



SCHOOL NOTIFICATION & ATTENDANCE APP

Parents' Brochure - Messaging and Forms / Letters

Download the app 'snaapp'

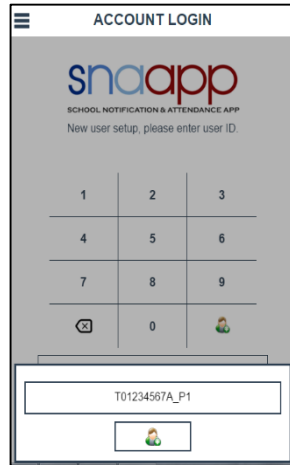


App Store



- iOS – choose 'Allow Notification'
- Laptop – mggsoftware.com/snaapp
- Use **Google Chrome** or **Safari** only

Step 1 - Login



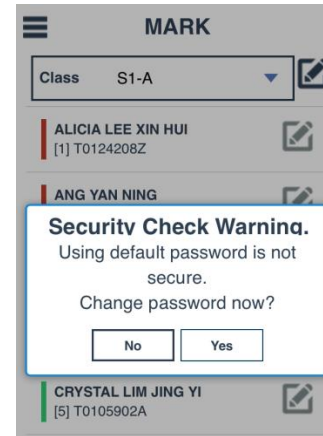
UserID –

<Child's I/C _p1> or
<Child's I/C _p2>

Example: T1234567A_p1

*Note _p1 stands for Parent 1, _p2 stands for Parent 2. It's the same for all levels.
Tap the 'green man' icon to register as a user

Password: **123456**
(Default)

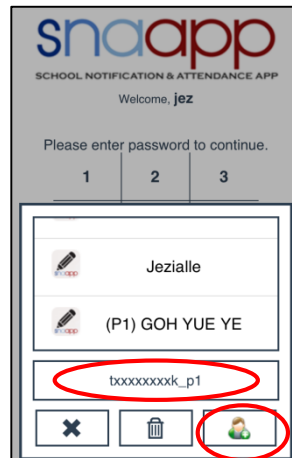
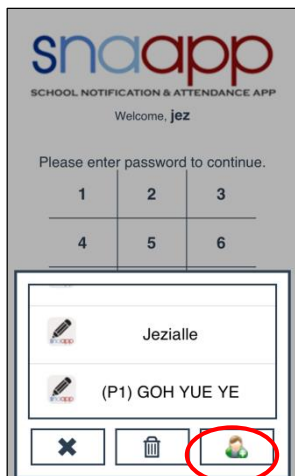


Step 2 – System will prompt you to change password.

Important
Please keep your personalised password to 8 digits

**How to add multiple users if you have more than one child

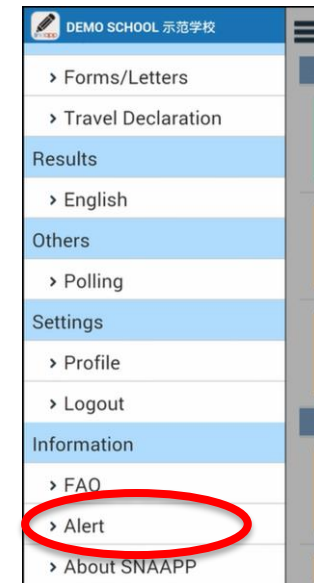
Tap on the 'green man' icon



Key in the userid in the field and tap on the 'green man' icon when done.

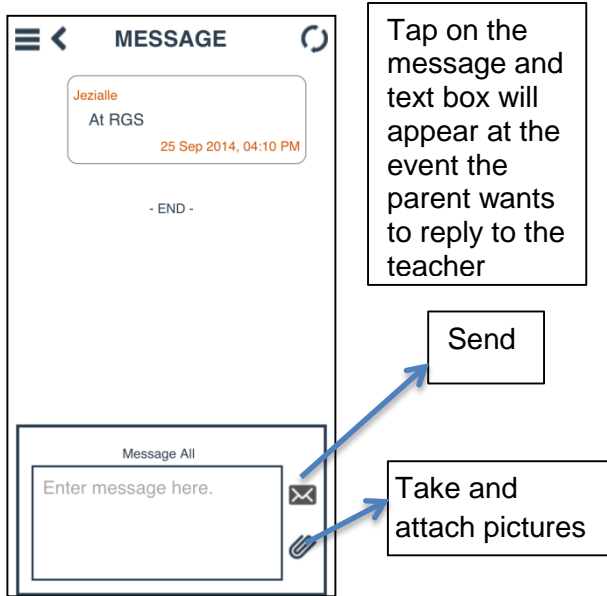
In future, when you need to switch accounts, just click on the 'green man' icon to switch easily.

