



## How to get started

### Download SkoolBag App

From your phone, navigate to the Apple App Store (iPhone users) or Google Play Store (Android users) and search for the “SkoolBag: School Communication” to download the free app.

### Create an account

Open the app and follow the prompts to set up your account. You’ll need your email to get started.

### Add our school – Darcy Road Public School

Click on the **ADD/REMOVE** icon to search for the organisation by name and press enter. Tap the plus + icon to subscribe to the school.

### Enable notifications

You’ll be prompted to allow SkoolBag to send you notifications. Ensure you select **allow** so you don’t miss any crucial information!

### Subscribe to Groups

Click on our school logo to navigate to our profile page. Click on the Groups tab to find and select the required groups to receive news as a member of that group.

### How to set up and receive notifications on the SkoolBag App by joining Groups

You **must** join your child's group to receive all notifications.

Once you have joined Darcy Road Public School, you need to join your child/children's group. This group will be the Grade your child/children are in.

**Example 1:** Student in Year 1 - join Year 1 2021

**Example 2:** If you have more than 1 child at school, please join all the groups/grades they are in.  
Student in Year 2 - join Year 2 2021  
Sibling in Year 4 - join Year 4 2021

*It is really important that you have SkoolBag notifications set up correctly so you can receive all the latest and up-to-date information.*

Please contact the office if you have any queries.