How to use the College App

All Mass communication to Parents and Guardians is sent out through the College App. The App can be downloaded from Google Play for Android and the App Store for iPhones, search 'Emmanuel Catholic College'.

Notices
View all notices sent by the College.

Absentees
Report all student absences through the App.

Co-Curricular
View all notices sent regarding Co-Curricular groups.

Gallery
Library of photographs from recent College events.

Website & Social Media
Direct links to the College Website and Social Media pages.

Calendar
View the current College calendar.

ECC News
Recent College News stories.

Links
Useful links to information relevant for families at the College.

Contacts
Useful contact details for key members of staff at the College.

Settings
Change your Notification settings and Subscription preferences.

Handy Hint!
You can also download specific events to your own device by selecting the three dots (⋮) at the top right hand corner when viewing the calendar entry.

Handy Hint!
Check your Notification setting is switched on to ensure you receive alerts for all notices!

If you have any questions regarding the College App, please contact:

Marketing
Marketing@emmanuel.wa.edu.au

Emmanuel
CATHOLIC COLLEGE
God is with us

How to use the College App: Absentees

All absentees, late notices and early pick up notifications must be submitted to the College via the College App.

1
Click on the Absentee button on the Home screen.

2
Fill out all the required fields in the form.

Handy Hint!
You can add multiple students in one submission

Handy Hint!
You can add attachments such as a Medical Certificate.

Handy Hint!
If you need to submit a Medical Certificate or other documentation after your child has returned to school, please still submit through the College App using the date your child was absent. This ensures our records are kept accurate.

3
Click the Submit button. You will recieve an email notificiation for your records.

If you have any questions regarding Absentees, please contact:

Student Services
studentservices@emmanuel.wa.edu.au

If you have any questions regarding the College App, please contact:

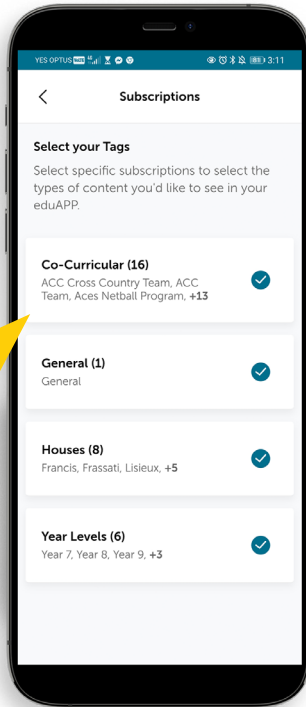**Marketing**
Marketing@emmanuel.wa.edu.au

How to use the College App: Subscriptions

The College App is used to give information regarding Year Groups, Learning Areas, Extra Curricular groups as well as general information. **You can manage the information you receive by changing the subscrption settings to be relevant for your family.**
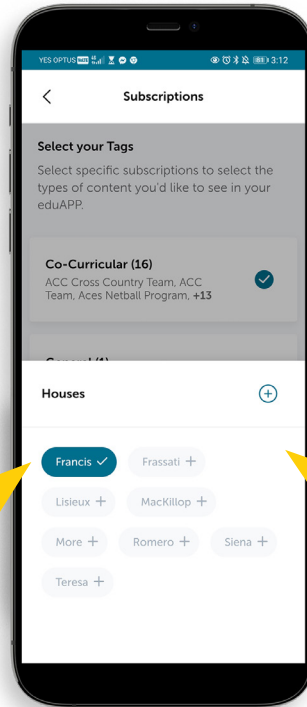
2
Click into each section to select what types of content you would like to receive.

1
Click on the Settings button on the Home screen.

3
Click on all the areas you would like to receive information about.

Handy Hint!
You can add as many tags as you would like!

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Marketing@emmanuel.wa.edu.au