




How to use the College App


All Mass communication to Parents and Guardians is sent out through the College App. The App can be downloaded from Google Play for Android and the App Store for iPhones, search 'Emmanuel Catholic College'.

Handy Hint!
You can also download specific events to your own device by selecting the three dots (⋮) at the top right hand corner when viewing the calendar entry.

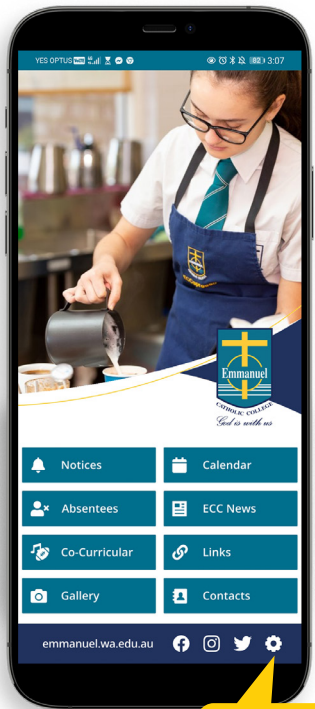
 **Notices**
View all notices sent by the College.


 **Absentees**
Report all student absences through the App.

 **Co-Curricular**
View all notices sent regarding Co-Curricular groups.


 **Gallery**
Library of photographs from recent College events.


 **Website & Social Media**
Direct links to the College Website and Social Media pages.




 **Calendar**
View the current College calendar.

 **ECC News**
Recent College News stories.

 **Links**
Useful links to information relevant for families at the College.

 **Contacts**
Useful contact details for key members of staff at the College.

 **Settings**
Change your Notification settings and Subscription preferences.

Handy Hint!
Check your Notification setting is switched on to ensure you receive alerts for all notices!

If you have any questions regarding the College App, please contact:

Mrs Louise Sheehan
Marketing Officer
Louise.Sheehan@cewa.edu.au



How to use the College App: Absentees

All absentees, late notices and early pick up notifications must be submitted to the College via the College App.

1 Click on the Absentee button on the Home screen.

2 Fill out all the required fields in the form.

Handy Hint! You can add attachments such as a Medical Certificate.

Handy Hint! You can add multiple students in one submission

3 Click the Submit button. You will receive an email notification for your records.

Handy Hint! If you need to submit a Medical Certificate or other documentation after your child has returned to school, please still submit through the College App using the date your child was absent. This ensures our records are kept accurate.

If you have any questions regarding Absentees, please contact:

Student Services

studentservices@emmanuel.wa.edu.au

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Marketing Officer

Louise.Sheehan@cewa.edu.au



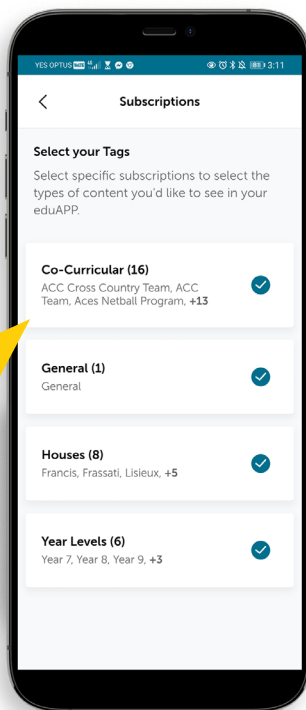
How to use the College App: Subscriptions

The College App is used to give information regarding Year Groups, Learning Areas, Extra Curricular groups as well as general information. **You can manage the information you receive by changing the subscription settings to be relevant for your family.**

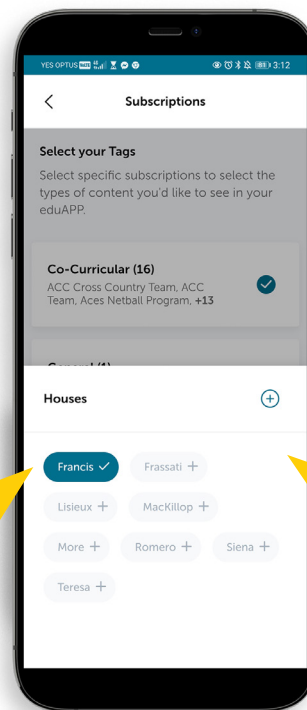


1
Click on the Settings button on the Home screen.

2
Click into each section to select what types of content you would like to receive.



3
Click on all the areas you would like to receive information about.



Handy Hint!
You can add as many tags as you would like!

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