

# Your guide to your **Parentapps** **Simple Solution** website

AUGUST 2022





## Parentapps Connect

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At Parentapps, we are passionate about helping schools improve communication with parents and our team are dedicated to building tools to do just that.

Now you have your website up and running, we would like to let you know that this isn't the end of our relationship with you... we want to be there for you, whenever you need us.

To begin with, we have created this simple to use instruction manual to help you get started with your new website. It contains everything you need to know to get up and running in no time, but, if you still need help, just give us a call.

## Content

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How to log into your website portal.....	<b>3</b>
Overview of dashboard .....	<b>4</b>
How to update and manage your media library .....	<b>5</b>
How to edit your homepage .....	<b>6</b>
How to edit your inside pages .....	<b>10</b>
How to crop images to a specific size on your site.....	<b>12</b>
How to replace & add a policy or newsletter .....	<b>13</b>
How to create a class page.....	<b>14</b>
How to create a blog post .....	<b>15</b>
Creating additional admin users.....	<b>16</b>
Housekeeping.....	<b>17</b>




## How to log into your website portal

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To log in to your website portal, refer to your final email you received on confirmation of your website going live. This will contain your dashboard link and your username and password. Please bookmark this for future reference. Make sure you also save this and click Remember Me for future use

Please contact the office if you are having difficulties logging in.

**IMPORTANT: Please make sure you are using Google Chrome as your internet browser.**

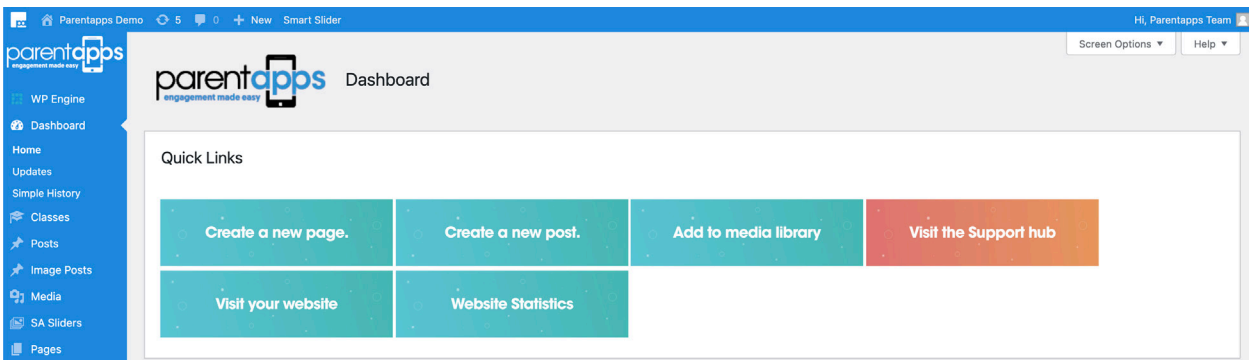
A screenshot of the parentapps login portal. The background is a solid blue color. At the top center is the parentapps logo, which consists of the letters 'pa' in a white square. Below the logo is a white login form. The form contains two input fields: 'Username or Email Address' and 'Password'. The 'Password' field has a small eye icon to its right. Below the 'Password' field is a checkbox labeled 'Remember Me'. To the right of the checkbox is a blue button with the text 'Log In'. At the bottom of the form, there is a link that says 'Lost your password?' in a smaller, lighter blue font.



## Overview of dashboard

The dashboard is the first screen that you will see whenever you log in. Here you can access everything you will need to manage your website. We have created some quick link buttons in the middle section for ease of access to the most common requests. You can simply create a new page, a new post, add to your media library, visit your website, see what your most popular pages are or visit your support hub.

You can also visit your school website at any time by clicking on your school's name in the top left-hand corner. In the main blue menu bar down the left-hand side of the screen, you will find anything else you will need to help you manage your website.





