

# TRINITY ACADEMY



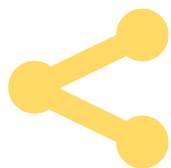
Events



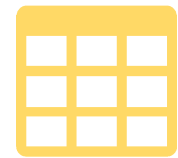
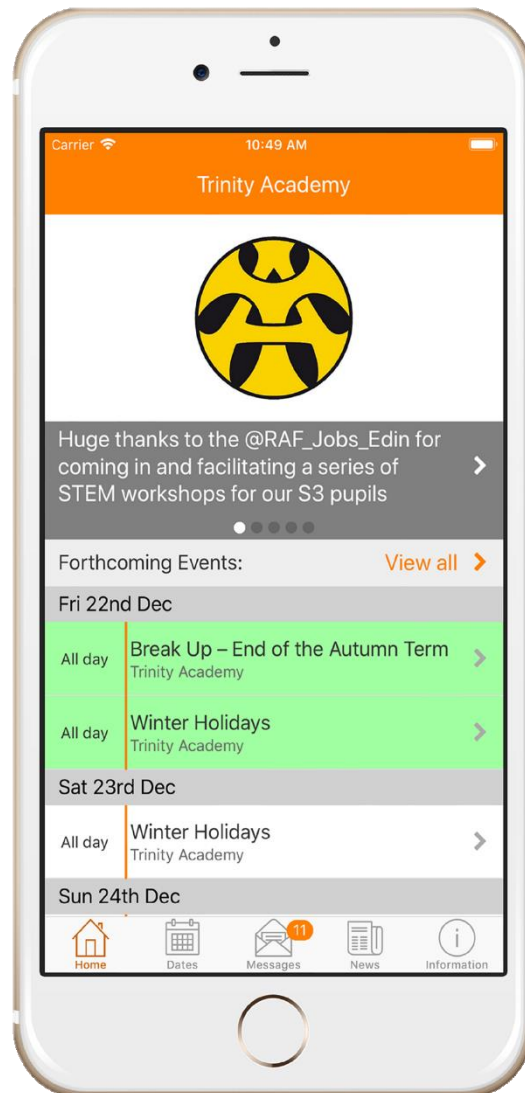
Messages



**PIN  
Protected**



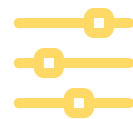
Social



Calendar



News



Filters



Information



## School App

### *Setup & Info Guide for Users*

# Intro & Download Instructions

The Trinity Academy Secondary School App (SSA) provides our school with an easy and effective tool for keeping parents, carers and our wider community informed, involved and engaged with the school.

Our school app is free to download and runs on both Apple and Android devices. You can download as many copies of the app as you want, which means you can keep it on as many phones or tablets as you or your family need!

The Trinity Academy school app has a range of great features to reduce admin, allowing our school community of parents, pupils and staff to keep in touch with the school and be the first to know about events and news.

To download the school app please use the links or the QR code below:



**Apple App Store Link:**  
<https://goo.gl/AhE7W7>

You can also search for **SSA** on any Apple device



**Google Play Store Link:**  
<http://bit.ly/2jtuxGx>

or  
If you are an Android user try searching for either **SSA** or **Trinity Academy** in Google Play.



