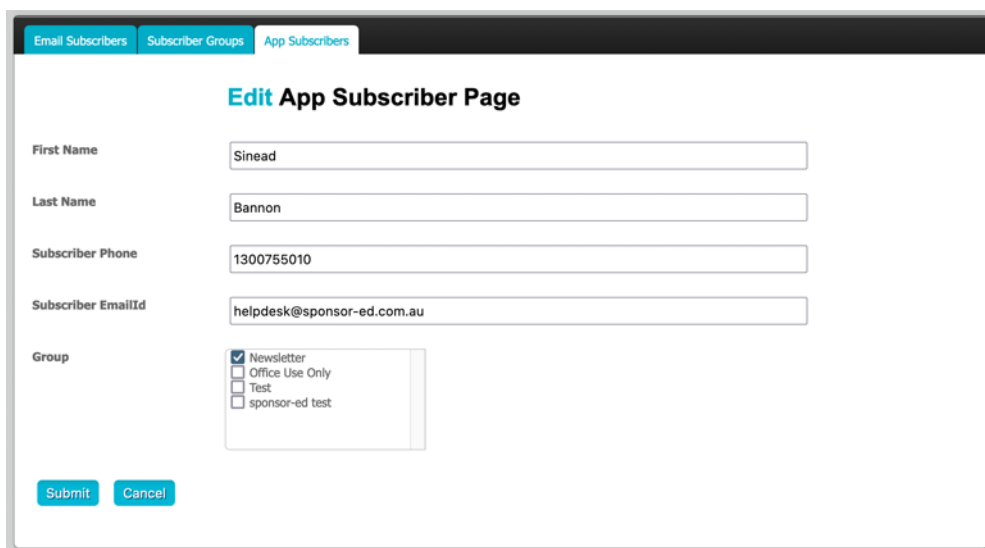
## App Approval

- Go to COMMUNICATE/App Subscribers
- Your most recent app registration sitting at the top of your list of App Subscribers.
- Click on the editing pencil and assign the user to a Group/Groups.
- The next time you send an app alert, this user will have access to the content.



The screenshot shows the 'Manage App Subscribers' page. At the top, there are navigation tabs: 'Email Subscribers', 'Subscriber Groups', 'App Subscribers' (selected), and 'Old Email'. To the right of these tabs is an 'Export to CSV' button. Below the tabs is a search bar labeled 'search...'. The main heading is 'Manage App Subscribers'. Below this is a table with the following columns: 'Email', 'First Name', 'Last Name', 'Type', 'Registered', 'App Type', and 'Actions'. The table contains one row of data:

Email	First Name	Last Name	Type	Registered	App Type	Actions
helpdesk@sponsor-ed.com.au	Sinead	Bannon	IOS	08-Sep-22 07:35 AM	New	 



The screenshot shows the 'Edit App Subscriber Page' form. It has the same navigation tabs as the previous screenshot. The form fields are:

- First Name:** Sinead
- Last Name:** Bannon
- Subscriber Phone:** 1300755010
- Subscriber EmailId:** helpdesk@sponsor-ed.com.au
- Group:** A dropdown menu with the following options:
  - ☒ Newsletter
  - ☐ Office Use Only
  - ☐ Test
  - ☐ sponsor-ed test

At the bottom of the form are two buttons: 'Submit' and 'Cancel'.

## Onboard the App

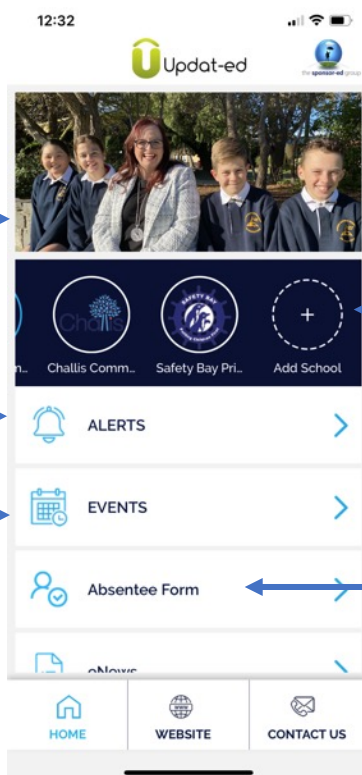
Updat-ed app icon



Cover image (taken from your homepage gallery)

