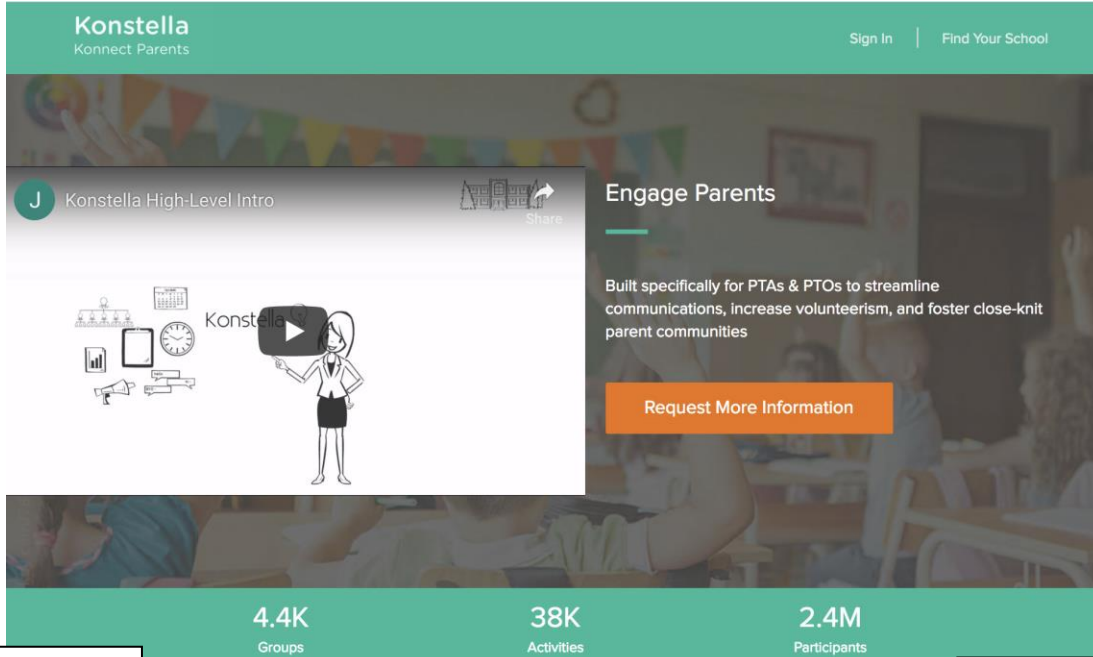


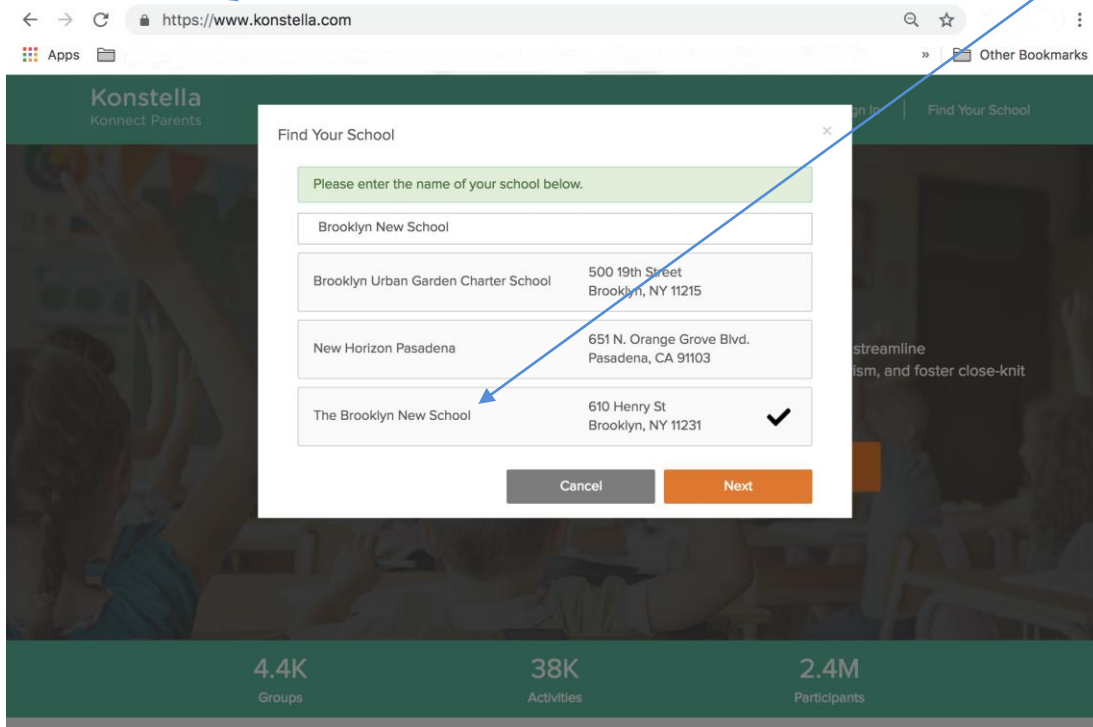
KONSTELLA QUICK GUIDE FOR SERENE HILLS ELEMENTARY PARENTS

You can use Konstella by logging into the website or downloading the app. Below are screenshots to help parents navigate the communications platform.



JOIN
Register for Konstella
www.Konstella.com

Find your school
Serene Hills Elementary School



PROFILE – Add your children, join a classroom

Please enter your child's information

The Konstella Admins at your school need the following information to verify your identity.

Your Email

First Name

Last Name

Child's First Name

Child's Last Name

Relationship to Child

Classroom

Note
(Optional) Enter any information that could help the Konstella Admins at your school identify you, e.g. the classroom your second child is in

YOUR CHILDREN

Place your child in his/her classroom so that you are kept in the Classroom communication loop.

ENTER INFORMATION FOR YOUR CHILD/CHILDREN

A school PTO Admin will review your information and approve your registration. Once approved, don't forget to finalize your profile (see below).

Konstella

Account Settings

Sign Out

Manage

THE BROOKLYN NEW SCHOOL

- Kori & Jenn-Kindergarten
- Afterschool
- Parenting
- Weekend Activities
- Summer camps/activities

BASIC INFO | PRIVACY | NOTIFICATIONS

Profile Photo

First Name

Last Name

About Me

Email
[Change Email](#)

Password
[Change Password](#)

Phone (Mobile)

Phone (Home)

Phone (Work)

Street

City

State

Zip

Country

Select Language

ACCOUNT SETTINGS
Put in your basic info.

YOUR SETTINGS

The screenshot shows the 'Account Settings' page with the 'PRIVACY' tab selected. The left sidebar contains navigation options: 'Your Children', 'Your Roles', 'Your Orders', 'Your Donations', 'Account Settings' (highlighted), and 'Sign Out'. At the bottom of the sidebar are 'Manage' and 'Invite' buttons. The main content area has three tabs: 'BASIC INFO', 'PRIVACY', and 'NOTIFICATIONS'. Below the tabs are four settings, each with a toggle switch:

