



# Clipboard: A Guide to Logging In for Parents and Guardians.

Clipboard is a new software platform the College has engaged to help our community manage our co-curricular program. This software enables students and families to sign up for activities including sporting teams, performing arts ensembles, music tuition, debating and a whole range of immersion programs.

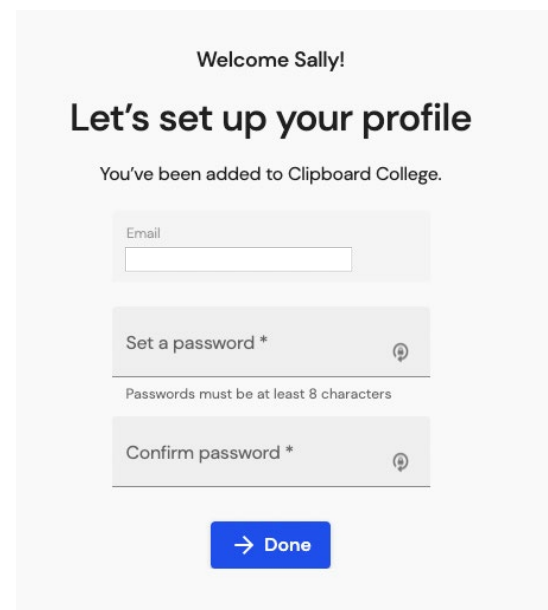
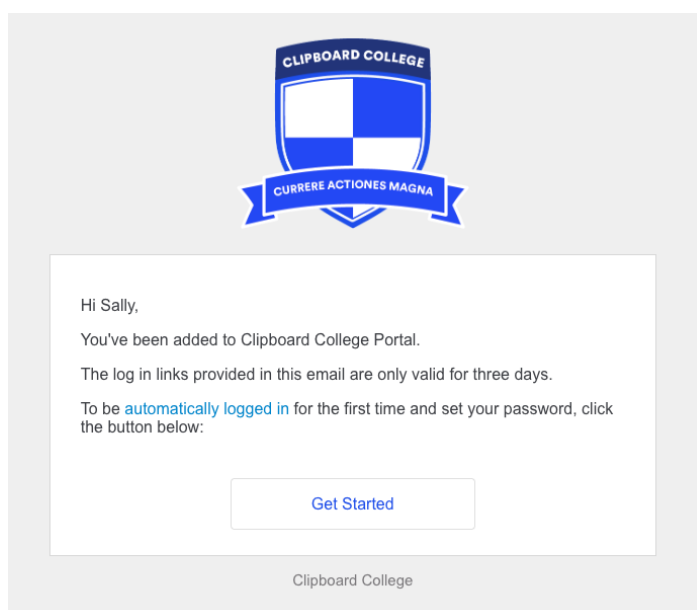
The College has created an account for each student and one parent/guardian. The details provided for the Parent/Guardian labelled Parent1 on the College enrolment form have been used to create the Parent Clipboard account. This is also the parent/guardian email address used by the College for most emails and contacts.

This document outlines how to access Clipboard and sign in.

## Using Email and Password

Once you have received an invite email to your school's Clipboard Portal, you will be prompted to start by logging in for the first time and setting a password as seen below.

*The screenshots below are examples using the Clipboard College Portal. The email you shall receive should be reflective and branded to your school.*





After you have set up your password, you can log into the Portal ([portal.clipboard.app/stpiusx](https://portal.clipboard.app/stpiusx)) with your email address and password.

After you have successfully logged in, you will now be able to view the Portal! The screen should look similar to the one below.

The screenshot displays a web-based calendar interface. On the left is a navigation sidebar with options: Calendar, Activity Selection, Cart, and Account. The main area is titled 'Calendar' and shows a monthly view for August 2023. The current date is 'Today' (August 31st). The calendar grid shows activities for various days: Wednesday 2nd (3pm Piano Tuition), Saturday 5th (6am Piano Tuition - Dic, 9am Violin Tuition - Dic), Sunday 6th (6:30am Piano Tuition - I, 9:30am Violin Tuition - I), Wednesday 9th (3pm Piano Tuition), Saturday 12th (6am Piano Tuition - Dic, 9am Violin Tuition - Dic), Sunday 13th (6:30am Piano Tuition - I, 9:30am Violin Tuition - I), Wednesday 16th (3pm Piano Tuition), Saturday 19th (6am Piano Tuition - Dic, 9am Violin Tuition - Dic), Sunday 20th (6:30am Piano Tuition - I, 9:30am Violin Tuition - I), Wednesday 23rd (3pm Piano Tuition), and Sunday 27th (6:30am Piano Tuition - I, 9:30am Violin Tuition - I). The interface includes a search bar, 'Add to Calendar' and 'Log an Absence' buttons, and a 'Month' dropdown menu. The user is impersonating 'TA'.



## Adding Clipboard to your Apple Device

Want to download the Clipboard Portal as an app? There isn't a downloadable app for users. However, the Clipboard Portal is mobile-friendly and appears as an app when you open it in a web browser on your mobile! You can add it to your mobile home screen for ease of access.

### To add the Portal to your Apple mobile home screen:

1. Open your Safari web browser and login to your schools Portal ([portal.clipboard.app/stpiusx](https://portal.clipboard.app/stpiusx)).
2. Tap the browser menu icon (in the case of Apple, the symbol is a square with an arrow pointing up inside it



Select Add to Home Screen. You'll then be able to enter a name for the shortcut and add it to your home screen.

