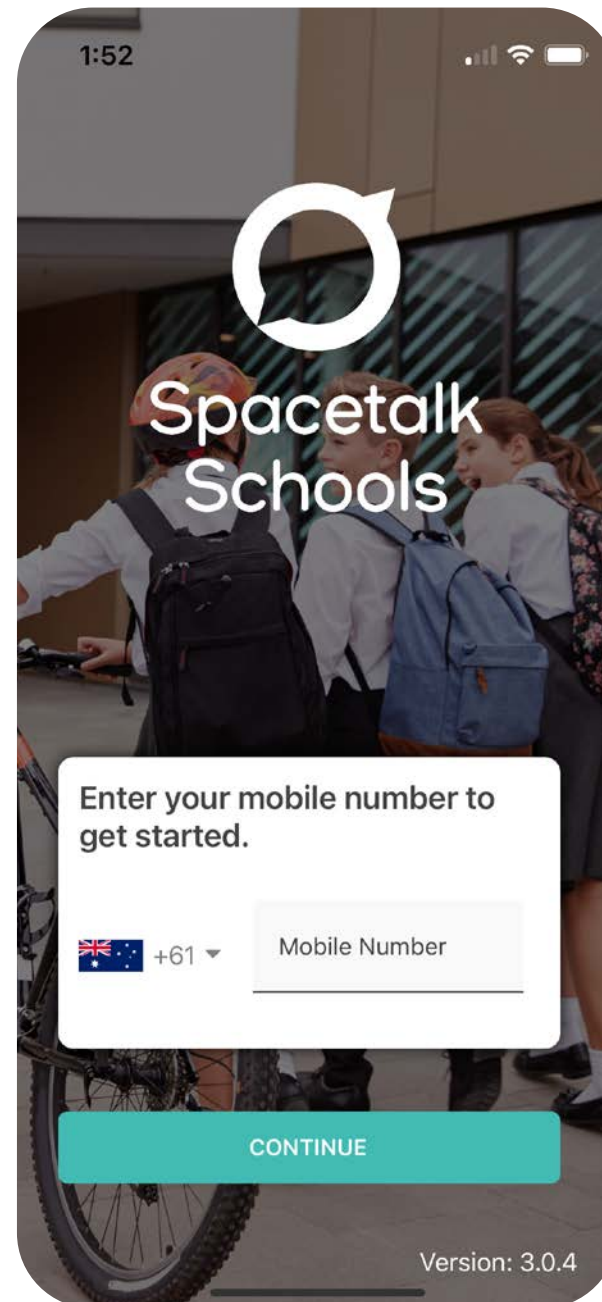SPACETALK SCHOOLS APP

Training Guide

How to create news articles and messages directly from the Spacetalk Schools App.

Enter your mobile number to get started.

+61 ▼   Mobile Number

CONTINUE

Version: 3.0.4

⊙ Spacetalk Schools

Contents

Spacetalk Schools

Create news & events

Introduction

Spacetalk Schools App allows you to create posts or messages in the area you are currently viewing. Please make sure you are in the correct publishing area. Spacetalk Schools App will allow you to create and publish news items from within the app.

Create a news item

1. Selecting the News Publisher screen

1.1. Ensure the tab is in the News section. The News icon at the bottom of the screen should be green.

1.2. If it is not green, click on the "News" icon.

1.3. Select the orange circle with the + icon to create a new news story.

1.4. The **News Publisher** screen will be displayed ready for your news content.

.

Spacetalk Schools

Create news & events

2. Headline and Content

2.1. Enter the **Headline** with the title you want. This is the main headline your community will see.

2.2. Add the content of your news article. There is no content limit for News, but a short article is more engaging.

.

Spacetalk Schools
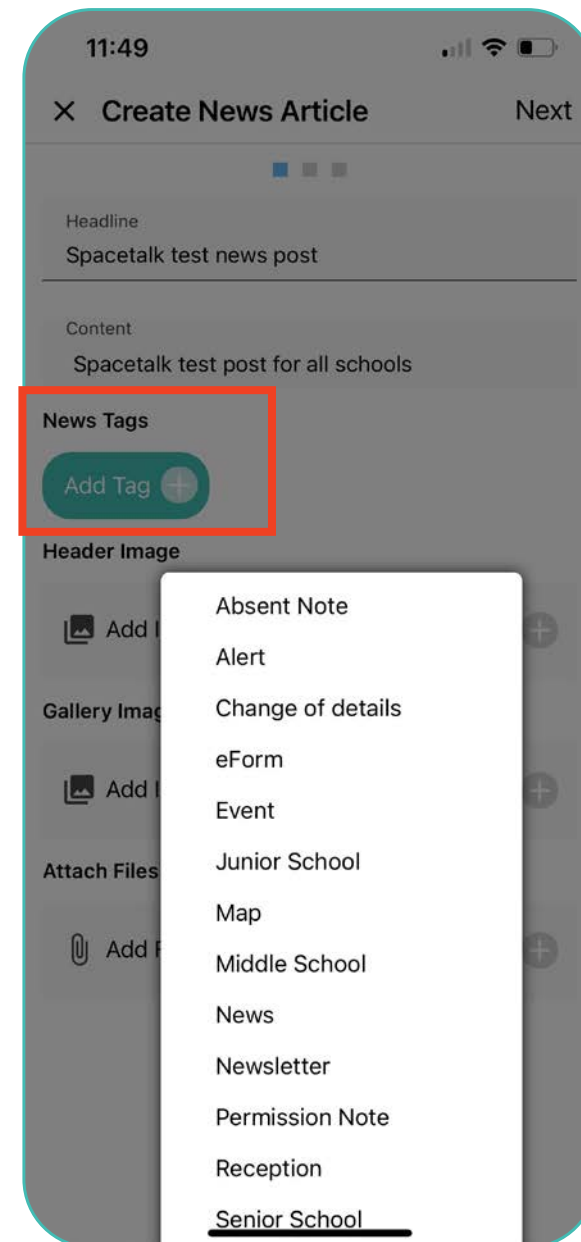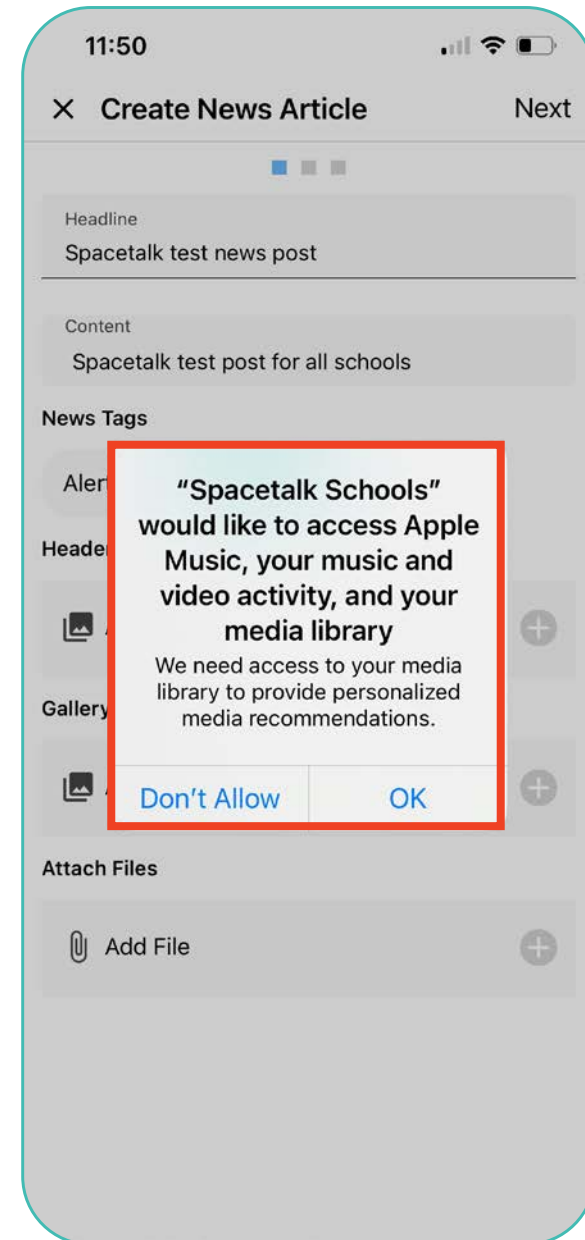
Create news & events