- Show my email to parents in my school(s) Yes No
- Show my phone number to parents in my school(s) Yes No
- Show my address to parents in my school(s) Yes No
- Allow sharing my children's photos on Konstella Yes No

A 'Save' button is located at the bottom right of the settings area.

PRIVACY

Decide what you want to share with other SHE parents. Konstella is a great way to stay connected without having to share any of your personal information.

The screenshot shows the 'Account Settings' page with the 'NOTIFICATIONS' tab selected. The left sidebar is identical to the previous screenshot. The main content area has three tabs: 'BASIC INFO', 'PRIVACY', and 'NOTIFICATIONS'. Below the tabs are several notification settings:

- Announcements and Events:** Immediate phone notification and email, Daily digest email, None
- Files and Photos:** Immediate phone notification and email, Daily digest email, None
- Unread Chat Messages:** Immediate phone notification; email if not read in 20 minutes, Immediate phone notification & daily digest email, Immediate phone notification only; no email
- Parent Education:** Email when a new session is published (bi-weekly), Follow school-wide setting (currently set to "monthly"), None
- Weekly Digest Emails:** weekly digest of upcoming events. Yes No
- konstella.com/amazon Reminders:** monthly emails that remind you to use konstella.com/amazon. Yes No
- Important Konstella Announcements:** fewer than 1 email per month. Yes No

A 'Save' button is located at the bottom right of the settings area. A 'Select Language' dropdown is visible at the bottom left.

