

# 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.