All push notifications land in ALERTS

All calendar dates from website land in EVENTS



Ability to load more than one school onboard the app

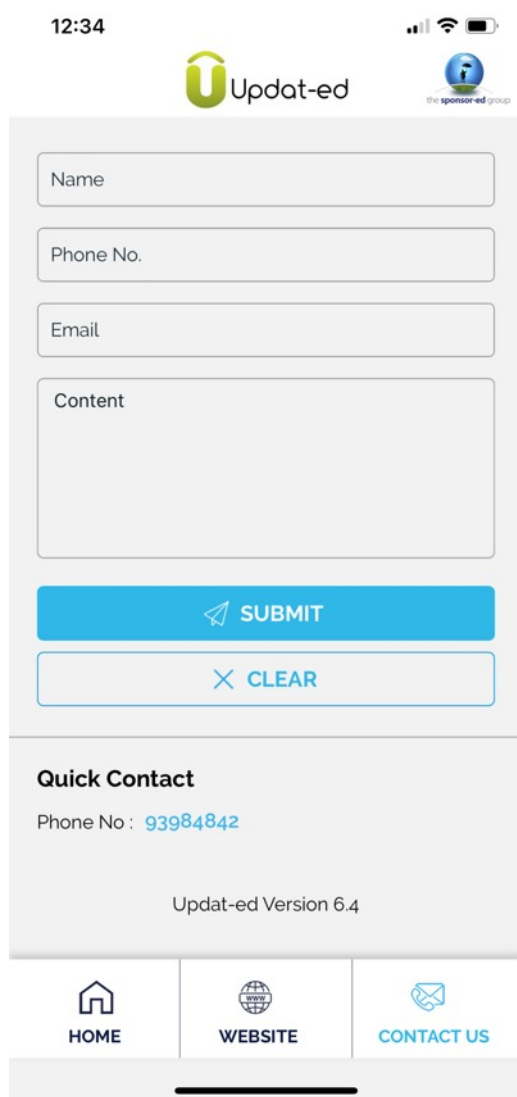
ALERTS & EVENTS are default app pages

Custom pages can be added

**HOME** – Home screen of App  
**WEBSITE** – Link to school website  
**CONTACT US** – Link to embedded form  
 (see pg 7)

## Embedded Contact Us Form

- Completed form submissions go to Primary Contact (as per pg 4)
- **QUICK CONTACT:** Phone number taken from website under SET UP / General / Primary Contact Office Phone



The screenshot displays the 'Updat-ed' mobile application interface. At the top, the status bar shows the time as 12:34 and various connectivity icons. The app header features the 'Updat-ed' logo and a 'the sponsored group' logo. The main content area contains a contact form with the following fields: 'Name', 'Phone No.', 'Email', and a larger 'Content' text area. Below these fields are two buttons: a blue 'SUBMIT' button with a paper plane icon and a light blue 'CLEAR' button with an 'X' icon. Underneath the form is a 'Quick Contact' section displaying 'Phone No : 93984842'. At the bottom of the screen, a navigation bar includes three icons: a house for 'HOME', a globe for 'WEBSITE', and an envelope for 'CONTACT US'. The version 'Updat-ed Version 6.4' is printed above the navigation bar.

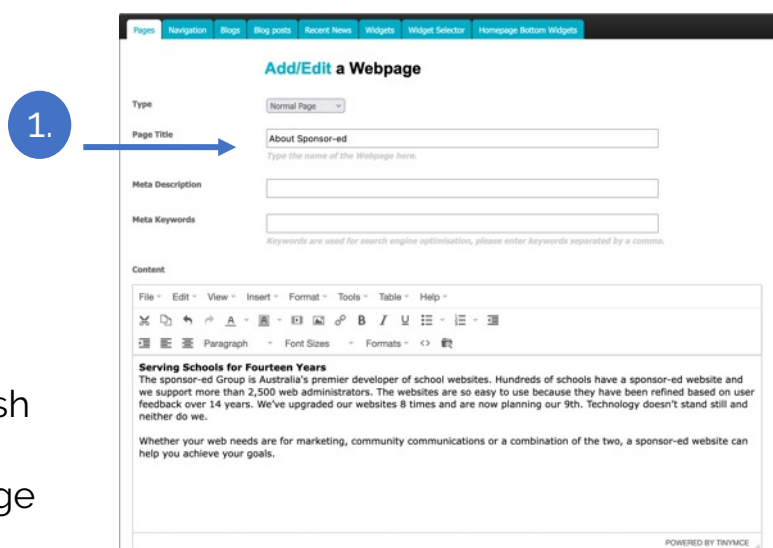
## Pushing Out Content

Content from your website can be pushed out from ARTICLES, PAGES and EVENTS. These all land under the ALERTS section of your app.

You can also push out content exclusively to your app using the QUICK PUSH. This has no place on your website, but lands under ALERTS on your app. Quick Push is like an SMS – a short burst of content (200 characters plus heading).

## Pushing Out Content from a Page

1. Go to the page you wish to Push
2. Select the Group/s
3. Tick app, then update your page



**Add/Edit a Webpage**

Type:

Page Title:   
Type the name of the Webpage here.

Meta Description:

Meta Keywords:   
Keywords are used for search engine optimisation, please enter keywords separated by a comma.