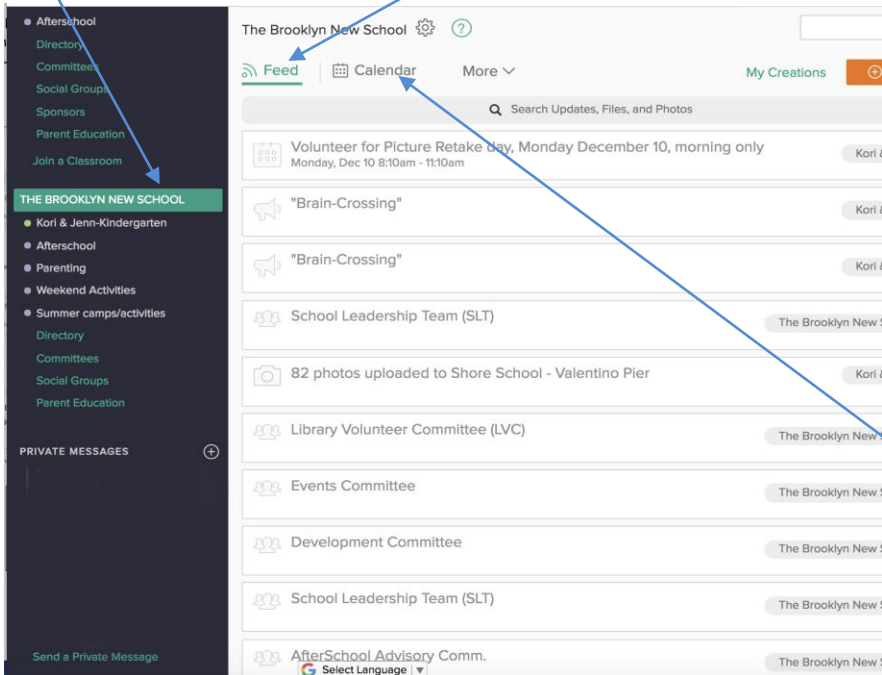
NOTIFICATIONS

You choose what communications you would like to receive and the frequency. Changing the default setting for announcements to 'daily digest email' will limit the number of emails to your inbox, but you will receive push notifications in the app. Choosing 'none' means no emails and no push notifications in the app, but all info is viewable by logging onto the site or app. **Weekly Digests of Upcoming Events** gives a summary of everything coming up in the week ahead in a single email. **Parent Education** refers to parenting podcasts created by Konstella with parents on the platform. They can be listened to for a small fee (usually \$5 each).

YOUR DASHBOARD

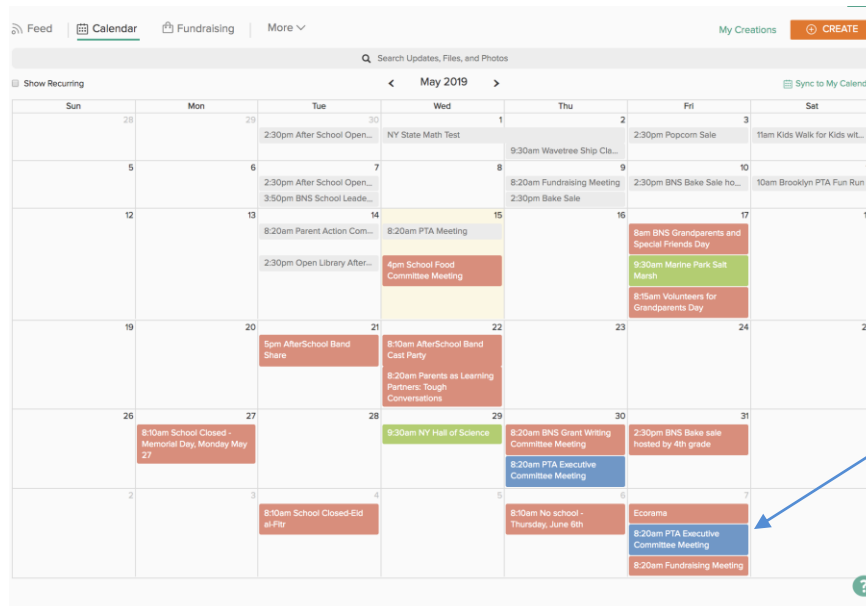
FEED

You can find all your school announcements



CALENDAR – School, DOE and class events listed here.

This calendar will look different than the one on the school website since it's personalized for each parent. It will show school-wide events as well as events (ie/fieldtrips) for your children's classrooms. While the SHE calendar on the website will show the fourth grade camping trip, for example, the trip will only show to fourth grade parents on the Konstella calendar. That is so SHE can take advantage of the reminder feature for those the events are relevant to.