**Alternatively, use your phone to scan the QR code and start an automatic download.**

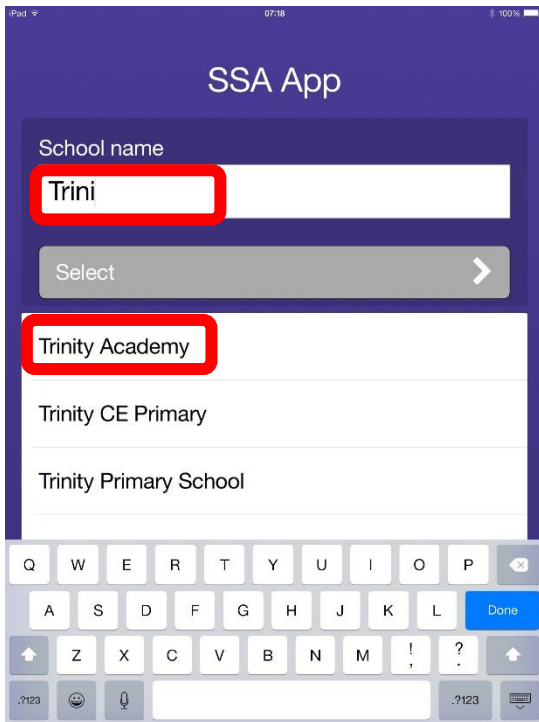
*Do whatever is easiest for you!*

**Remember:**

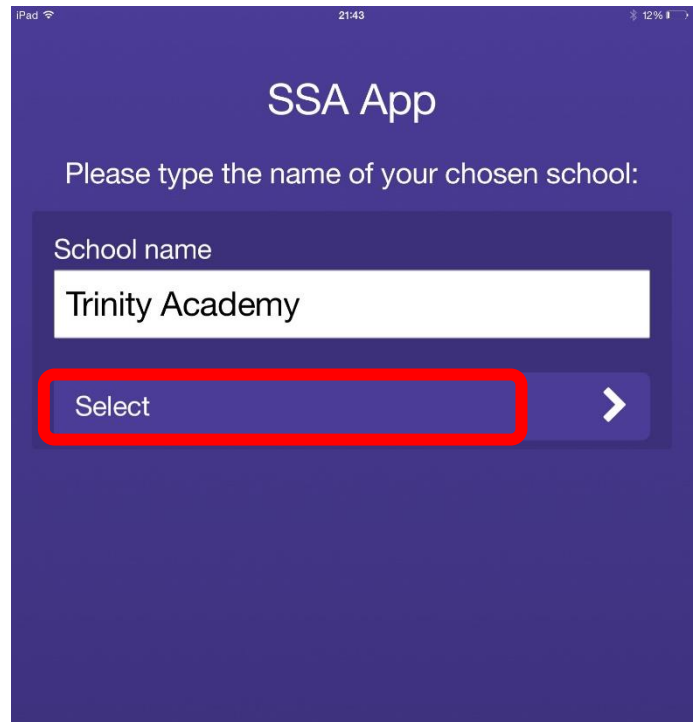
The app is free so download as many copies as you want. Feel free to share this guide with friends and family.

# Installation

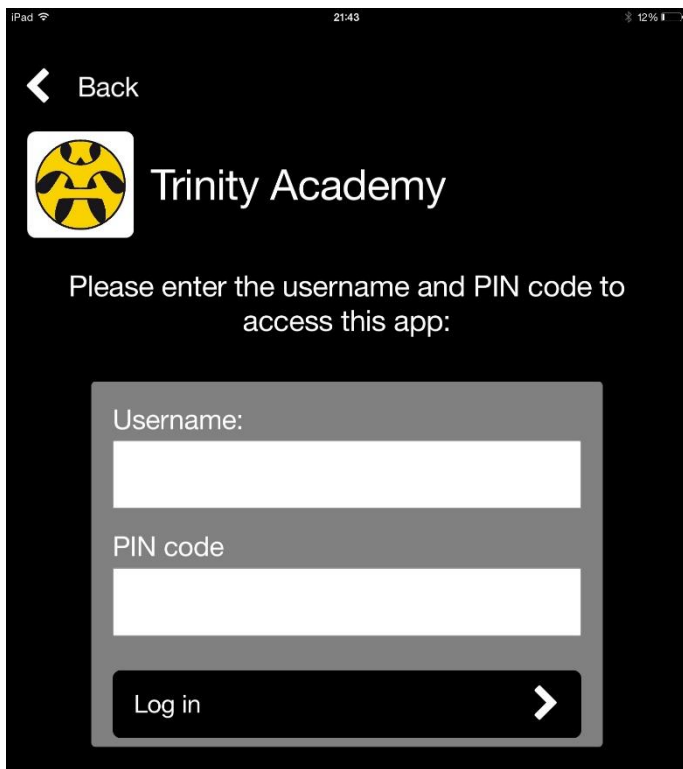
1) Once installed, click on the app and the screen below should be displayed. Type the start of the schools name then select **Trinity Academy** from the list that appears.