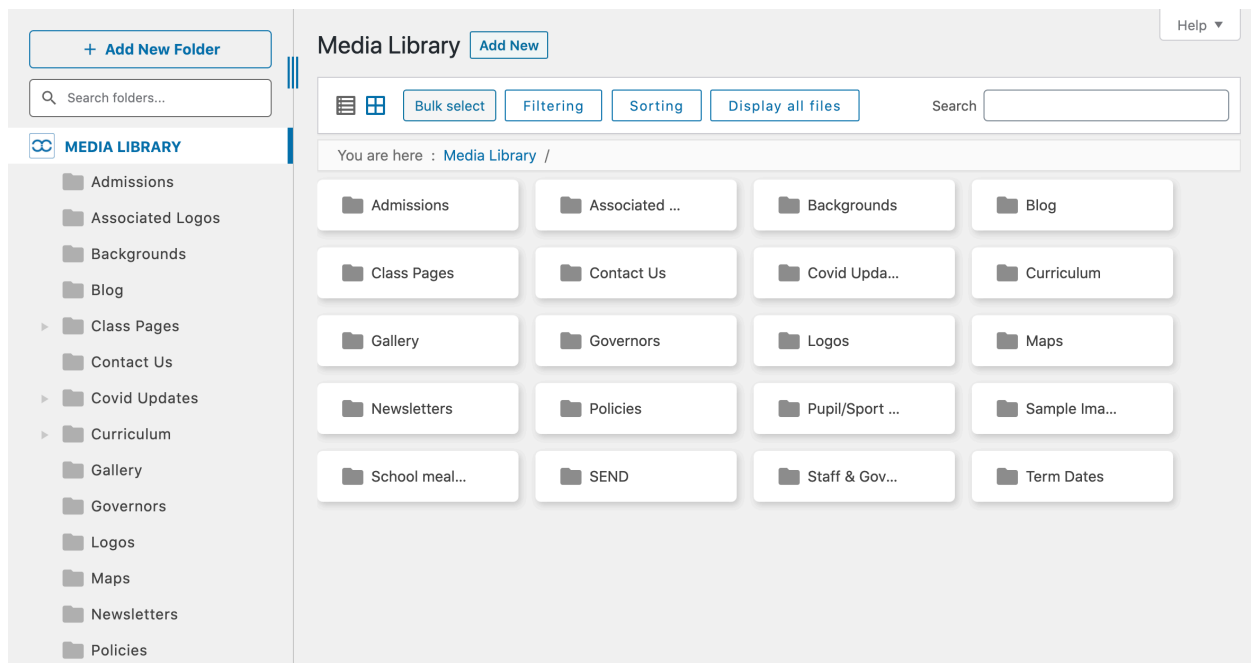
## How to update and manage your media library

Your media library contains all the additional content on your website such as any photographs or PDF documents. We have set up a handy file system for you to keep your media tidy.

Our easy-to-use system allows you to create sub folders to keep all associated photographs or PDF documents together.

Any photographs or PDF documents you would like to add to your website must be added here first. If you need to make a new folder to store your content, click Create Folder before giving your folder a name and clicking Create. You can navigate to any of your previous folders by clicking on the list on the left-hand side of the screen.

To add a new media item, select the Add New button before choosing Select Files and choosing a document from your computer just as you would attaching content to an email. You can also drag multiple files over into the upload box.



Once uploaded, you can right click on any media library item to see additional options. You can edit an item, delete an item, get the URL of the item (which is useful for linking this to a button on your website) or move the item into another folder.



# How to edit your Homepage

By using an option called the **Edit page**, you can add new content to the homepage.



When you click in to the homepage you will see a dashboard similar to the image below. Across the top you will see a set of tabs which are labeled **'hero image'** **'newsticker'** **'welcome section'** etc.

The Hero image is the banner at the top of your homepage and you have a few options how this will display across different devices. If you select **'hide on mobile'** the banner will not show on mobile.