Content

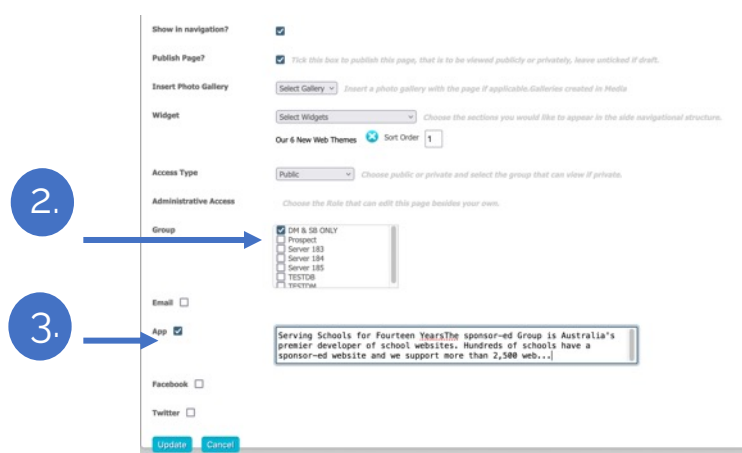
File Edit View Insert Format Tools Table Help

Paragraph Font Sizes Formats

**Serving Schools for Fourteen Years**  
The sponsor-ed Group is Australia's premier developer of school websites. Hundreds of schools have a sponsor-ed website and we support more than 2,500 web administrators. The websites are so easy to use because they have been refined based on user feedback over 14 years. We've upgraded our websites 8 times and are now planning our 9th. Technology doesn't stand still and neither do we.

Whether your web needs are for marketing, community communications or a combination of the two, a sponsor-ed website can help you achieve your goals.

POWERED BY TINYMCE



Show in navigation? ☒

Publish Page? ☒ Tick this box to publish this page, that is to be viewed publicly or privately, leave unticked if draft.

Insert Photo Gallery:  Insert a photo gallery with the page if applicable.Galleries created in Media

Widget:  Choose the sections you would like to appear in the site navigational structure.

Our 6 New Web Themes:

Access Type:  Choose public or private and select the group that can view if private.

Administrative Access: Choose the Role that can edit this page builder your own.

Group:   
☐ Prospect  
☐ Server 183  
☐ Server 184  
☐ Server 185  
☐ TESTDB  
☐ TINYMCE

Email: ☐

App: ☒

Facebook: ☐

Twitter: ☐

Update Cancel

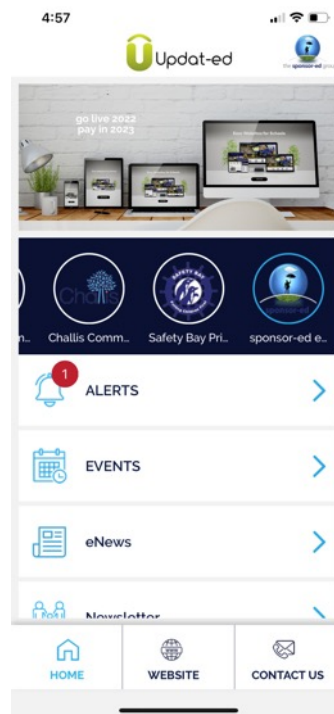
Serving Schools for Fourteen YearsThe sponsor-ed Group is Australia's premier developer of school websites. Hundreds of schools have a sponsor-ed website and we support more than 2,500 web...



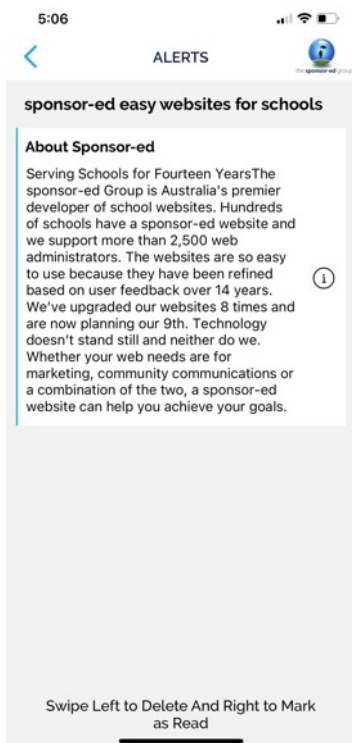
1. Alert & Screen notification from Updat-ed. **Note:** The page title is the Heading.



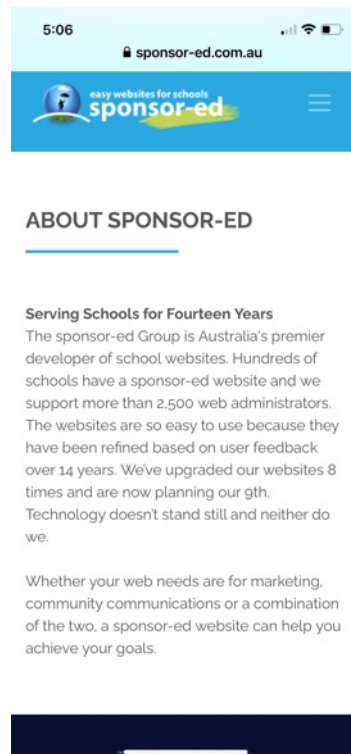
2. Once you click on the notification you go to the app home screen where you see an unread message indicator.