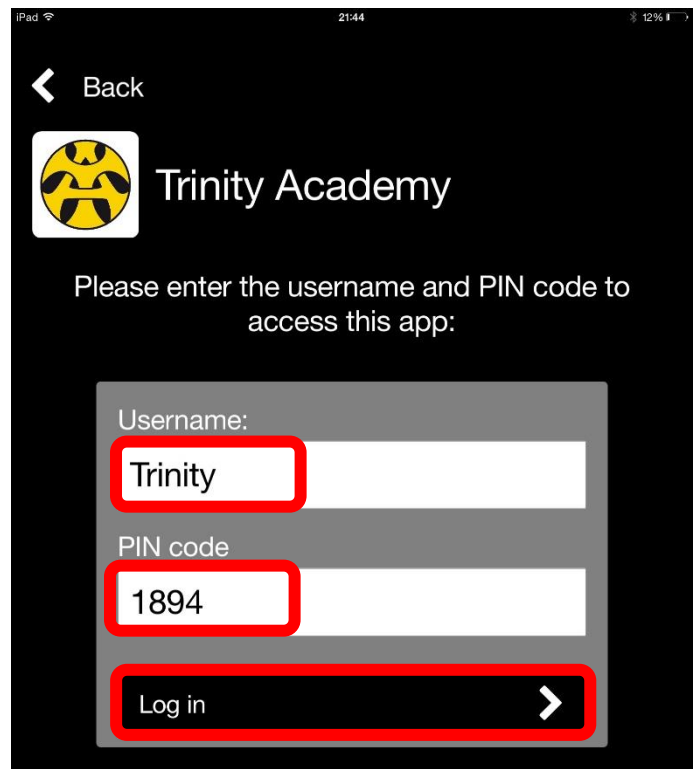
2) Click **Select** to proceed to the next part of the setup process. This will take you to the activation login page.



3) You should now see the following screen. You only need to enter the credentials here once, during this initial setup.



4) Enter the following, case sensitive, details: USERNAME: **Trinity** PIN Code: **1894**. Then click on **Log in** > to proceed.



# App Setup

The Trinity Academy App is very user friendly and intuitive. There are five main sections within the app, all of which can be accessed via the control strip.



Home screen with summary of new info.

Calendar with key dates for school.

Messages for each group.

Hub for all News feeds from social media/ blog/ websites etc...

Direct links to important sites. Term dates, school contact, etc...