3. News Tags

3.1. Select the appropriate **News Tags**. Tags work by enabling recipients to "subscribe" and select the relevant fields.

3.2. Tags lets your community select the content they want to see. The school can make custom tags so the community can subscribe to them in MGMOutReach+. These are created and managed in the MGMOutReach+ website.

3.3. To Select a "tag" click on the "Add Tag" icon

3.4. Select a Tag from the preconfigured drop-down list. You can scroll up and down the list by dragging your finger up or down the list. You cannot send a News article without selecting at least one Tag.

.

Spacetalk Schools

5.

Create news & events

4. Header Images

4.1. The Header image will appear as the "hero image". This will be the first image people will see. Header imagers are not size restricted but are best in 16:9 or landscape orientation. Portrait or square images take up a large area of the screen and limit the news / text displayed to your audience.

4.2. If using this feature for the first time, a **notification about accessing your photos from your device may appea**r. Select OK to allow School Star to access your images.
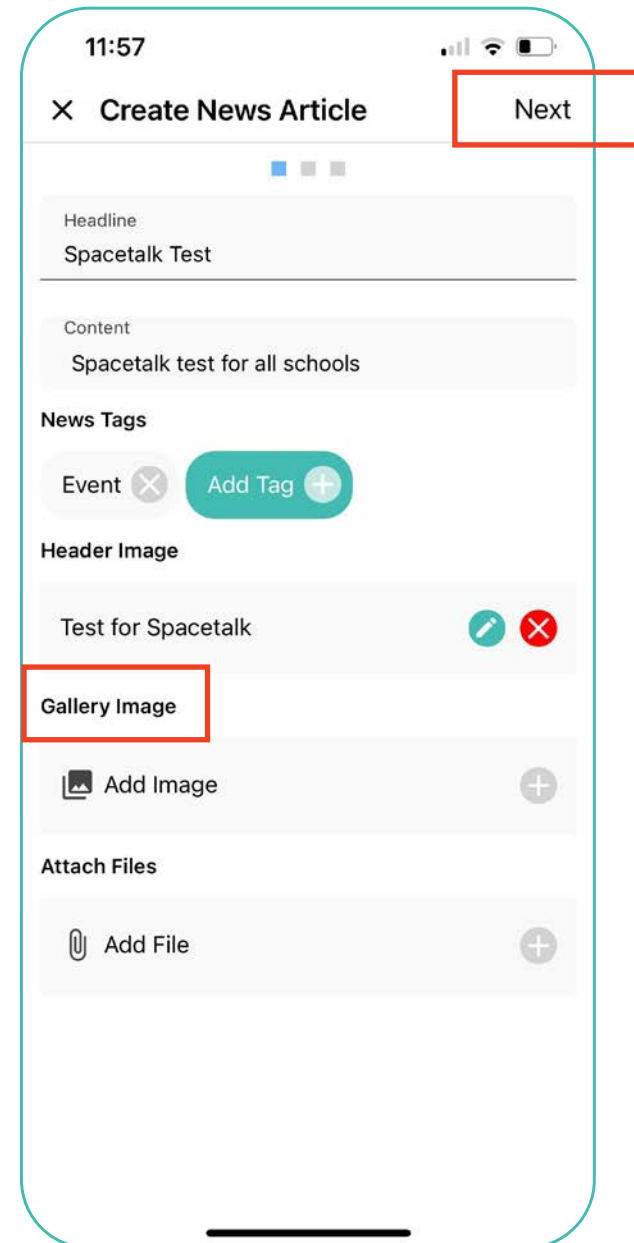
4.3. To delete an image, click on the X icon.

.

Spacetalk Schools

Create news & events

5. Adding Gallery Images

5.1. Gallery images are not limited in size. They can be either portrait or landscape. For best results, select all portrait or all landscape images.

5.2. Add additional **gallery images** to create a gallery.

5.3. Click **Next** icon at the top right of your screen.

.

Create news & events

6. Adding Captions

6.1. Rename the photo by using the "**Add Caption**" feature.
This will only change the label of the image in your Spacetalk Schools App News article.

6.2. To add a caption, click on the "Add Caption" text highlighted in blue.

6.3. A popup will be displayed. Enter the short caption text you require.

6.4. You can edit the caption text by selecting the blue highlighted caption text again.

6.5. To delete the caption text, select the caption text and clear the text from the popup field. Deleting the image will also delete the caption text.

.