3. When you click on Alerts you will see the latest push.



4. When you click on the message you will be taken to the website to view the full page.



## Pushing Out Content from Articles

1. Go to the article you wish to Push
2. Select the Group/s
3. Tick app, then update your page

1.

**EditArticles**

Title: Tech Tuesday

Authors: Select

Current Home-Page Image (Home Page : Small Pic Style): Tech Tuesday

Insert Image For This Article (Home Page : Small Pic Style): Browse... No file selected. Minimum Recommended Dimension (W x H) : 600px x 400px

Summary

File Edit View Insert Format Tools Table Help

Every Tuesday, from 10am-12pm EST our trusty Sinead will be hosting an Open Zoom Room. Pop in and get personalised support for your website.

Characters: 141 POWERED BY TINYMCE

2.

3.

Widget: Select Widgets Choose the sections you would like to appear in the side navigational structure.

Group: DM & SB ONLY, Prospect, Server 183, Server 184, Server 185, TESTDB, TINYMCE

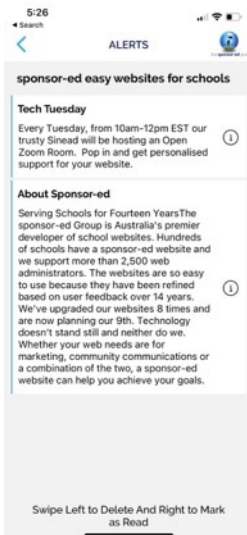
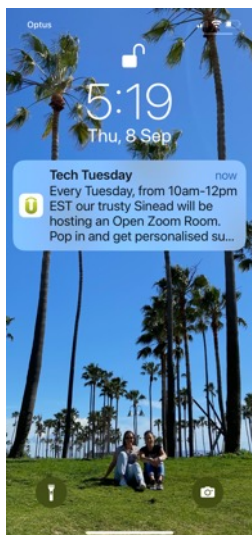
Email: ☐

App: ☒

Publish to: Homepage

Submit Cancel

## Pushing Out Content from Articles

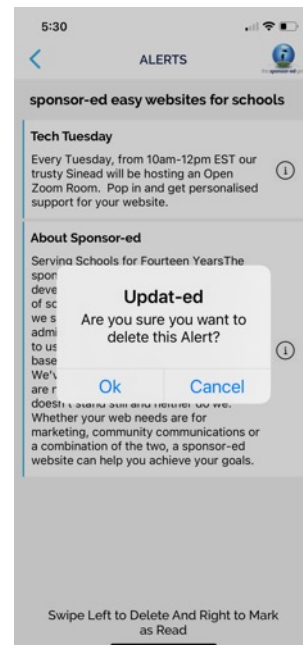
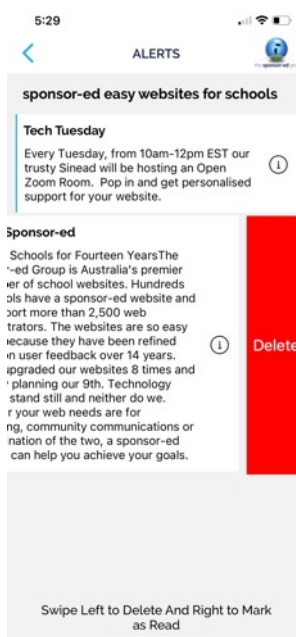
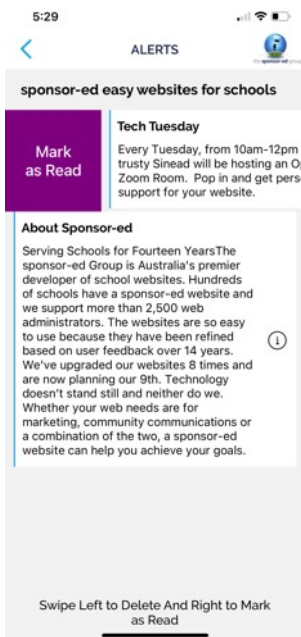
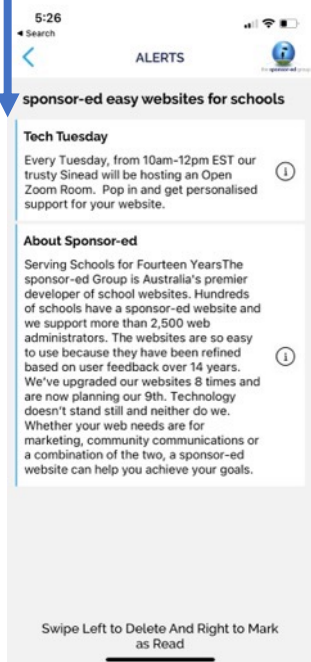


## Deleting Alerts from your app

Unread messages are marked with a thin blue line to the left of the message.

