

SANGHA

For Parents

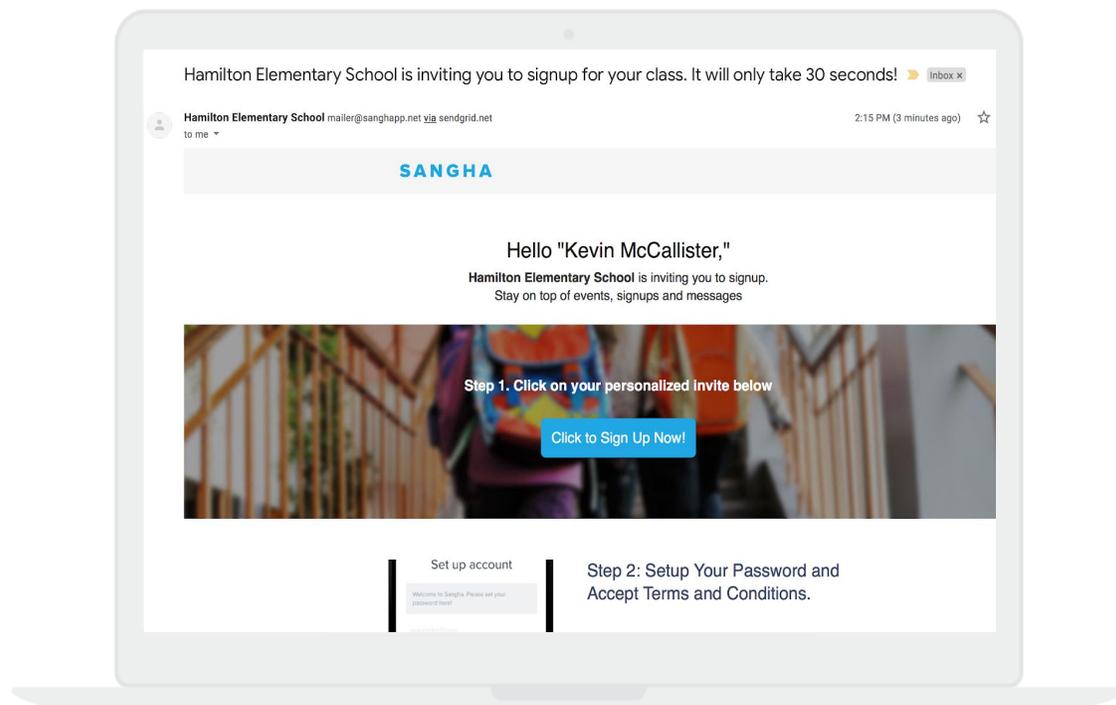


How To Sign In

Your child's school will send out a an email or SMS invitation to signup.

- If you don't find it in your inbox please check your spam folder.
- If not in spam folder, check your cell phone text messages.
- If neither, you should request your school to update your contact data for the app.

The email invitations will have instructions within them:



The SMS invites will include a link to the Apple or Google Play stores.

1. Simply download the Sangha app.
2. Log in with the cell number you receive the SMS invite on.
3. Enter your verification code - and you are in!



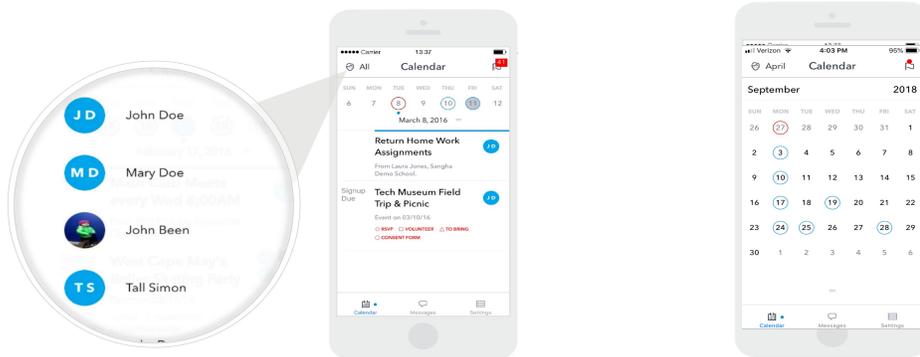
Calendar

You can immediately view events in the mobile app. Sangha has built-in smart reminders and push notification alerts for upcoming events, so you do not have to worry about getting reminded.