Spacetalk Schools
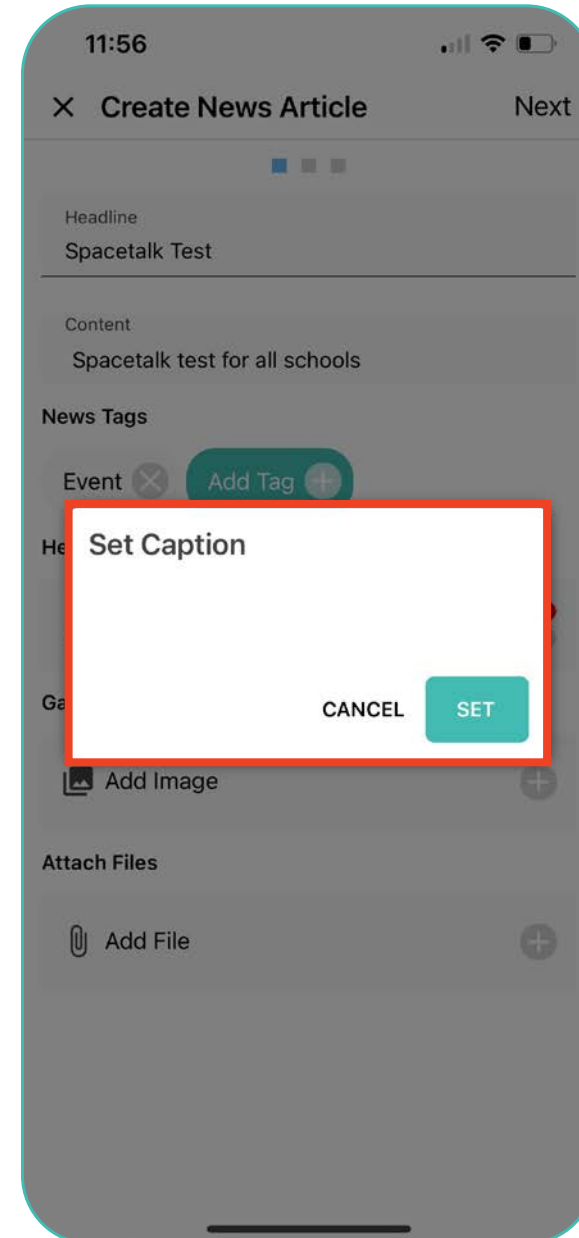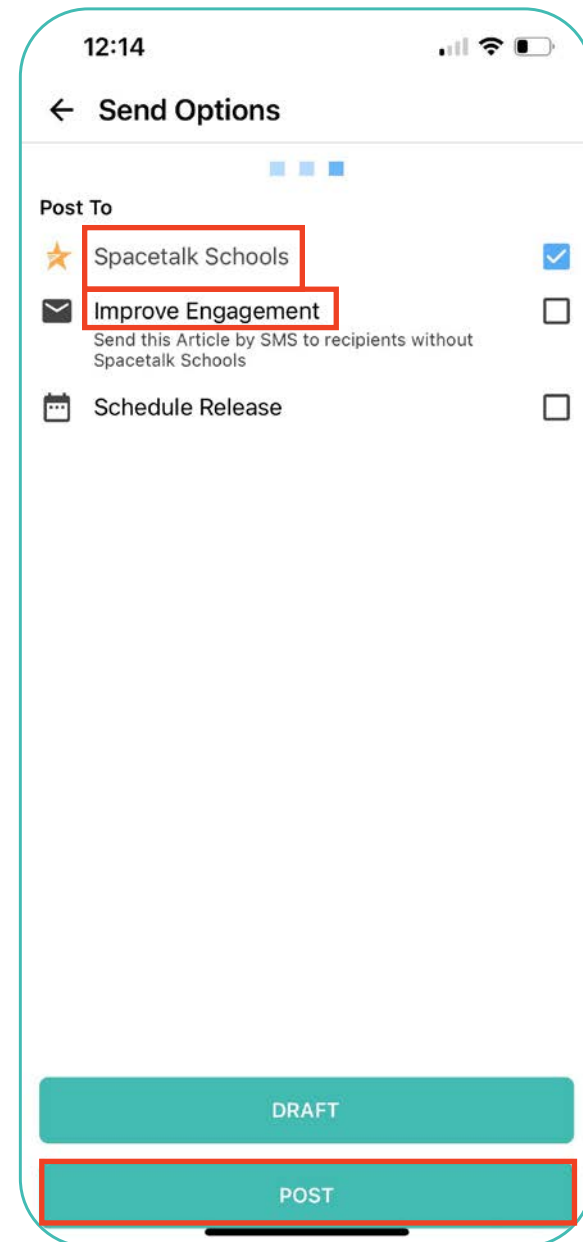
Create news & events

7. Review the News item

7.1. Review News item. This will display the layout and message prior to sending your message.

7.2. To publish, select the **Next** icon at the top right of the screen.

7.3. If you wish to edit or make changes to your News article select the Back Button <, make changes, review and then select Next to publish.

