KONSTELLA CHEAT SHEET

NAVIGATE THE COMMON USE CASES THROUGH THE WEB AND THE MOBILE APPS

Join a Room
Place your child in her classroom so that you are kept in the classroom communication loop.
Web: Click your name at the top left corner. Click "Your Children" to add/modify your children.
Mobile App: Click the Settings icon at the top left corner. Click "Your Children".

Join a Committee
Web: Click the green "Committees" link on the left-hand menu to browse the committees. Click into a committee and sign up or remove yourself.
Mobile App: *Supported on iOS, not on Android* Click the "Directory" tab at the bottom. Click "Browse Committees" to browse and sign up for the committees.

Send a Message to a Group
Web**:** The left-hand menu shows all the groups you are in. Click on the group, type in the text area to post a message.
Mobile App**:** The "Messages" tab at the bottom shows all of the groups you are in. Click any group and start typing at the bottom.

Send a Message to an Individual or a Group
Web: Click the "+" sign right next to the "Messages" label on the left-hand menu.
Mobile App: On the "Messages" tab, click the "+" at the top right corner. Choose "Send a Private Message".

Summary of the Mobile App Navigation
School Tab**:** Shows the announcements, events, and sign-ups in your school and classrooms.
Messages Tab**:** Shows the groups you are in and the messages in the groups.
Directory Tab: Allows you to look up parents, browse committees (iPhone), and Social Groups.
Settings Icon at the top left corner**:** for account settings.

For Organizers

Admin Manage School / Room Lead Manage Room
Web: Click the Manage button on the left-hand menu.

Create an Announcement/Event/Sign-Up/Sales/Donation Sheet
Web: Click your school on the left menu. Select the orange "CREATE" on the right menu.
Mobile App: On the Schools tab, click the "+" at the top right corner. Android supports Announcement only. iOS supports Announcements, Events, and Sign-Ups.

Manage an Announcement/Event/Sign-Up Sheet
Web: Click the "My Creations" link right next to the CREATE button at the upper right corner.