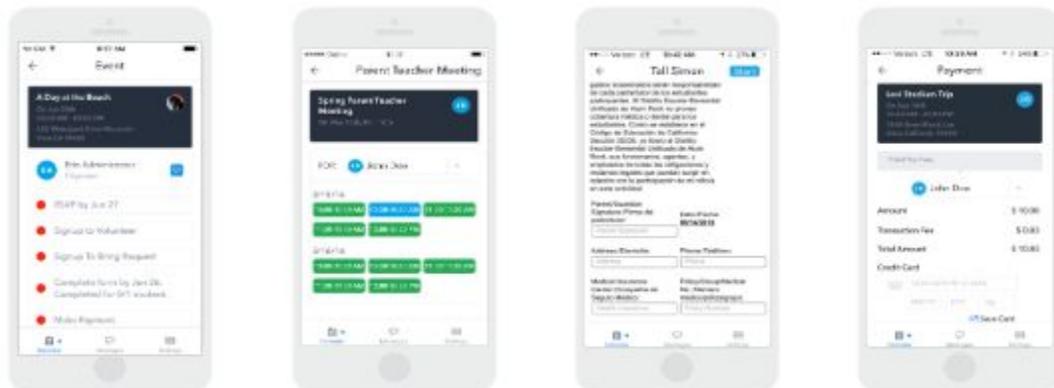
Within the calendar tab you can see the events that are posted onto your child's calendar. These include district-wide events, school-wide events, and events posted by your child's teachers.

Things to know:

- You can toggle to view each individual student if you have more than one.
- **Blue circles** on the calendar mean there are events on that day.
- **Red circles** mean that there is an event on that day which requires your action/signup.
- The flag in the top right corner will notify you of any calendar changes.
- You can scroll from side-to-side to change the day, week, or even month. The two bars next to the day's date open up the monthly view.



- You can click on the events to see more details and complete the action items. As you complete action items (RSVP, Volunteer, To Bring, Form, Payment, PTM) they will turn **green**. You can always go back and edit your action items. Grey slots mean the item/slot is reserved already.

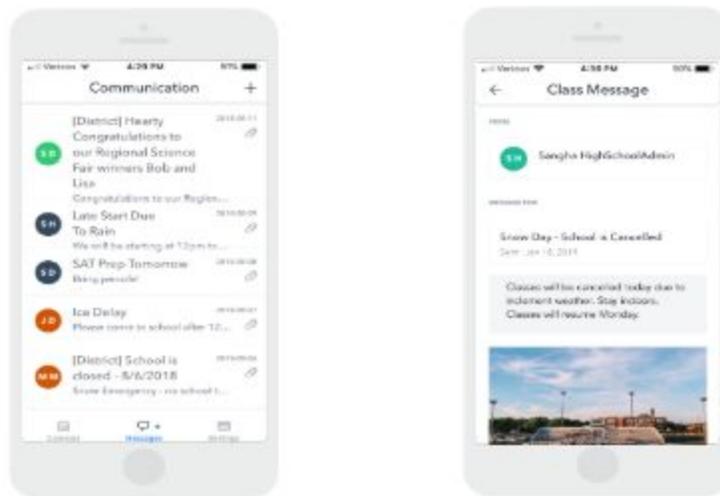


Messages

Within the Message tab you can view any communication sent via the district, school, or individual teachers.

Things to know:

- Any message that is **bold** means it has not been opened yet.
- The details of the message may include attachments and or a recording. You can click on the message to view more details.