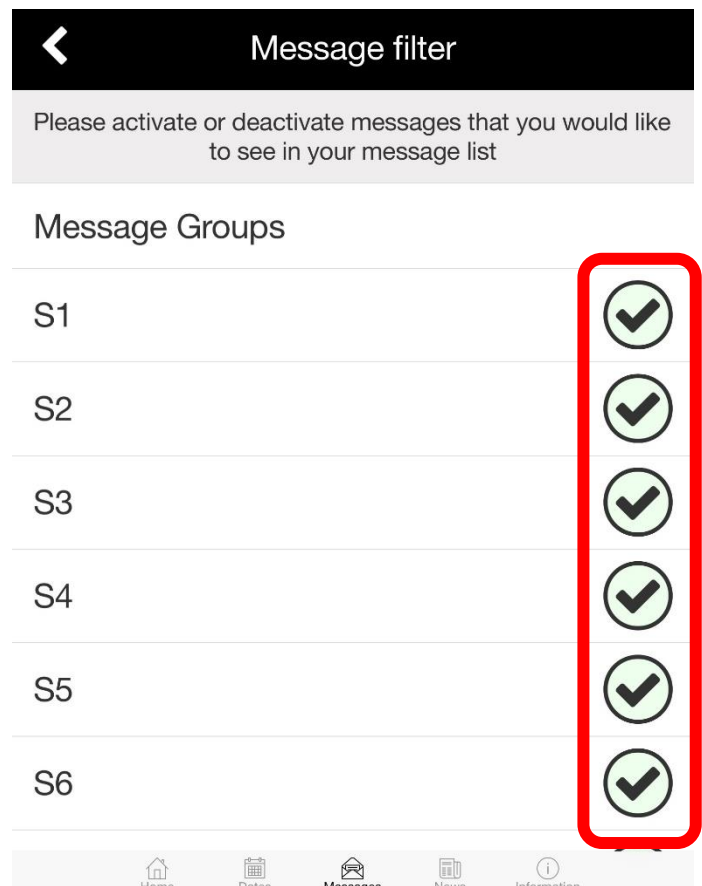
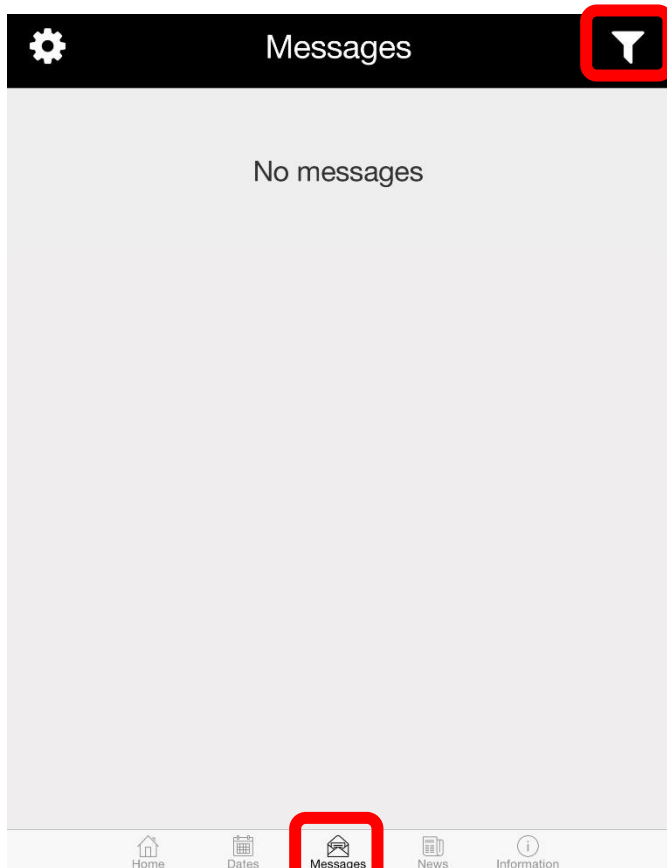
**Please note:** On an iOS (Apple) product the control strip is located at the bottom. On an Android device the control strip is located at the top of the screen.

- 1) Click on the MESSAGES button and then on the little FILTER button (funnel icon).

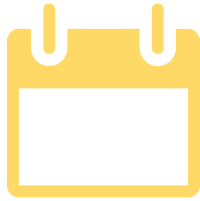
*NB: The DATES section of the App also has a filter button so you can find events easily. It works the same way as this section.*

- 2) By default, every single group will be "ticked" which means you will receive all news sent to that group.

Please untick any group, which is NOT relevant to you or your child. These can be turned on and off at any time.

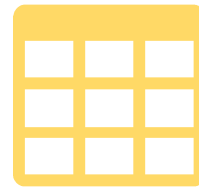


# Features



## Events

See up to date information for events including the location, description and times.



## Calendar

Add and view term dates, school activities and sporting events, plus set reminders and add to your personal calendar.



## Messages

Receive important messages straight to your phone including school closures, late running coaches and time changes.



## News

Receive news stories and photos directly from school website posts using RSS Feeds and the school's twitter accounts to share information with parents, pupils and staff.

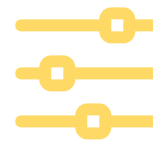


## PIN Protect the App

Protect your school's content and information with secure one time PIN access.

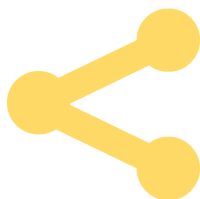
To unlock the Trinity app use: **1894**

*This is the year on the datestone at the top of the old building!*



## Filters

Parents can set filters to receive only relevant information to conveniently keep in touch with the school, and keep up to date with events and news relevant to them.



## Social

Share events and news stories via email, Facebook and Twitter.



## Information

Links to the school's website, contact information, newsletters ParentPay, Parents Evening Booking system and more...

***If you require any assistance with the app please contact the school via:***  
[\*\*\*admin@trinity.edin.sch.uk\*\*\*](mailto:admin@trinity.edin.sch.uk)