Step 3 – System Notification

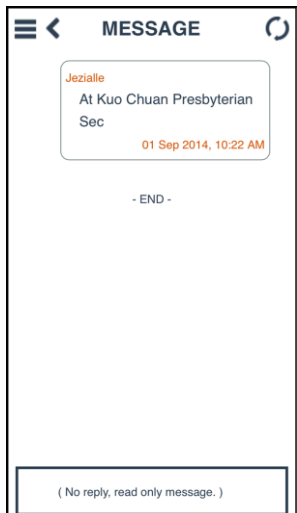


Step 4 – Private reply

Parents just tap on the message and text box will appear to reply to sender



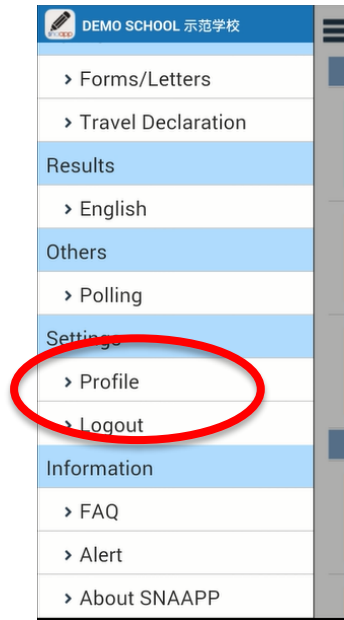
Step 5 – Read only message



Legend

Private reply – Parents can only reply to sender (only the sender will receive)
Read Only – Parents can only view message
Group reply – Reply will be seen by all

Step 6 – Logout and update profile



Step 7 – Update profile



What is snaapp?

snaapp is an app with many functions, which includes attendance taking and notifications capabilities. It acts as the communication platform between school and parents.

snaapp allows parents to have first-hand updates of their children.

For attendance, please note that parents will only receive notifications in the event their child is late or absent.

Note

Parents who do not have snaapp (eg. No smartphone) will still receive messages via SMS. However, they will miss out on the following:-

- Receiving photos
- Reply to teacher/school
- Ease of updating the school their contact details
- SMS service is tagged to the mobile number given to the school

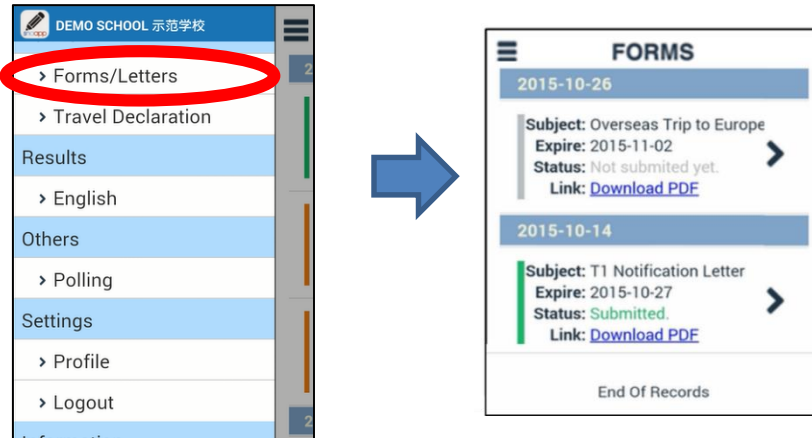
For technical assistance, email to snaapp@mgssoftware.com or call 6815 1210

For other matters, please contact the school.
General Office: _____

Letters/Forms

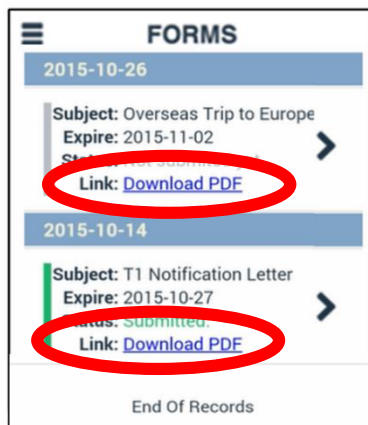
Step 1 - You will receive notification that the school has sent you a Letter/Form.

Click on the slider and select 'Letters/Forms' and it will bring you to the 'Forms' page



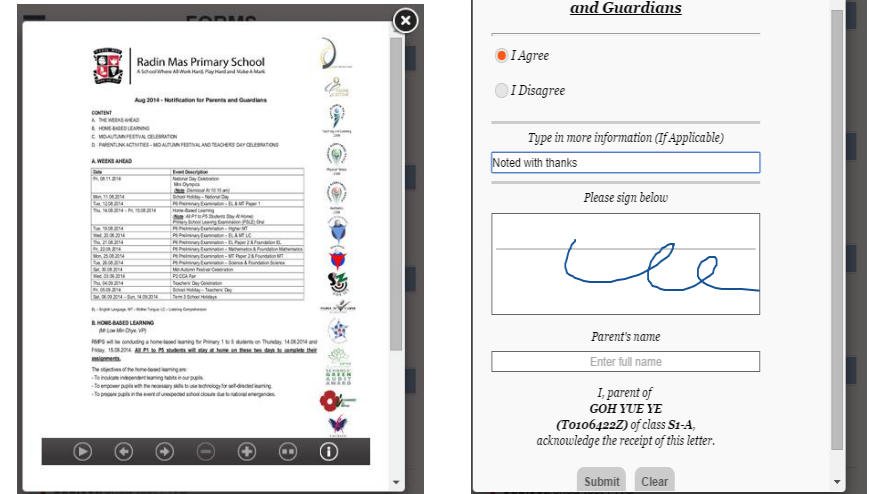
Step 4 - Click on '[Download PDF](#)' to download the attached Letter for Android.

For iOS users, there would be a pop up in Safari browser. Click 'Open in iBook' from Safari to save the PDF in iBooks.



Step 3 - The PDF will pop out to be read.

Once done, it will bring you to the 'Approval' page where parent can enter their response and sign before clicking the submit icon.



Step 4 - The main page will now show that the consent form has been submitted.

Parents can go back to [snappa](#) to view the details of the event.