If you select the **show hero text** option this will allow you to add a title and a small blurb on top of your banner image.

The newsticker tab allows you to add newstickers and you can move them around by clicking the **small arrow**. To add a new newsticker click the **add newsticker** button.

## Newsticker Content



## How to edit your Homepage

The welcome section is the part of your website below the newsticker. In this section you can add a **welcome title**, **welcome blurb**, a **button** which can either link to another page or a document. You can add an **image** which will go beside your content.

Hero Image	Newsticker	<b>Welcome Section</b>	Embed Section	Quick Links
------------	------------	------------------------	---------------	-------------

**Show Welcome Section**  
On mobile devices some pages can become really long if you've used a lot of contents. By default these will appear on all devices, however you can choose to hide them on specific devices if you think the page is getting really long to scroll down.

Hide for all  Show for all  Hide for mobile  Hide for tablet  Hide for desktop  Hide for mobile & tablet

---

**Welcome Text Title**

Homepage welcome title

---


**Welcome Text Blurb**  
Maximum 800 characters

St. Paul and St. Timothy's Catholic Infant School is set in the Liverpool suburb of West Derby. We are a large, 4-form entry school catering for children aged 4 – 7 years of age. We serve the parishes of St. Paul and St. Timothy.

We strive to live the Gospel message in our daily life in school. Through our mission statement: 'Love – Learn – Belief – Achieve, in the spirit of Jesus', all in our school community are encouraged to love God and love one another.


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**Welcome Button**

<b>Text</b> Learn more	<b>Options</b> <input type="radio"/> Link <input checked="" type="radio"/> File	<b>File</b>  <b>Corona-1</b> File name: Corona-1.pdf File size: 13 KB
---------------------------	---	---

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**Welcome Image**





# How to edit your Homepage

The Embed section is the section which will be directly below your welcome section and you have the choice of **image** or **text**, if you select an image this will appear to the left, if you select text you can insert shortcodes for your twitter feed. The right side will allow you to add more content for the page with the ability to add a **button**.

Homepage Template 1
^ v ▲

Hero Image

Newsticker

Welcome Section

Embed Section

Quick Links

**Show Embed Section**

On mobile devices some pages can become really long if you've used a lot of contents. By default these will appear on all devices, however you can choose to hide them on specific devices if you think the page is getting really long to scroll down.


Hide for all  
  Show for all  
  Hide for mobile  
  Hide for tablet  
  Hide for desktop  
  Hide for mobile & tablet

**Left Side**

**Content Type**

Image  
  Text

**Image**



**Right Side**

**Text Title**

Text and title

**Embed Script**

Visual | Text

Paragraph  
 **B**  
 *I*  
 ☰  
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 ☰  
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 📄

**St. Paul and St. Timothy's Catholic** Infant School is set in the [Liverpool](#) suburb of West Derby. We are a large, 4-form entry school catering for children aged 4 – 7 years of age. We serve the parishes of St. Paul and St. Timothy.

We strive to live the Gospel message in our daily life in school. Through our mission statement: 'Love – Learn – Believe – Achieve, in the spirit of Jesus', all in our school community are encouraged to love God and love one another.

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**Right Side Button**

<b>Text</b>	<b>Options</b>	<b>Link</b>
Learn more	<input checked="" type="radio"/> Link <input type="radio"/> File	https://facebook.com/

Status: Published [Edit](#)

Visibility: Public [Edit](#)

Published on: Apr 13, 2022 at 14:08 [Edit](#)

[Copy to a new draft](#)  
[Rewrite & Republish](#)  
[Move to Trash](#)
Update

**Page Attributes** ^ v ▲

**Parent**

(no parent) ▼

**Template**

Homepage Template 1 ▼

**Order**

0




Need help? Use the Help tab above the screen title.