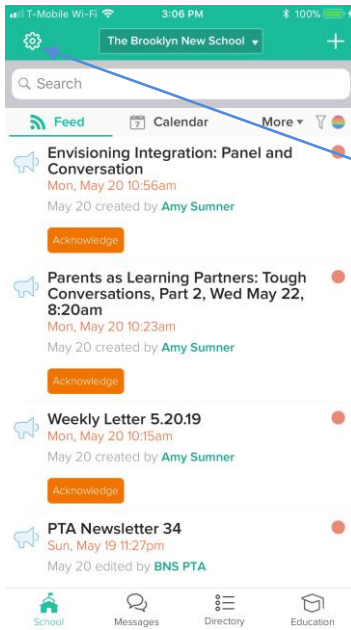
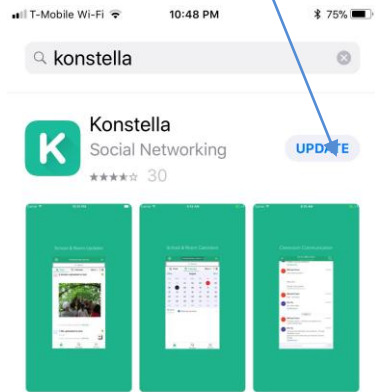


CALENDAR
Class events in green

Your committee meetings in blue

School-wide events - brown

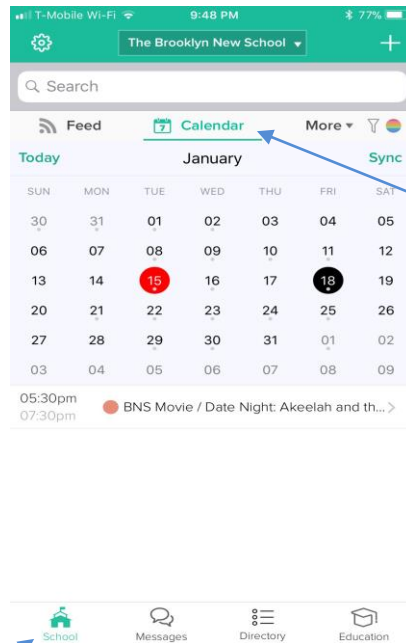
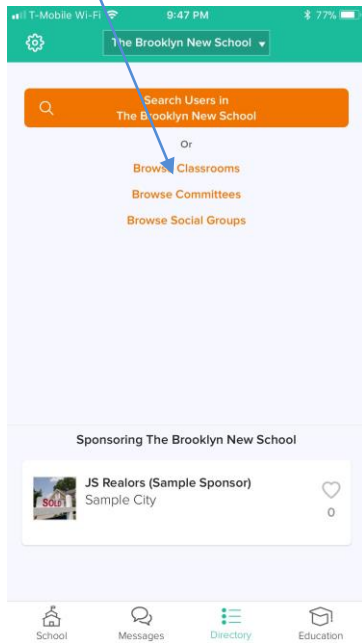
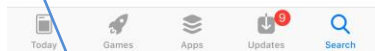
DOWNLOAD the app



In the app you can access. Your profile and account settings by tapping the gear icon in the top left of your screen.

Add a child, join a classroom, set your notification choices.

DIRECTORY – Search for parents in your class. Join committees and social groups.



CALENDAR
Sync with ical,
Google.

YOUR DASHBOARD
Access your dashboard on the go.

MESSAGES
Connect with parents, class parents and teachers.

App/Phone notifications

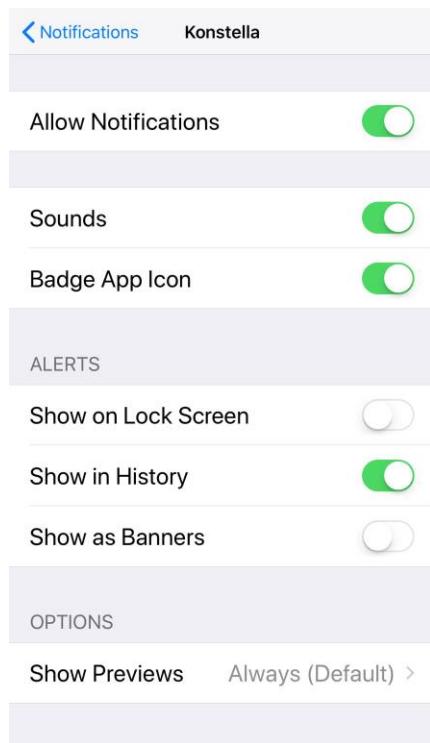
iPhone

Go into settings on your phone

Scroll down to notifications and tap

Scroll down to the Konstella app and tap

If you want to get notifications in the app turn on 'allow notifications'



You can choose what notifications you want to receive:

A sound alert

Badge App Icon will show a little red circle in the corner of the app thumbnail on your screen.

You also have a choice of alerts on your **locked screen** and to see **banners**.

Android and newer iPhones will have similar options