

## Welcome to Classlist!

Classlist is an award-winning platform that helps to build vibrant school parent communities through easier, faster communication. It's free, easy to use and fully secure and private.

Classlist is the main communication channel for the Friends of Mellor (FoM - our school PTA) and the parent-to-parent community.

### What does it do?

The easiest way to think of it is like Facebook, but for our school community (and without the selling-your-personal-data part!).

**Classlist aims to be the go-to place for ALL the latest FoM news and updates.**

It's also full of features to help make your school life more sociable and streamlined...

You'll be able to see **all upcoming FoM and school events in one handy list** – no more scrolling through your emails to check dates in the last newsletter.

Classlist is ideal for connecting with other parents, organising nights out and parties, finding lost property and plenty more. Much easier than two WhatsApp groups, a Facebook group and an email list...

### How do I sign up?



You should receive an invitation email from the school. If not, don't worry...

...just visit the Classlist website (link below) and find Mellor Primary School to sign up.

All FoM communications are now sent via Classlist. You can access it online or through the free iOS and Android apps.

<https://www.schoolclasslist.com>

**(If you're already on Classlist, please remember to update your profile to include any little siblings joining in September!)**

### What if I don't want to sign up?

It's fully secure but if you're not keen, you have several options to choose from:

#### **Sign up and set your privacy to hide all your personal information**

You'll receive all communications from FoM and have access to some of Classlist's features, but other parents won't see your details.

#### **Don't respond to the email invitation**

You'll still receive an email version of Classlist announcements, but won't appear on the system or have access to any features.

#### **Unsubscribe from all notifications**

Click the link at the bottom of any Classlist email and you won't hear another peep from FoM. You'll have to contact us to add you again if you change your mind...

# How do I get started on Classlist?

1

## Set up your profile

**Edit profile:** Add your personal details and contact information and decide whether to opt in for the Parent Map. Once you've opted-in, you'll be able to see other opted-in parents on the map.

**Manage pupils:** Add your children together with their year groups and month of birth

**Family contacts:** If you add other family members, other parents can see their details (for example, to organise a dad's night out). They'll need their own account if they want to get notifications.

**Privacy settings:** Select which details you're happy for other parents in your year group to see.

**Notifications:** Adjust the default notification settings to suit your preferences.

- If you're planning to install the mobile app, we generally recommend that you mute all email notifications to avoid getting bombarded with duplicate notifications.
- If you find that you don't receive notifications on the app, please double check your notification settings are correct, then contact the Classlist Helpdesk and they'll be happy to help you out. You can reenable your email notifications in the meantime so you don't miss anything.
- Either way, please keep the notifications on for **School announcements** and **Events** and **Messages** as otherwise you may miss something. The **Weekly Digest** is useful as well.

2

## Install the free app (iOS or Android) and connect to your account

3

Start using Classlist! There's a guided tour at <http://3be.es/ClasslistTour>

## What can I do on Classlist?