**Swipe Left** = Mark as Read.

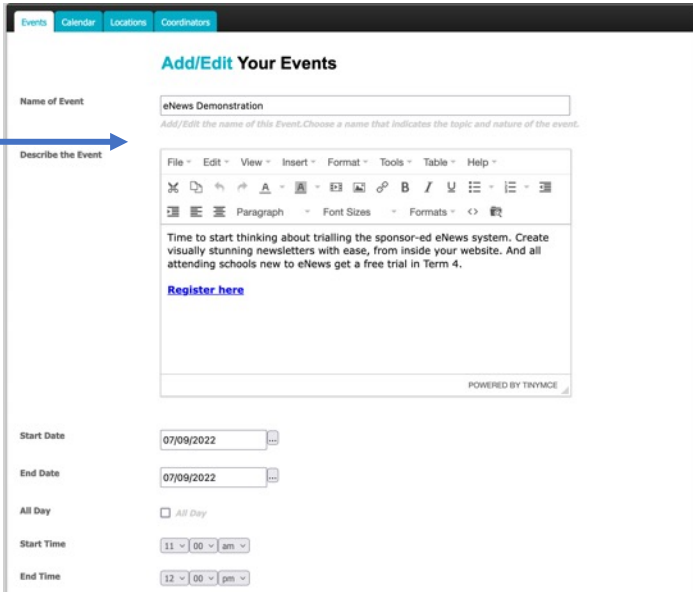
**Swipe Right** = Delete



## Pushing Out an Event

1. Go to the event you wish to Push
2. Select the Group/s
3. Tick app, then update your page

1.



2.

Group

- ☒ DM & SB ONLY
- ☐ Prospect
- ☐ Server 183
- ☐ Server 184
- ☐ Server 185
- ☐ TEST08
- ☐ TEST09

3.

Email ☐

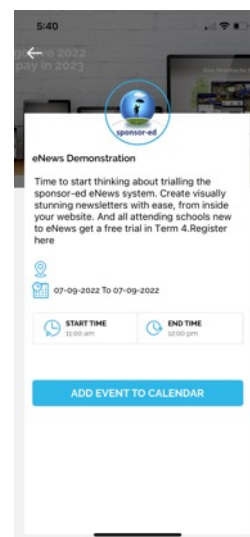
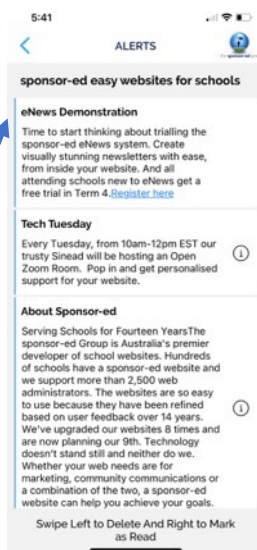
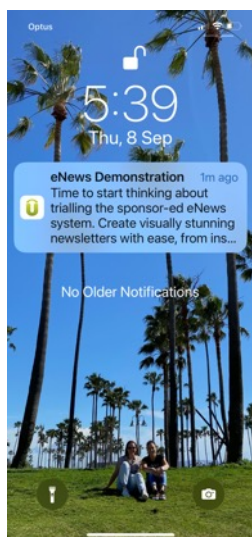
App ☒

Time to start thinking about trialling the sponsor-ed eNews system. Create visually stunning newsletters with ease, from inside your website.

Ticketing Details

Update Cancel

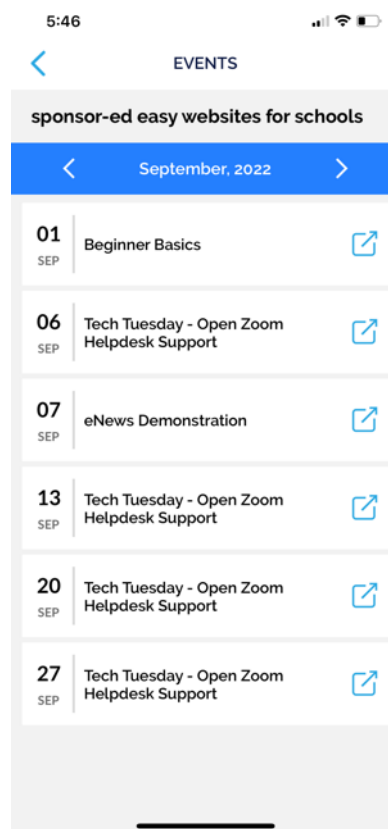
## Pushing Out an Event



Click on event name and you will be taken to further information where you can save the event to your calendar.