## How to edit your Homepage

The quick links section allows you to add links to the bottom of your homepage, you can either link to a **website URL** eg. bbc.co.uk. You can link to a **document** or you can link to a **page** within your website. you also have the ability to add an **icon** or an **image** to the link.

Homepage Template 1				
Quick Links				
<b>Show Quick Links</b> On mobile devices some pages can become really long if you've used a lot of contents. By default these will appear on all devices, however you can choose to hide them on specific devices if you think the page is getting really long to scroll down.				
<input type="radio"/> Hide for all <input checked="" type="radio"/> Show for all <input type="radio"/> Hide for mobile <input type="radio"/> Hide for tablet <input type="radio"/> Hide for desktop <input type="radio"/> Hide for mobile & tablet				
<b>Quick Links Content</b>				
1	<b>Url Options</b> <input type="radio"/> Url <input checked="" type="radio"/> File <input type="radio"/> Page	<b>File</b>  <b>Corona-1</b> File name: <a href="#">Corona-1.pdf</a> File size: 13 KB	<b>Media Options</b> <input type="radio"/> Image <input checked="" type="radio"/> Icon	<b>Icon</b>  School
2	<b>Url Options</b> <input type="radio"/> Url <input type="radio"/> File <input checked="" type="radio"/> Page	<b>Page</b> About	<b>Media Options</b> <input type="radio"/> Image <input checked="" type="radio"/> Icon	<b>Icon</b>  House

Once you are happy with your changes to your homepage you can click the **blue update button** located to the right.



## How to edit your inside pages

If you wish to edit one of your inside pages you can follow the same steps as you would your home page. Click **edit page** and you will see the layout below. You will see **Hero Image**, **Two Column Section** and **Additional Section**. The Hero section allows you to add an image to the top of the page.

**Page Template 1** ^ v ▲

Hero Image
Two Column Section
Additional Section

**Show Hero Image**

On mobile devices some pages can become really long if you've used a lot of contents. By default these will appear on all devices, however you can choose to hide them on specific devices if you think the page is getting really long to scroll down.

Hide for all  
  Show for all  
  Hide for mobile  
  Hide for tablet  
  Hide for desktop  
 Hide for mobile & tablet

**Hero Image**

The Two Column Section allows you to add **text**, **button** and an **image** to this page, you also have the option to **column reverse** the page layout from default which is content left and image right.

Hero Image
Two Column Section
Additional Section

**Show Two Column**

On mobile devices some pages can become really long if you've used a lot of contents. By default these will appear on all devices, however you can choose to hide them on specific devices if you think the page is getting really long to scroll down.

Hide for all  
  Show for all  
  Hide for mobile  
 Hide for tablet  
  Hide for desktop  
 Hide for mobile & tablet

**Column Reverse (Image Left & Content Right)**

Yes

**Title Name Header**

Page title header

**Page Content**  
Maximum 800 characters

<strong>Lorem Ipsum</strong> is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard.

It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages.

**Page Button**

Text	Options	Link
Learn more	<input checked="" type="radio"/> Link <input type="radio"/> File	/

**Select Right Side Image**



## How to edit your inside pages

Just like the Two Column section you have the ability to reverse the column structure but with this section you can add in a **gallery** and you choose your images from your media library. You have the ability to add an **accordion** which is useful if you have a lot of content which can be broken down into sections.

**Page Template 1** ^ v ▲

Hero Image   Two Column Section   **Additional Section**

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**Show Additional Section**  
On mobile devices some pages can become really long if you've used a lot of contents. By default these will appear on all devices, however you can choose to hide them on specific devices if you think the page is getting really long to scroll down.