Now the Clipboard Portal will show up just like any other app on your phone, easily accessible from anywhere.

## Android: Adding the Portal to your Mobile Home Screen

Want to download the Clipboard Portal as an app? There isn't a downloadable app for users. However, the Clipboard Portal is mobile-friendly and appears as an app when you open it in a web browser on your mobile! You can add it to your mobile home screen for ease of access.

### To add the Portal to your Android mobile home screen:

1. Open your Chrome web browser and login to your school's Portal ([portal.clipboard.app/stpiusx](https://portal.clipboard.app/stpiusx))
2. Tap your browser menu icon (in the case of Chrome, the symbol is 3 vertical dots)



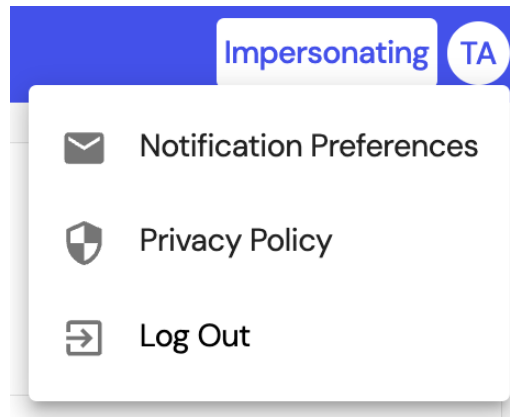
3. Select Add to Home Screen. You'll then be able to enter a name for the shortcut and add it to your home screen.

Now the Clipboard Portal will show up just like any other app on your phone, easily accessible from anywhere!



# Managing Your Notifications

To make changes to what you would like to be notified about, you can log into the Clipboard Portal and click on Notification Preferences in the top right corner under your profile.



You can see the notifications you are currently subscribed to under Notification Preferences.

## Preferences

Manage which notifications you are subscribed to.

Notification	Email	Push
Attendance	Yes	N/A
Activity Selection Confirmation	Yes	N/A
Payment Failure	Yes	N/A
New Session(s)	N/A	Yes
Session(s) updated	N/A	Yes
Removed from Session(s)	N/A	Yes

[Edit](#)

You can click on the Edit button to amend their current preferences. Then, select or deselect the notifications you would like to receive for Attendance or Activity Selection Confirmation by ticking the boxes. Click Save to amend the notification changes.

## Preferences

Manage which notifications you are subscribed to.

Notification	Email	Push
Attendance	<input checked="" type="checkbox"/>	N/A
Activity Selection Confirmation	<input checked="" type="checkbox"/>	N/A
Payment Failure	<input checked="" type="checkbox"/>	N/A
New Session(s)	N/A	<input checked="" type="checkbox"/>
Session(s) updated	N/A	<input checked="" type="checkbox"/>
Removed from Session(s)	N/A	<input checked="" type="checkbox"/>

Cancel

Save



# Push Notifications

A push notification is a message that pops up on a mobile device and appears like SMS text messages and mobile alerts.

You can receive push notifications directly through Clipboard. These Push Notifications will only reach users **who have access to the Clipboard Portal with push notifications enabled**. Clipboard push notifications will only reach users who have enabled them.

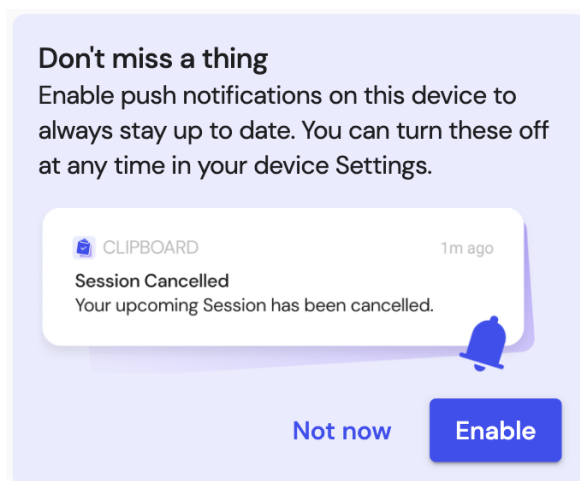
Read more on the setup of Clipboard Push Notifications and troubleshooting below.

## When are push notifications sent?

- When a new Session or Fixture has been created.
- When a Session or Fixture has been cancelled.
- When a Session or Fixture has changed the:
  - Date
  - Time
  - Location

## How to ensure I will receive push notifications?

On your mobile device, follow the prompts provided by your 'Don't miss a thing' pop-up to enable notifications. See the example of the pop-up in the image below.



Your browser will give you permission to Clipboard to show notifications. Click 'allow' or 'confirm' for these notifications.

*You will now start receiving notifications on your phone for events in Clipboard! It's that easy!*



## Troubleshooting Push Notifications:

1. What to do if you are not presented with the above card?

Please try the following steps to resolve this issue:

- Update your device. iOS requires 16.4 or above; Android supports this on older versions, but this differs per device.
- Install the app on your home screen first. Some devices will only allow notifications when installed on the home screen. Please see our articles on how to add this to your [Apple](#) and [Android](#) device.
- You may have dismissed the card; please log out and log back in to view it again.
- Check to see if you have blocked Clipboard permissions for these notifications.

[iOS instructions to allow permissions found here.](#)

[Chrome instructions to re-allow permissions found here.](#)