KONSTELLA CHEAT SHEET

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

For Organizers

Create an Announcement/Event/Sign-Up/Sales/Donation/File/Link/Photo
Web: Click your school on the left menu. Select the orange "CREATE" at the top right corner.
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.

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

For Parents

Join a Room
Place your child in her classroom so that you are kept in the classroom communication loop.
Web: Click your name in the top left corner. Click "Your Children" to add/modify your children.
Mobile App: Click the Settings icon in 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 on a committee and sign up or remove yourself.
Mobile App: 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 the group, type in the text area to post a message. Or, click the + sign right next to "Private Messages" to create a new group.
Mobile App: The "Messages" tab at the bottom shows all the groups you are in. Click any group to send messages.   Or, click the + sign at the top right corner to create a new private group.

Send a Message to an Individual or Individuals
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 in the top left corner: for account settings.