.
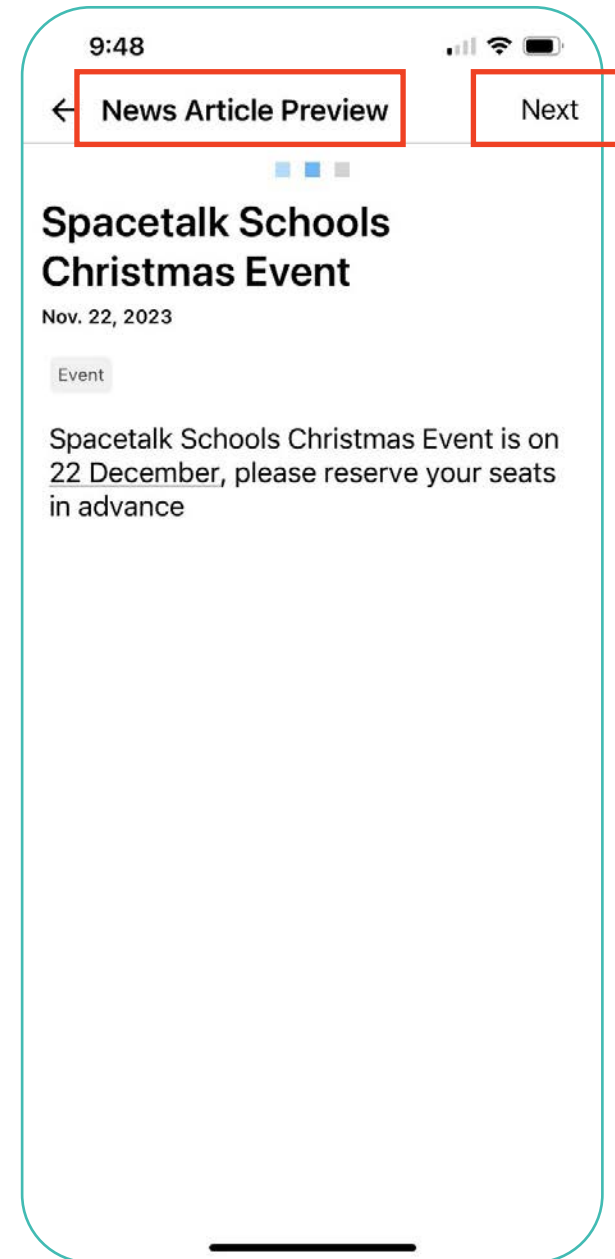
⬤ Spacetalk Schools
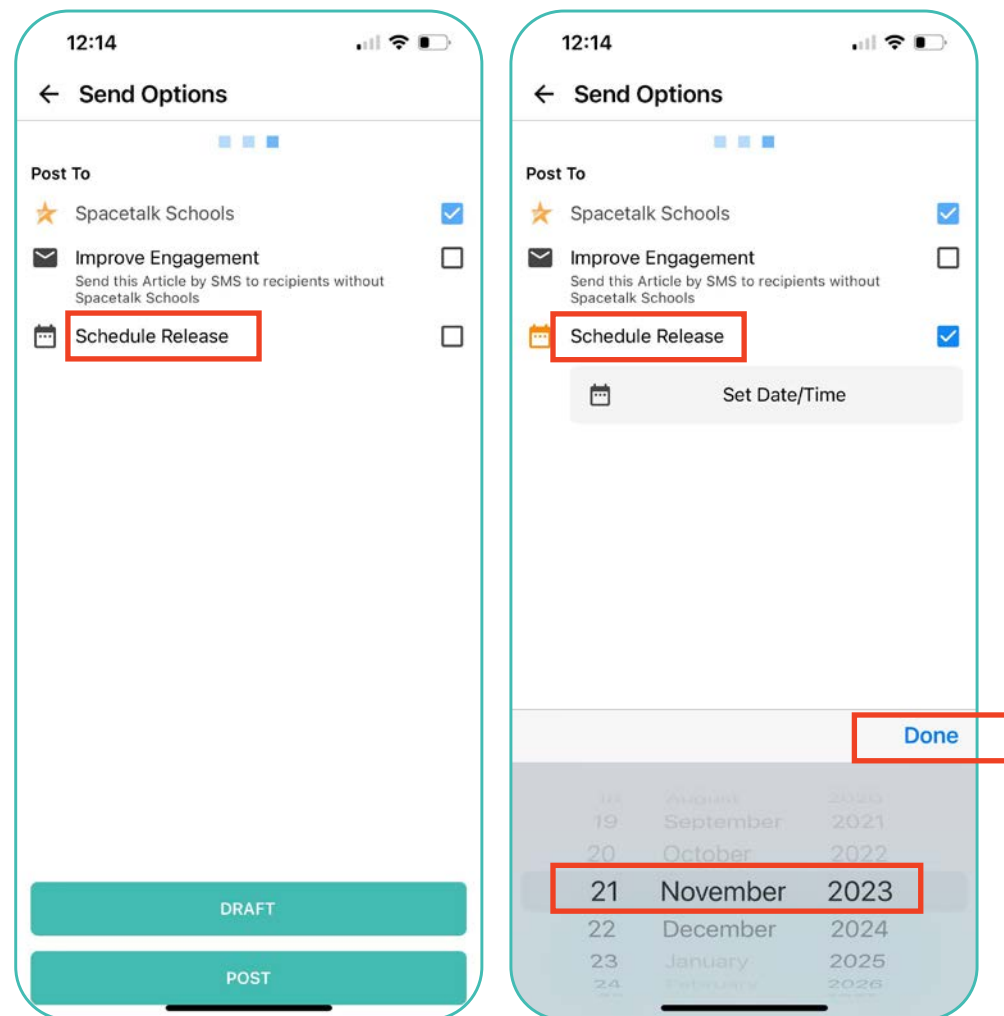
Create news & events

8. Publish the News item

8.1. Select "**Spacetalk Schools**" in the "Post To" section.

8.2. For important or time sensitive messages you can select the **Improve Engagement** which will send an SMS if people have not installed the School Star App. NOTE: This will send to your whole community.

8.3. Click **Post** to publish immediately.

.

Spacetalk Schools

Create news & events

9. Schedule and Draft News Items

9.1. If you have the right publishing permissions for Drafts and **Schedule Release** you can set a date and time to schedule the News Article OR save it as a draft to be completed later.

9.2. To Schedule a News Article select the Schedule Release tick box.

9.3. Choose the **date** you wish to schedule your article for publishing. Choose **Done** when completed or cancel to return to the previous screen

9.4. Choose the time you wish to schedule your article for publishing. Choose Done when completed or cancel to return to the previous screen

9.5. Review your Scheduled Release date and choose the SCHEDULE FOR PUBLISH button.

9.6. Saving the News as a Draft or as Scheduled means the post can be edited later.

9.7. You can edit the saved News post in either the School Star App or Outreach+.

9.8. If you edit the Draft via MGMOutReach+ you can add attachments or other files to your message.

Spacetalk Schools

Create news & events

10. Edit Scheduled and Draft News Items

10.1. You can access a Draft or Scheduled News item on the School Star App by accessing your Menu feature.

10.2. Ensure you are in the main News menu by selecting the News at the bottom left. In this main view, select the Menu "Hamburger" icon at the top left of the screen.

10.3. The News Option Menu will appear which enables you to:
- Edit **Drafted News**.
- Approve News that has been sent **Requesting Approval**.
- Edit or view **Scheduled News**.
- **Change Story Filter** (Filter News Articles based on tags).

.
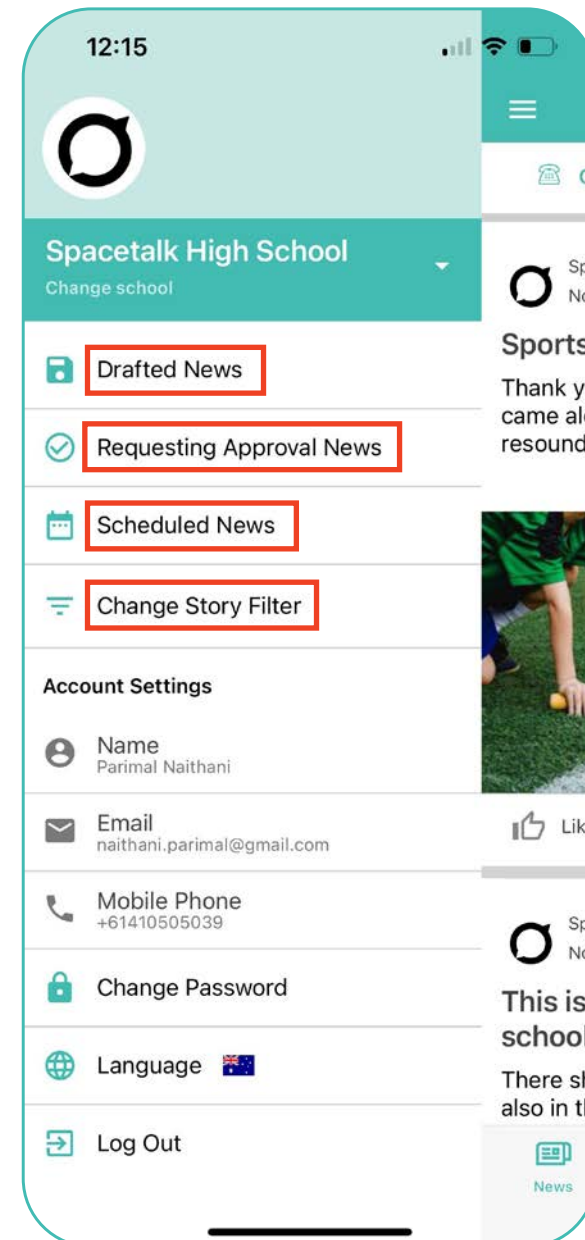
Send messages

Introduction

School Star allows you to create messages with the same functionality as the MGMOutReach+ system. You can send via SMS, email or voice to text. You can select individuals or groups to send your message. You can also schedule or save your message as a draft to publish later.