## Updat-ed Events

The events section is automatically populated with the calendar entries from your website. Parents can see a list of events for each month. If you want to remind parents of an upcoming event – you can also push it - as described on the previous page.

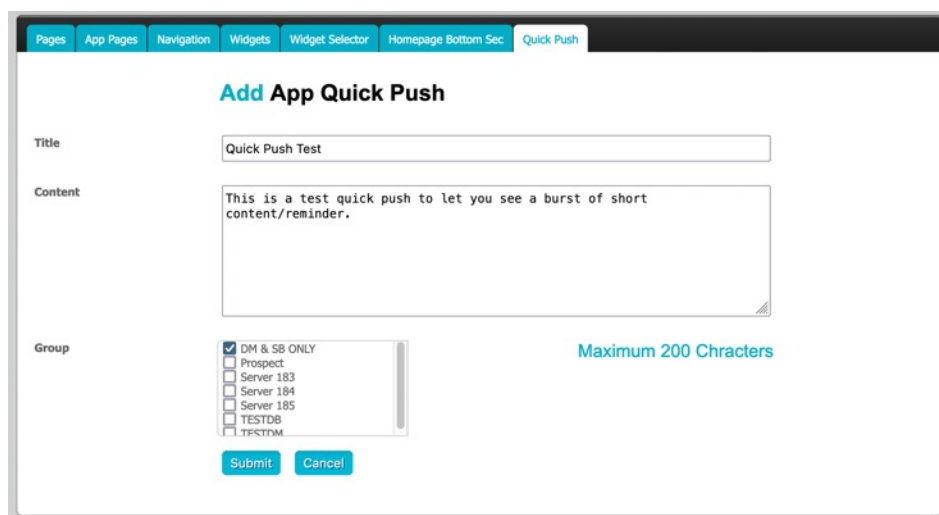




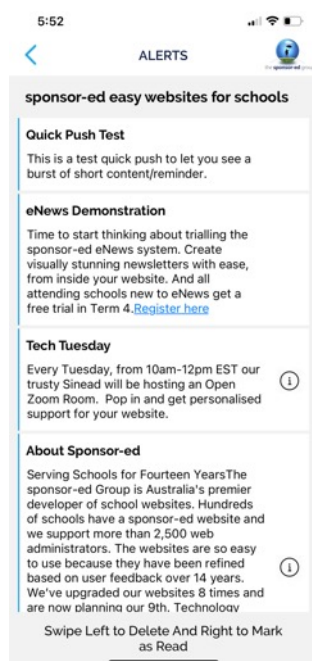
## Quick Push

Quick Push is a short burst of content that sits exclusively in the app - it does not have a home on your website.

WEBSITE CONTENT - Quick Push - Create New



The screenshot shows the 'Add App Quick Push' form. At the top, there's a navigation bar with tabs: Pages, App Pages, Navigation, Widgets, Widget Selector, Homepage Bottom Sec, and Quick Push. The form has three main sections: Title, Content, and Group. The Title field contains 'Quick Push Test'. The Content field contains 'This is a test quick push to let you see a burst of short content/reminder.' The Group section has a list of checkboxes: DM & SB ONLY (checked), Prospect, Server 183, Server 184, Server 185, TESTDB, and TESTDM. There are 'Submit' and 'Cancel' buttons at the bottom. A note on the right says 'Maximum 200 Characters'.

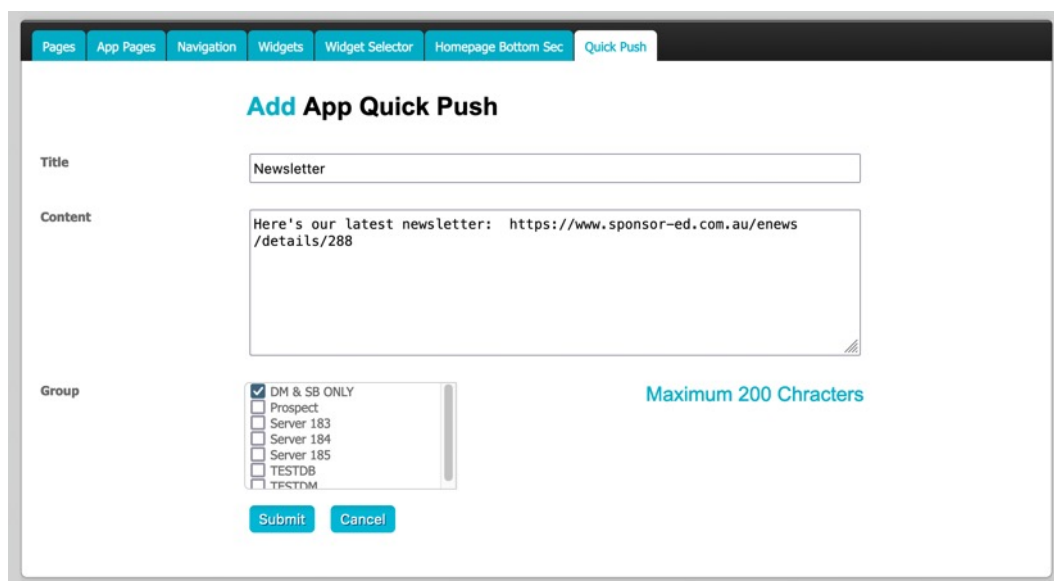


The alert is a quick push, it has no clickable content because it was a short message.