- The “+” sign in the top right corner is how to initiate a in-app chat with a teacher or admin. Once you or a faculty member initiate a chat, those messages will be included in the Message tab on the app. You can click on them to open the chat.
 - *Note: Chats are student-centric, so they will include any other guardian of your student who is on the app.*

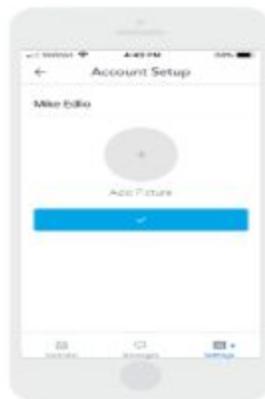


Settings

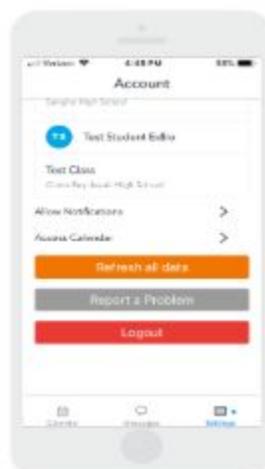
The Settings tab is where you see your account info, which includes your name, your photo, the students you manage and the sections/groups they are a part of. The Settings tab is also where you can edit your phone settings.

Things to know:

- You can edit your name or picture by clicking on your top icon.
- You can add your student's photo by clicking on his/her icon. You can even specify whether you are a parent or guardian.



- The **Allow Notifications** button will bring you to your phone settings to update your push notification info
- The **Access Calendar** button will bring you to your phone settings. If you allow access to your calendar, any event you take action on will get added to your phone's calendar.
- **Refresh All Data** fetches the most recent data for your student.
- **Report A Problem** opens a window to send a message to Sangha Support.
- **Logout** will log you out of Sangha.



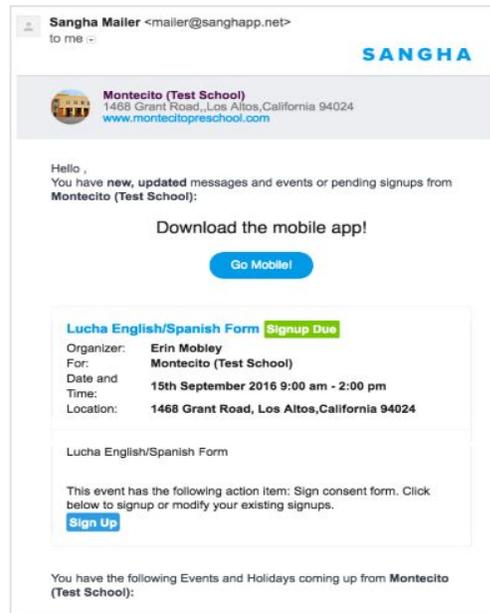
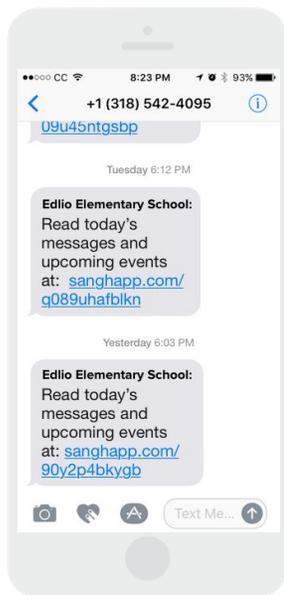
Not On The App?

Parents who are not on mobile app receive an email or SMS digest with their child/children's new/upcoming school, class/group events and messages.

Upcoming events for next 3 days are included.

From the digests, parents fill/sign forms, make payments, sign up for conferences, volunteering/material donations/RSVPs.

Note: Email and SMS digests go out at 6pm every day only to those parents whose children have new/upcoming events/messages.



Additional Resources

Youtube Parent Videos:

https://www.youtube.com/watch?v=BBujj4x36_o&list=PLQgFNs8Ej1k-6-L5PvqyZDraG2NuknG_&index=10