1. Selecting the Message Publisher screen

Ensure the tab is in the Messages section. The Messages icon at the bottom of the screen should be blue.

1.1.   If it is not blue, click on the "Messages" icon.

1.2.   Select the **orange circle with the "pencil"** icon to create a new news story.

1.3.   The Message Publisher screen will be displayed ready for your content.

.

Spacetalk Schools
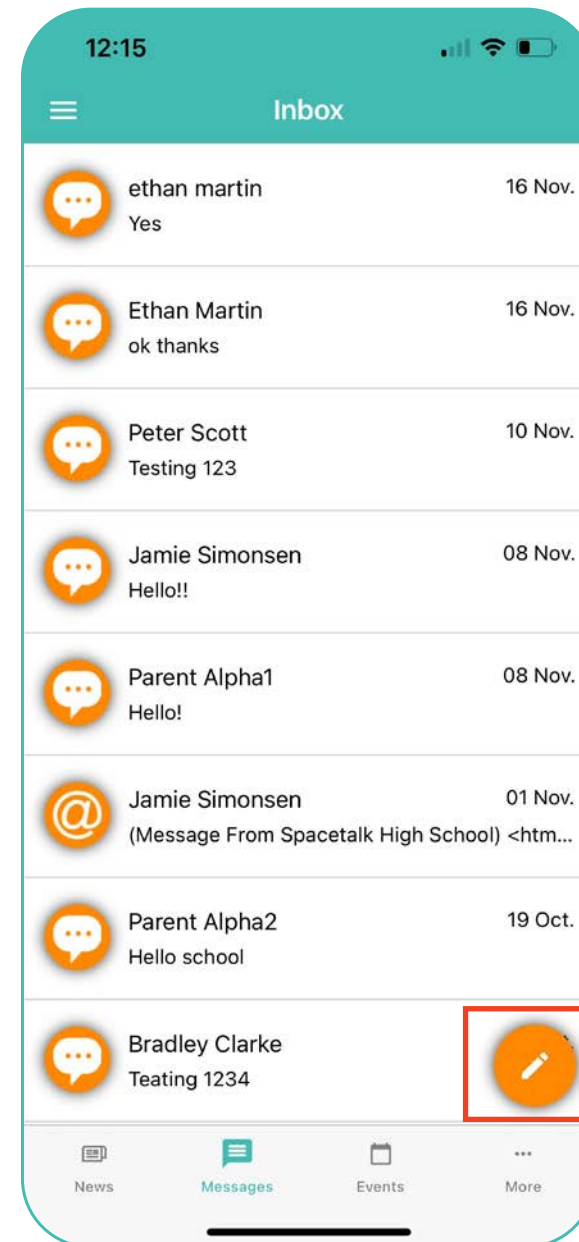
Send messages

2. Creating a Message steps

2.1. First time users will see a splash screen on how to create a message in four easy steps. To start composing your message select the **GET STARTED** blue button.

2.2. To hide the splash screen message, select the tick box "**don't show me again**" and you will not see this splash screen for future use.

.
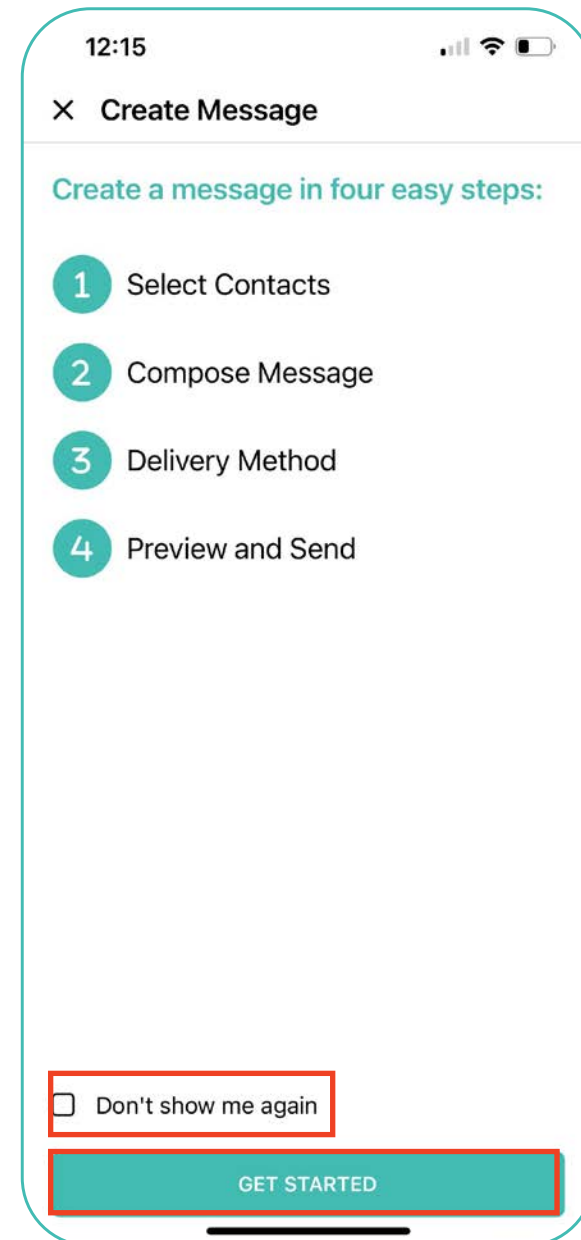
Send messages

3. Select the Message Recipients Group

3.1.   Select the **group folder** to find your recipients. These will be grouped the same as your MGMOutReach+ contacts.
You can select recipients from multiple groups. The main folder groups are:

- **Parents**
- **Students**
- **Staff**
- **Custom Contacts**

3.2.   To select a contact start by **selecting the group**. You can either select the whole folder by tapping on the folder name or select a sub folder by selecting the drop-down arrow.

3.3.   Once a group folder has been selected a **subfolder** may be displayed if a sub folder exists.

.