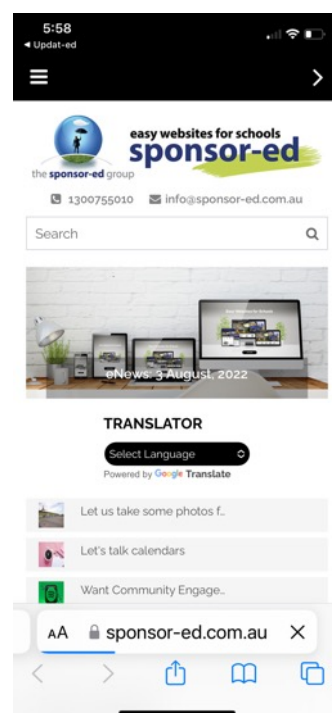
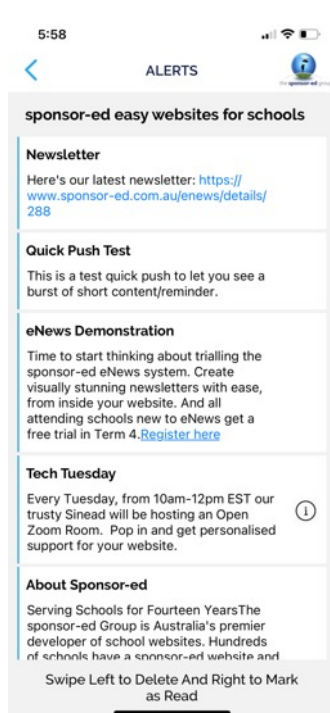
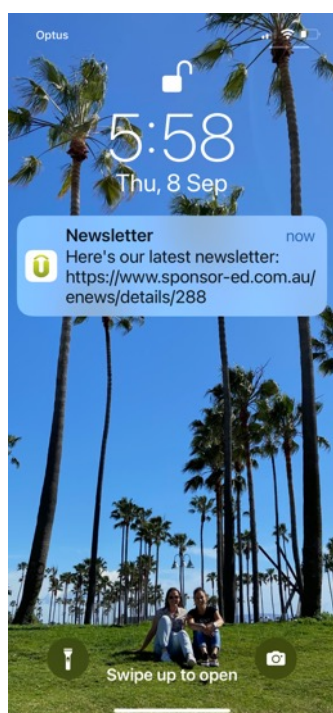
The user can mark as read or delete the message by swiping left/right.

## Quick Push with Hyperlink

You can send clickable hyperlinks in your Quick Push.



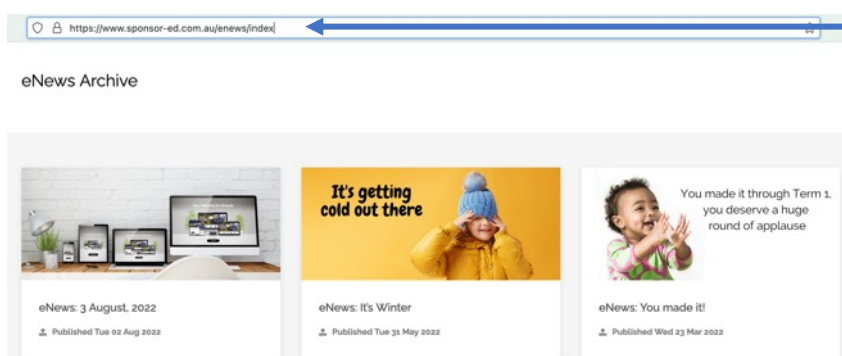
The screenshot shows the 'Add App Quick Push' form. The 'Title' field contains 'Newsletter'. The 'Content' field contains 'Here's our latest newsletter: <https://www.sponsor-ed.com.au/enews/details/288>'. The 'Group' section has a list of checkboxes: 'DM & SB ONLY' (checked), 'Prospect', 'Server 183', 'Server 184', 'Server 185', 'TESTDB', and 'TESTDM'. A 'Maximum 200 Characters' note is visible. 'Submit' and 'Cancel' buttons are at the bottom.