Hide for all  
  Show for all  
  Hide for mobile  
 Hide for tablet  
  Hide for desktop  
 Hide for mobile & tablet

**Column Reverse (Content Left & Image Right)**

Yes

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**Gallery Image**  
Gallery slider automatic active when image more than 1

Add to gallery
Bulk actions ▼

---

**Enable Accordion**  
If disable will show "Alternative Accordion Content"

Yes

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**Accordion Lists**

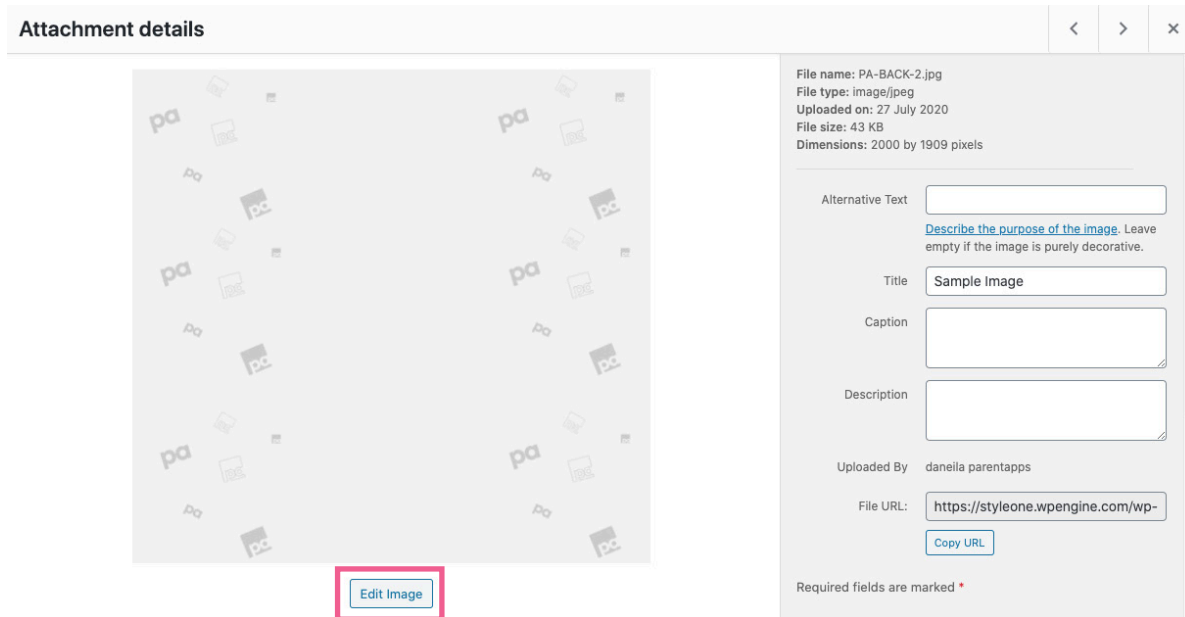
	Accordion Title	Accordion Content
1	<input type="text" value="Accordion title 1"/>	<div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;">                     Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text                 </div>
2	<input type="text" value="Accordion title 2"/>	<div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;">                     Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text                 </div>
3	<input type="text" value="Accordion title 3"/>	<div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;">                     Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text                 </div>