Spacetalk Schools
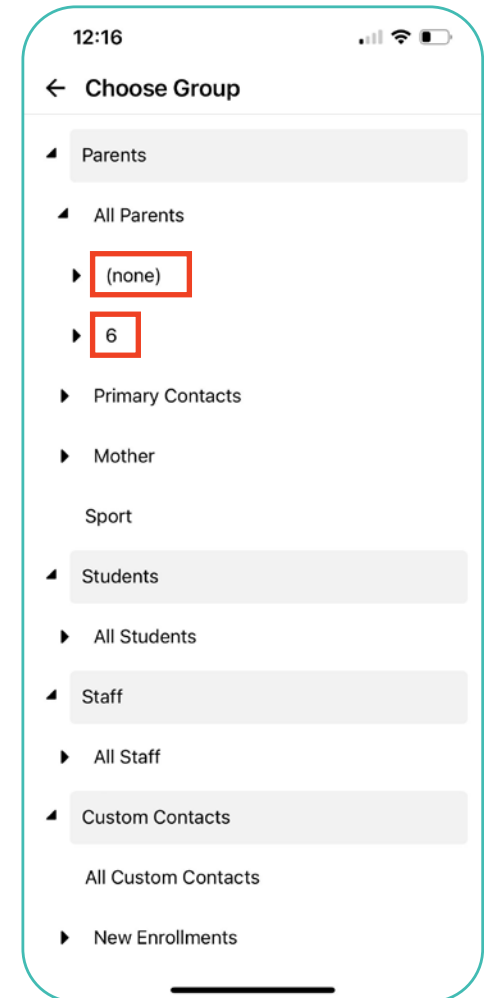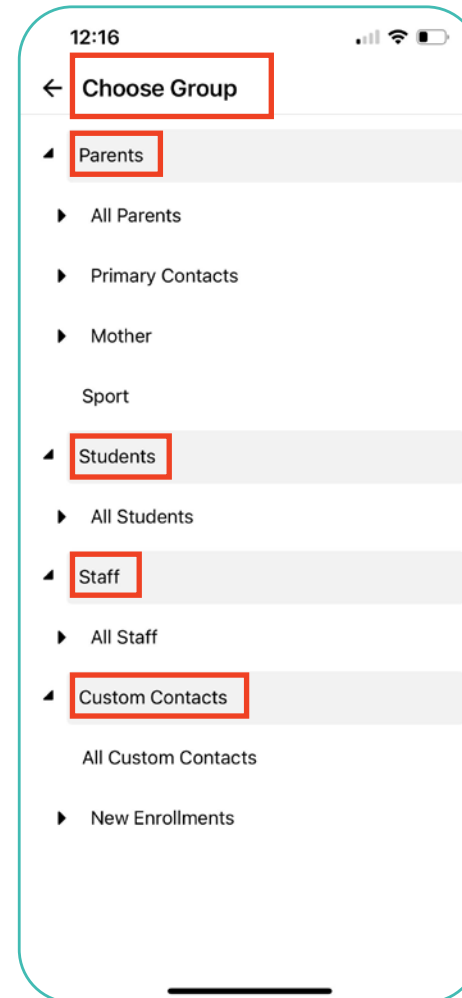
Send messages

4. Selecting Contacts

4.1. To select all contacts, select the **Select All tick box**.

4.2. To select individual contacts, select the tick box opposite a contacts name.

4.3. To search for a contact, select the magnifying glass icon at the top right and type the contact name.

4.4. A search field will be displayed at the top of the screen. Enter the contact first or last name.

4.5. To change your filter and display preferences, select the triple line icon.

4.6. The filter and display preferences options will be displayed. Select a filter preference and the list results will be update.

