



503 W. North St., Piqua, OH 45356 | PH: 937-773-1564 | [www.piquacatholic.org](http://www.piquacatholic.org) | F: 937-773-0380

April 9, 2018

RE: Piqua Catholic School App

Dear School Families,

IT'S HERE! Our **NEW Piqua Catholic School App** is intended as a communication and collaboration tool for our families and staff. By downloading and registering for the App, you will have access to the upcoming school and classroom activities, calendars and digital forms. We will be using our App in the future to automate our forms and registration for various events so that you can complete and submit them quickly and easily from your mobile devices or personal computers. As we move forward, we will highlight different features of the App so that we do not overload you today with too much detail. Be sure to check out all of our Menu items. Your News Feed will include all posts you are subscribed to in chronological order.

Our Piqua Catholic School App is free, but unlike other free mobile apps, there are no advertisements and your account data will not be sold or made available to anyone outside of our school staff. Our App will not increase your digital footprint.

**Starting to use our App is a simple three-step process.**

**1. Download the App as described below:**

**Apple/App Store** - Search "Piqua Catholic School"

**Android/Google Play Store** - Search "Piqua Catholic School"

**PC Link** - <https://www.fsgmobilecatholicconnect.com/fsgConnectClient/Account/Login?id=piquacatholic>

**2. Register for the App by creating a new account.** Once you have downloaded our App, register for the App by tapping on the "Create New Account" text on the login page of the App. You will be sent a confirmation email to confirm your registration. Tap on the "Activate Account" button in the email you receive and enter the password that you wish to use for the app. **Check your spam folder if you don't see it in your inbox.** Lisa Frye, our App consultant, will be monitoring this and will automatically set it up for you manually if you do not confirm your account. She will send you an email if she does so manually.

**3. Create Your App Profile.** Upon entering the App using your email and password, tap on the "Profile" icon (bottom of an Apple/top of an Android device). Complete your "**Profile**" information including adding a picture of yourself if you wish. Then tap on the "**Preferences**" text to decide if you would like to receive emails in addition to mobile notifications for content delivered to you. If you are planning to use a PC when using the app, you should leave email notifications turned on. You can indicate if you want to also receive email notifications for App posts or just use the visual alerts that you will receive on a mobile device. **In "Choose Content," please follow these instructions: If you are a single parent, select the "Admin" group for your student(s) homeroom teacher ONLY. If you are married, one parent will subscribe to the Admin group and the second parent to the "Other" group. This way one parent gets the forms so they are not submitted multiple times.**

Please note that there is no noise associated with our App unless you receive email notifications and you have alerts turned "on" on your personal device.

As mentioned above, we have contracted with a consultant, Lisa Frye, who is assisting us in our transition to the App. She is available for any questions you may have via "Messaging" on the app or at [lisa@fryeinternational.com](mailto:lisa@fryeinternational.com).

We know this will be a big change in how Piqua Catholic communicates with our families, but we're confident it's best for all of us! Thank you for your trust in us as we take this journey together. Please reach out to Lisa or me for assistance. Thank you!

May God Bless You Always!

Brad Zimmerman, Principal