Add Accordion

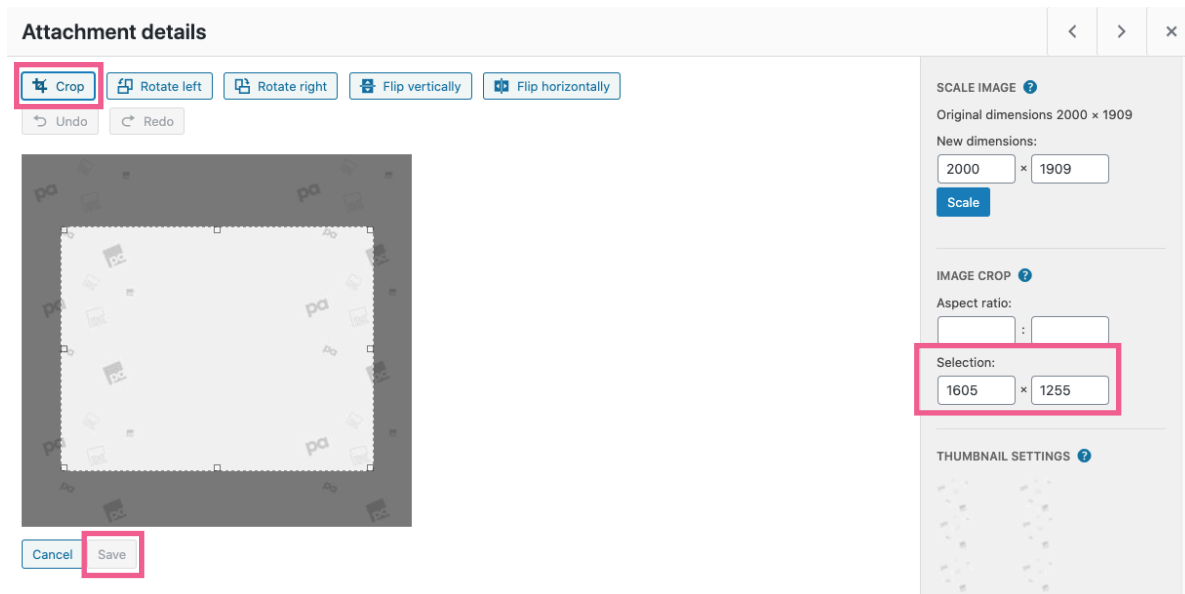


## How to crop images to a specific size on your site

Before we can set a new image, we need to prepare it to ensure it will fit the page properly. Firstly, upload the image to your media library and click on it to open the attachment details view. At the bottom, click the “Edit Image” button to load up the image editor.



We now need to crop the image to the correct size; we can tell you the specific size for your website as this can vary. Drag anywhere on the image to create a selection, then type the size specified into the selection box on the right-hand side to scale it properly.



Then click and drag the centre of the selection to encompass the part of the image you'd like to display. Once you are happy, click the crop button in the top left then click save. You can now exit the attachment details view and head to the page you'd like to update.



## How to replace and add a policy or newsletter

Click on edit page and you have the option to add in some intro text for the page followed by the adding, removing and updating of a newsletter or policy. You have the option to make the policy/newsletter a sublisting, for example if you have 3 newsletters in December you can have them all within 1 December listing. You can either link the newsletter/policy to a document or a URL. To add more you click add row, to delete a listing you hover over the minus icon and select remove.

**Newsletter and Policies** ^ v ▲

**Intro Text**

If you require any more information or a paper version of any document on our website, please contact the school o

**Link List**

**Text \***

**Sub Listing**

Yes

	Text *	Option	File	
1	<input type="text" value="Sample Policy C"/>	<input checked="" type="radio"/> File <input type="radio"/> Url	<div style="border: 1px solid #ccc; padding: 5px; display: flex; align-items: center;"> <p><b>PDF for School Menu</b> File name: PDF-for-School-Menu.pdf File size: 19 KB</p> </div>	-
2	<input type="text" value="Sample Policy C"/>	<input checked="" type="radio"/> File <input type="radio"/> Url	<div style="border: 1px solid #ccc; padding: 5px; display: flex; align-items: center;"> <p><b>PDF for School Menu</b> File name: PDF-for-School-Menu.pdf File size: 19 KB</p> </div>	

Add Row

**Text \***

**Option**

 File  
 Url

**Url**

**Sub Listing**

No

Add Row



## Creating a class page

We have ensured that creating class pages and blog posts is a simple method.

In most cases, we will have already created your class page and you simply need to edit the content but if you need to create a class page this is the method.