4.7. To go back select the back < icon.

4.8. Once you have selected you contacts you can add them to your contacts list.

4.9. Your selected contacts will be displayed.

Spacetalk Schools
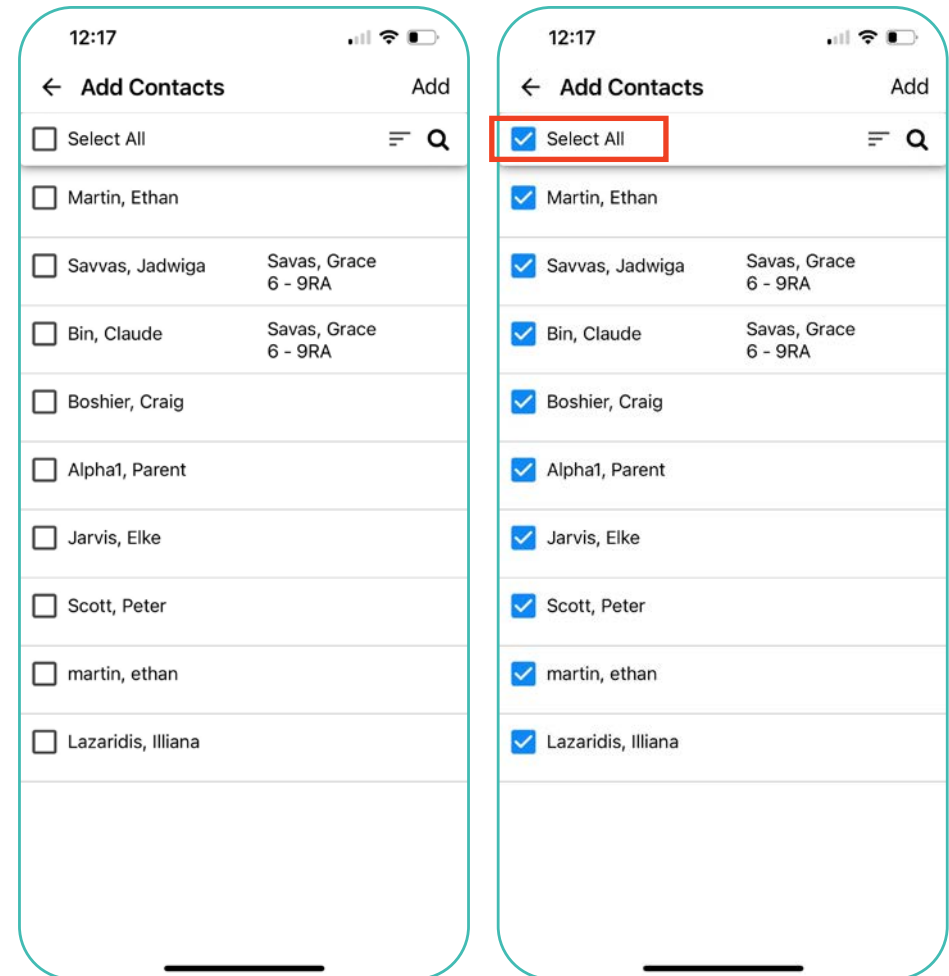
Send messages

5. Adding or Removing contacts

5.2. To remove all contacts and start again select **Remove All** at the bottom left.

5.3. To add more contacts, select the **ADD MORE** button.

5.4. Once you have selected all your desired contacts select the Next bottom at the top right.

5.5. If you wish to cancel your message, select Cancel at the top left.

.
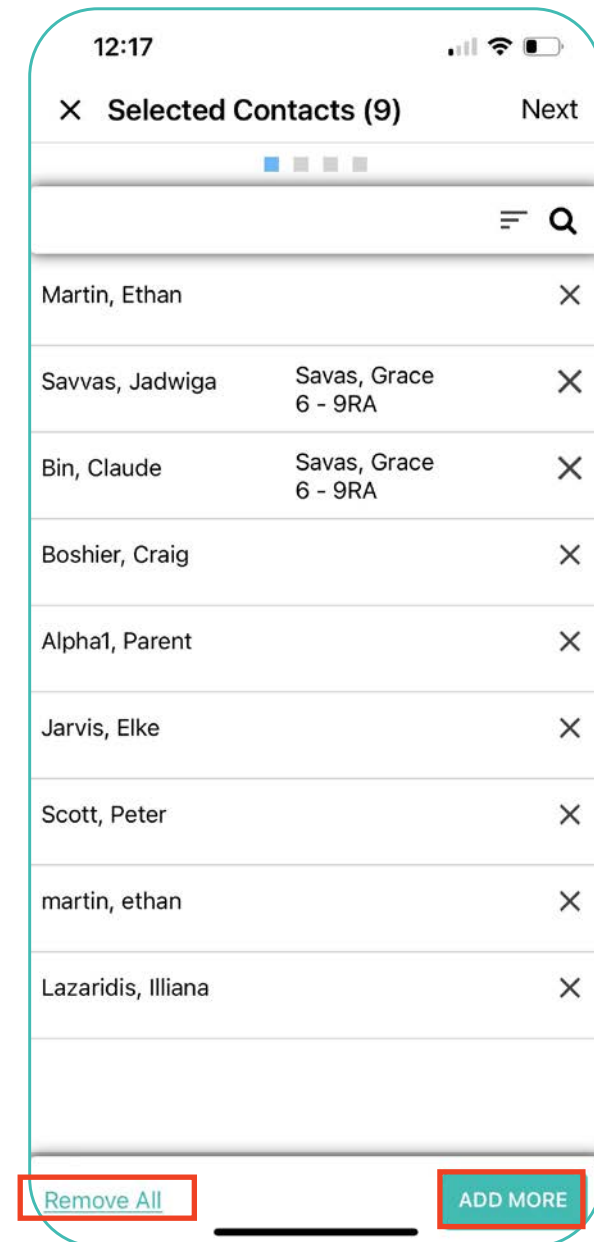
Send messages

6. Insert Message content

6.1. To insert content type in the **MESSAGE** field. You can type up to 160 characters before the message will be split into a second message.

6.2. You can use a combination of free text, template and AUTOMATED WORDS to construct your message. Templates are pre-configured from the OutReach+ website.

6.3. If your using a template it is recommended to start with a template first, then edit accordingly. Check section seven for how to insert and select a template.

6.4. Automated words are personalised information that can be automatically added to your message. This can include personalisation's such as Given Name, Family name etc.

.

○ **Spacetalk Schools**
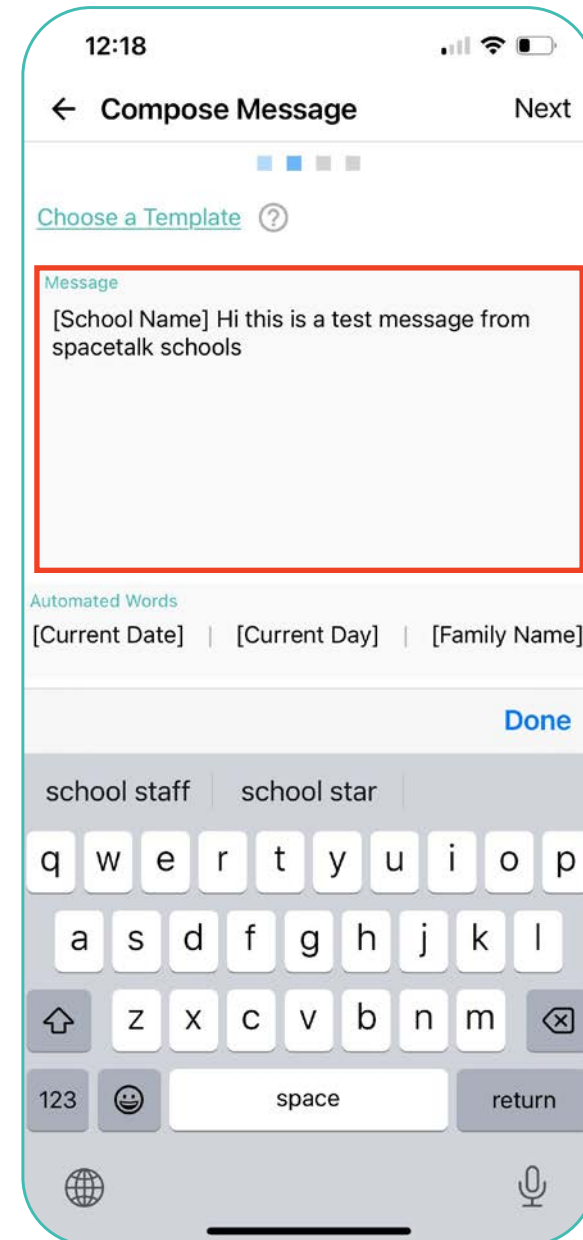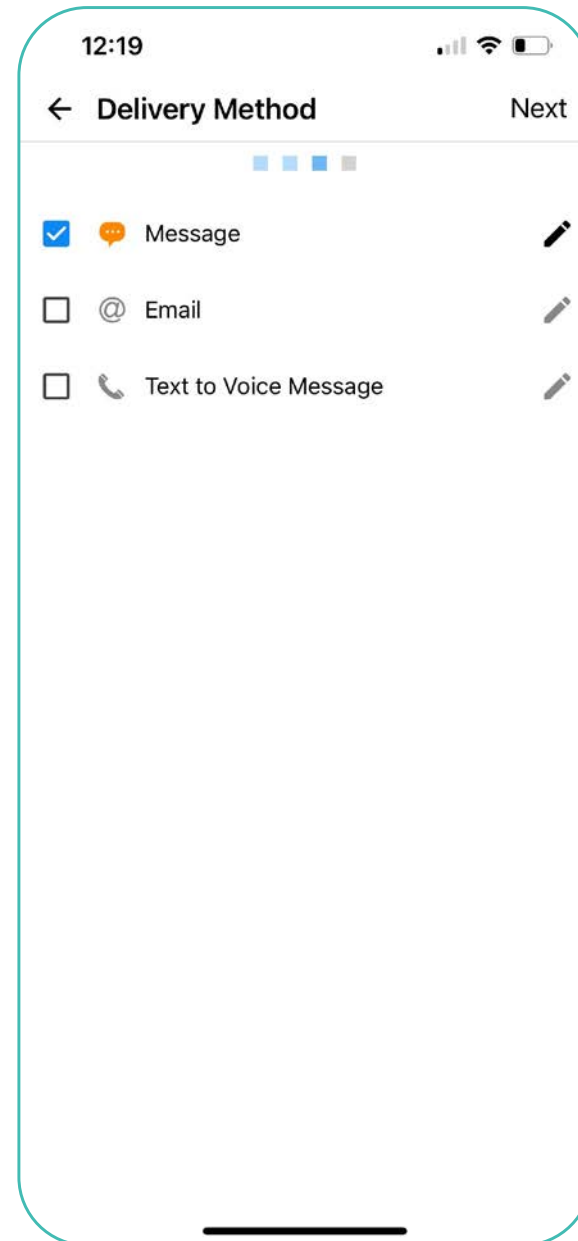
Send messages