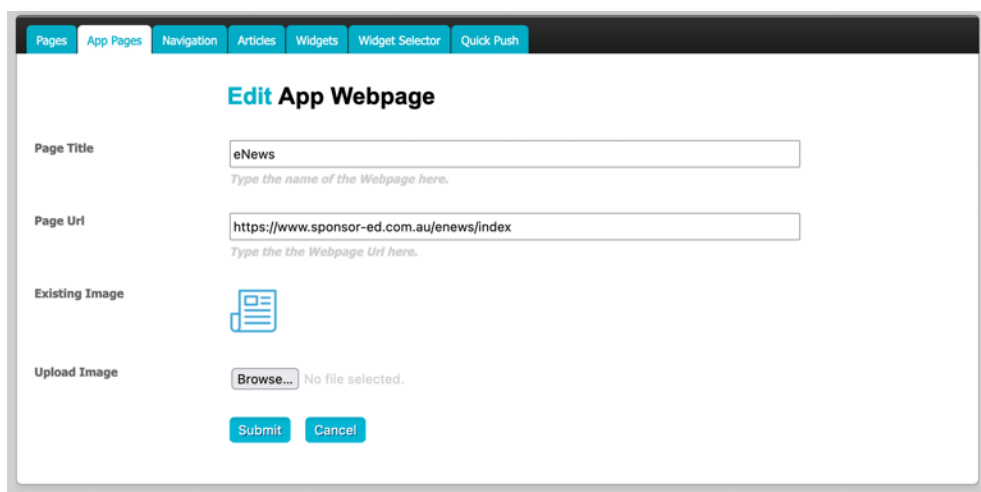
## Custom App Pages

You can create custom app pages for your Home Screen. These might be links to your newsletter page or an Absence Form.

1. Capture the link from a current web page or create a new one
2. WEBSITE CONTENT / App Pages / Create New
3. Page Title should be the same as your web page
4. Paste link into Page URL
5. You can add an image  
(we have a library, email helpdesk@sponsor-ed.com.au)
6. Clicking eNews will take users to your eNews landing page to view all published newsletters.

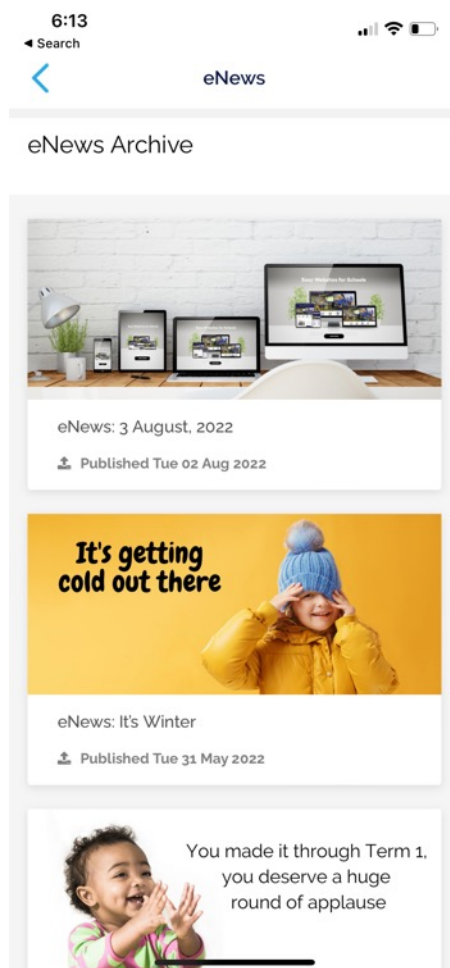
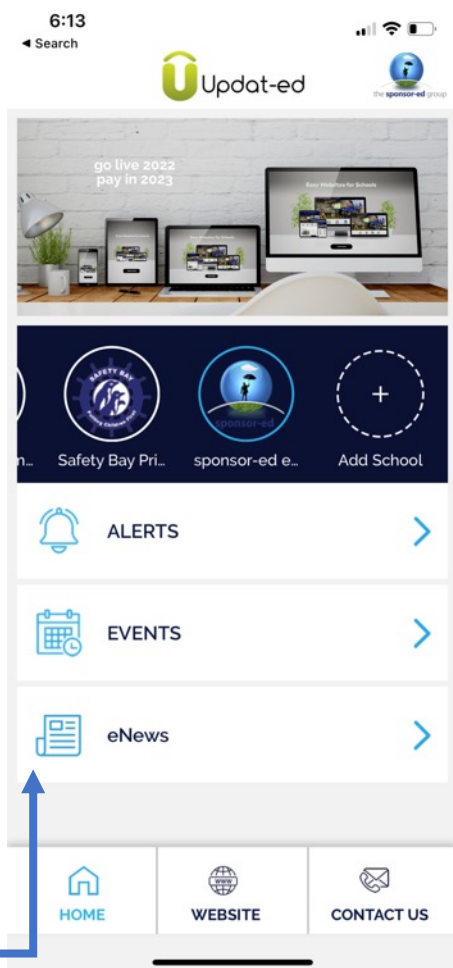


We are copying the URL of our eNews Archive





## Custom App Pages



Custom pages appear alphabetically underneath the ALERTS & EVENTS buttons.