1. Navigate to Classes on your dashboard and click "Add New"
2. Give your class page a title
3. Hero Image - Decide if you would like to display a class picture
4. Welcome text - Add in your teacher's name and pictures and a brief summary of your class (if you go over the text limit don't worry you can add your full introduction into a word document and save this as a PDF and link it to the button in this welcome section)
5. Class Post Section Title - Give your class posts a generic title
6. File columns 1-3 - These allow you to add in Curriculum Maps / Home Learning / Useful links for this class. The system will show 5 by default then arrows will indicate to show the next 5 keeping the design nice and tidy
7. Gallery - Here you can add generic images of the class
8. Shortcode - This can be used in the instance that your class has a twitter feed.

The screenshot shows the Parentapps dashboard interface. On the left, a blue sidebar menu contains the following items: Parentapps Dashboard, WP Engine, Dashboard, **Classes** (highlighted with a red box and labeled '1'), Posts, and Image Posts. The main content area is titled 'Add a New Post' and includes a text input field labeled 'Enter title here' (labeled '2'). Below this is a 'Class Configuration' form with several sections: 'Hero Image' (labeled '3'), 'Welcome' (labeled '4'), 'Class Posts', 'File Column 1', 'File Column 2', 'File Column 3', 'Gallery', and 'Shortcode' (labeled '7'). The 'Welcome' section contains three text input fields: 'Welcome Text 1', 'Welcome Text 2', and 'Welcome Text 3' (with a 'Character Limit 250' note). Below these is a 'Button' section with fields for 'Text', 'Options', 'Link', and 'File', and an 'Add Button' button. At the bottom, there is a 'Teachers Option' section with a radio button and the label 'No' (labeled '4').



## Creating a blog post

1. Give your post a title
2. Select the class page that you would like it to appear on (you can select more than one)
3. Select if you would like your main feature to be either an image or video
4. Add you content to the blog post
5. Add any buttons if your post requires it
6. Add a gallery of images if your post requires it
7. Optional – you can change the background colour of a post if you like
8. Publish

This will now appear on the selected class page.

**Add a New Post**

1 Add title

2

3

4

5

6

7

The screenshot shows the 'Class Post Configuration' form with the following sections and annotations:

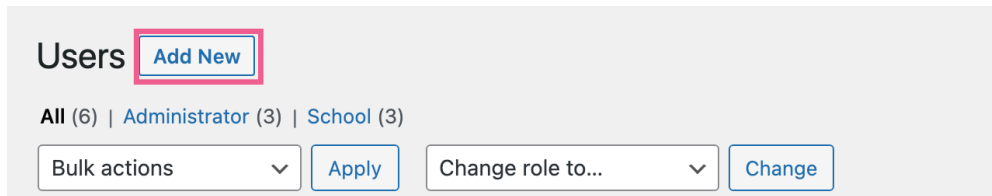
- 1** Points to the 'Add title' input field.
- 2** Points to the 'The Class' section, which includes a search bar and a list of class pages (e.g., 'Class Page Basic', 'Year 1').
- 3** Points to the 'Video or Image' section, where 'Image' is selected.
- 4** Points to the 'Content' section, which features a rich text editor toolbar and a large text area.
- 5** Points to the 'Button' section, which has fields for 'Text' and 'Link' and an 'Add Button' button.
- 6** Points to the 'Gallery Option' section, which has a 'No' button.
- 7** Points to the 'Background Option' section, where 'Image' is selected.

Additional sections visible at the bottom include 'Background Image' with an 'Add Image' button.



## Creating additional admin users

Click into your Users tab to view a list of users who currently have access to the site. You can create a new user using the Add New button in the top left-hand corner.



Fill out the user's details, making sure to include a username and email address. All other fields are optional.

**Name**

Username  Usernames cannot be changed.

Role

First Name

Last Name

Nickname (required)

Display name publicly as

**Contact Info**

Email (required)

Website

**About the user**

Biographical Info

Share a little biographical information to fill out your profile. This may be shown publicly.

