



ClassList: Useful Guide

Mobile functionality



 My account

 Notifications

As a starting point from your **Profile**, we strongly recommend **disabling** many of the Email option notifications and only keep the ones relevant to the class/group(s) you belong to and recommend Whole School announcements and events. We also suggest disabling individual notifications for comments on posts. Going forward we recommend personalising the notification settings according to your needs.

How To:



Home

Create a Post: Select “Home” (bottom menu) / Select your Year, Class or Specific Group where you want to post / select “Post” (pink highlighted pencil)



My groups

Make Comments to a Post: to comment on an existing post enter the post and select “Comment”. Do not create a new post otherwise the thread will be lost.



Create small groups for private messaging (max of 8 people): “Home” / select the bubble speech icon on top / select the pink highlighted pencil symbol / search for the people (up to 8) and Create. Entering the created chat, you can then amend its settings (add participant, leave group, rename the chat e.g. “1A class reps”)



Announcements

Create Weekly reminders (FOR CLASS REPS): Select "Announcements" (top menu)/ click on the pink highlighted pencil at the bottom to create your Announcement: Type in the details and Send, Save as Draft, or Schedule Send. **You may lock comments if you wish. Also, each subsequent week, you have the option to Duplicate your previous post and use it as a starting point for your next week's reminder.*



Calendar

Create an Event: This is the case for **Private** (e.g. **kids' parties**) or **Community Events** (e.g. **coffee mornings** etc – an option being available only to class reps and ambassadors). **We **do not** recommend that you create a post because it will be lost with other posts.*

By creating an **Event**, it will be clearly seen in the **Calendar** section (top menu) and be separated from other posts and announcements. Once you have created your Private Event, you will also have the option to message invitees and attendees accordingly (e.g. remind the invitees who have not replied yet).

Creating an event in the mobile app:



Select "**Calendar**" (right option at the bottom) / Click on the pink highlighted pencil to edit / select the option of the event you need (Private for parents, private or community for class reps). Add the details of your event, add your guests, Save as draft and then Publish.

Private Events (parties): the organiser/host can enter the guests by adding a name or add a whole class (e.g. 2B) and then select the people to be invited.

Community Events: the organisers/hosts can only select set groups (e.g. class reps Y1, 3D, workshop, etc) **Kindly note: Class Reps are asked **NOT** to use the "Whole School" selection for any Events or Announcements.*

Creating an event on the desktop:

Select "**Events & Parties**" (left side menu) / select "+ Create" / select the option you prefer (party, playdate, morning coffee, etc.) / enter the details of your event (location/ date/ time/ guests/ RSVP) / "Invite". First enter all the details needed before adding the guests which is the last step required. **Please note that this option is soon to be updated to fix issues previously reported. We recommend using the app for the time being until notified.*

View the Events: select "Calendar" (top menu) and see the Events created by the community. Add to your calendar, RSVP, buy tickets etc.



Events & Parties

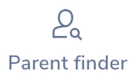
+ Create



Calendar



Make a listing (sell something or advertise your need): Select “Listings” (top) / select “+” / type in the details of your listing / “List an item”.



Search for a parent or child in your Year Groups: Select “Parent finder” / search by name of parent or child or select the specific class to see your classmates. Kindly note that only people who have chosen to enter their details will be shown on ClassList. If a parent/user of ClassList has provided an email address, this can be seen in his/her profile. If a user chooses to omit their contact details, you can still contact them via the Message option on ClassList.



Volunteer to be a Class Rep at the start of the year: Select your profile page (bottom right), select “My School” and scroll to “See all admins and reps”, Select “Class reps”, then find your desired class to see if there are already other Reps, select “Message an ambassador”, describe the class that you are volunteering for and click “Send”. To follow up please message PTSA Admin using the bubble speech icon on top.

For further resources, check the following:

- 2-minute **video tour** for parents: https://youtu.be/-4KWr5OB_sl
- Difference between Posts and Announcements:
<https://help.classlist.com/hc/en-us/articles/211591625-Sending-Announcements>
- **Notifications:** Please check your notifications to select the ones you want to see! <https://help.classlist.com/hc/en-us/articles/115000803371-My-notification-settings>



Classlist *is kind*

Our mission is to be the most trusted space for your parent community.

This is the place for:



- Sharing useful information
- Organising events
- Including all school parents
- Respecting privacy of families, personal details and posts

This is **not** the place for:



- Complaints or grievances about the school or people
- Promotions or scams
- Misuse of contact details

When posting and commenting,
Classlist members are:

- Courteous
- Authentic
- Respectful
- Engaging
- Supportive