7. Selecting a Message Template

7.1. To choose a template select the Choose a Template text. The question mark offers an explanation.

7.2. Select a template form the **drop-down list** or search for the template name in the search field.

7.3. As mentioned above you can edit the template or add to the template by typing or inserting AUTOMATED WORDS.

7.4. Once you are happy with your message select Next at the top right.

.
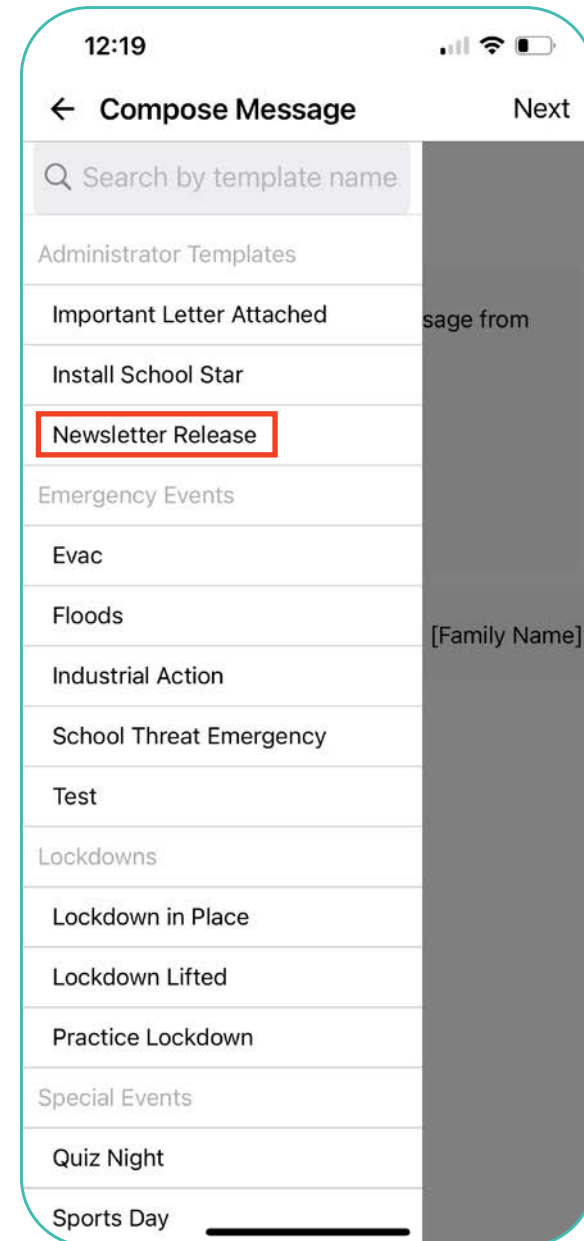
Send messages

8. Select method of delivery

8.1. Review the method of delivery and edit your selection.

8.2. Messages are sent as a SMS or via a push notification if recipients have the School Star App installed.

8.3. Once your section has been made select Next at the top right.

.

Spacetalk Schools

Send messages

9. Preview and Send

9.1. Review your message, message mediums and list
of recipients.

9.2. If your message exceeds 160 characters a warning
will be displayed.

.

Spacetalk Schools
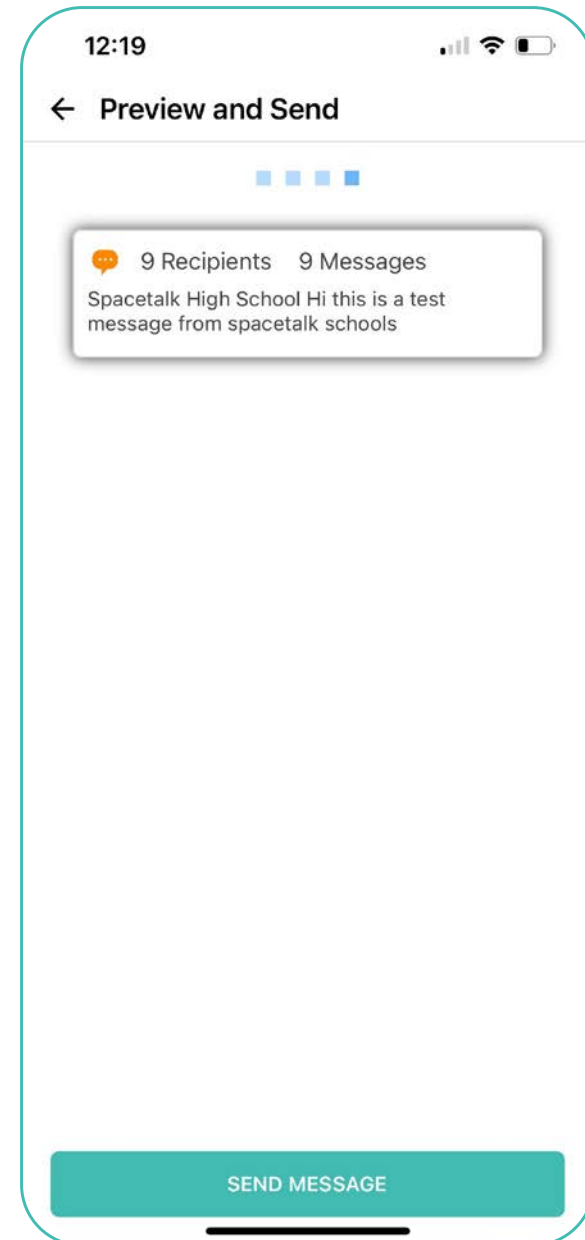
Send messages

10. Message settings and inbox

10.1. To view your messages settings ensure you are in the messages screen. This is identified by the blue messages' icon at the bottom of the screen.

10.2. To view the messages **menu** select the menu icon at the top left.

10.3. The menu will display **menu options** if you have the appropriate administrator permissions. Administrator permissions are managed in MGMOutReach+

.

Spacetalk Schools