Profile Picture

**Account Management**

New Password

Password Reset

Send daneila parentapps a link to reset their password. This will not change their password

**Application Passwords**

Application passwords allow authentication via non-interactive systems, such as XML-RPC or the REST API, without providing your actual password.

New Application Password Name

Required to create an Application Password, but not to update the user.

Next, click the show password button to view the account password. You should copy and paste this to a safe place to send to the user of the account

We need to give the user a role. This can either be School or Teacher. A School user has access to all parts of the website, whereas a Teacher is only able to edit their own content, such as class pages and news posts.

When you are happy, click Add New User to create an account.



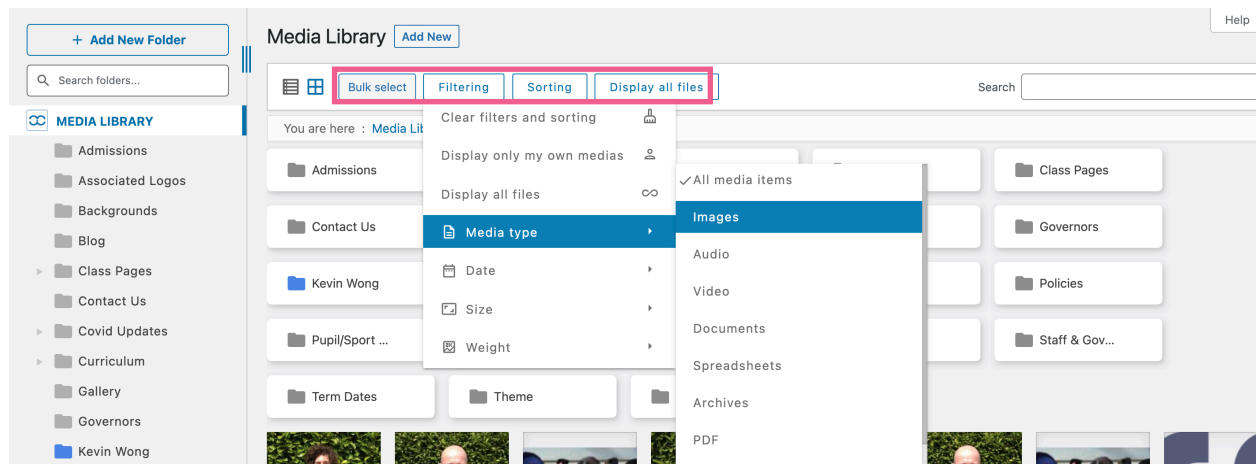


## Houskeeping

Firstly, we recommend removing any old and outdated news posts by clicking into the posts tab, hovering over the ones you'd like to delete and clicking the Bin button to move it to the bin.

<input type="checkbox"/>	<b>Blog Post – Draft</b> Edit   Quick Edit   <b>Bin</b>   Preview	daneila parentapps	Uncategorized	–	–	Last Modified 2021/07/12
<input type="checkbox"/>	<b>New Post</b>	daneila parentapps	Uncategorized	–	–	Published 2021/07/12
<input type="checkbox"/>	<b>Title – Draft</b>	Parentapps Team	Uncategorized	–	–	Last Modified 2021/06/21

You can also go through the media library and ensure any dormant content, such as images or documents, are also deleted. Especially if it is linked to deleted posts.



Search and filter using the options at the top and use the bulk select tool to remove lots of media items. Removing old media content will not only help keep your website fast but easier to find content and means you are less likely to hit your storage limit.

<input type="checkbox"/>	Username	Name	Email	Role
<input type="checkbox"/>	daneila Edit   <b>Delete</b>   View   Send password reset	daneila parentapps	daneila@parentapps.co.uk	School

Finally, we recommend making sure that the user list is up to date and any old accounts are removed. You can delete old users by hovering over them and selecting delete. If they have created any content, you will be asked to attribute it to another user. This can be either yourself or the parentapps support account.

What should be done with content owned by this user?

Delete all content.

Attribute all content to: