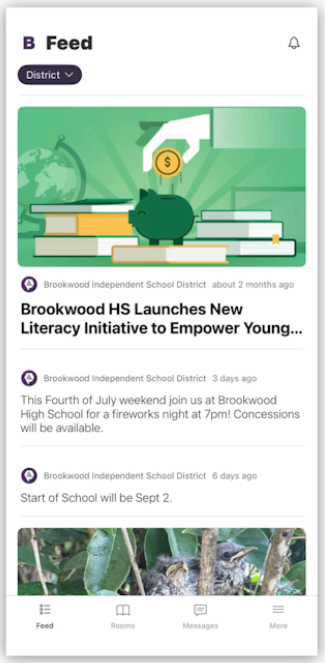
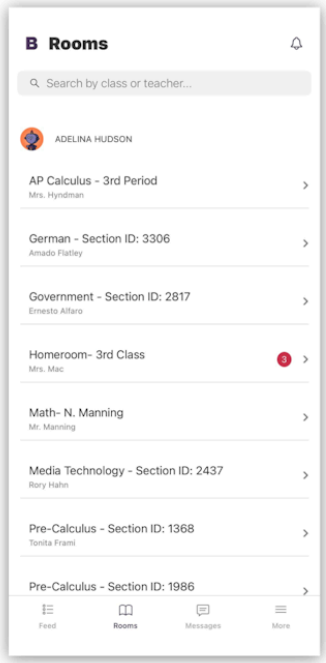
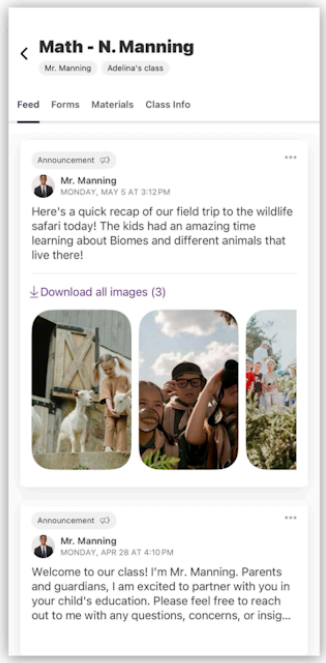
NAVIGATING YOUR MCS APP







To navigate between different sections in the app, use the **bottom** navigation bar.

The options to choose from are:
Feed
Connect
Messages
More

To select which organization you want to look at, select the drop down menu near the top left of the screen. From there, you can select which organization you want to view.

To customize your app menu with your preferred organizations, click the **More** tab at the bottom right of the screen. Then select the settings gear in the top right corner of the menu, and on the next page choose Schools to select your preferences.

Contact support here: appsupport@apptegy.com

Getting Logged In

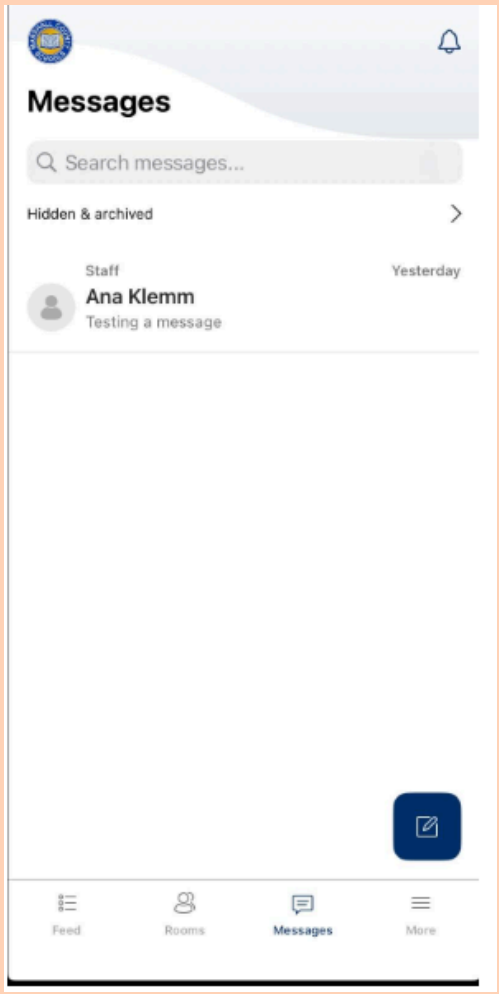
When logging into the app for the first time, or just the first time recently, you may need to Log into Connect.
There are **two** options to use to log in:
Email or **Phone Number**
Access these options by clicking the open book icon in the bottom menu.

Having trouble signing in?
If a password for your email sign in has been lost or forgotten, reset your password by clicking Forgot password on the log in screen, or by resetting it here.: https://id.thrillshare.com/users/password/new

How to Add Events from a Calendar

Navigate to the More menu in the bottom right corner of the app, and select the Events section. In the More section, your Event Calendar(s) will be listed, click into whichever you would like add an event from.
Click on the event that you would like to add to your phones calendar. When the even listing expands, click the option for Add to Calendar. Make sure to allow access to your calendar when prompted.

MESSAGES IN CONNECT

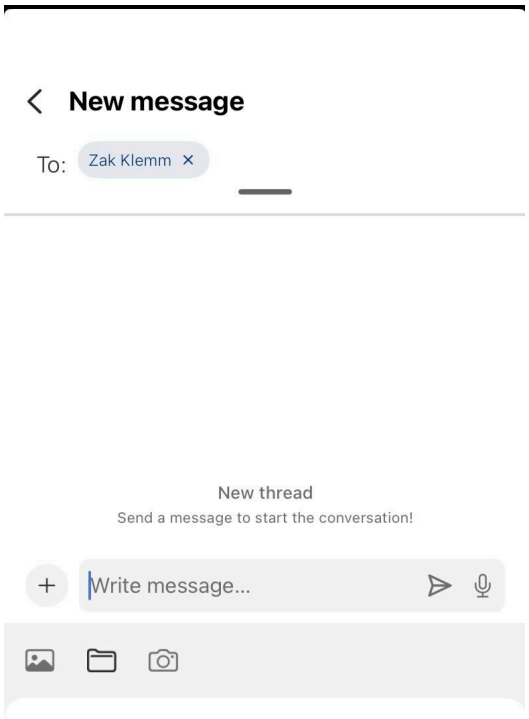


Messages is the **two-way communication section** where you can message district staff in the many classes/clubs/sports your student may be in.

To get to the **Messages** section in the app, select the word Messages on the bar at the bottom of your screen.

After clicking into Messages you will have the **option to start a new conversation** by clicking the **square** button in the bottom right with an icon of a pencil and paper.

All existing messages you are a part of will be available in messages, regardless of what classes/clubs/sports they are a a part of.



To **open** a message click on it from the list of messages on the left side of the screen.

Type your message in the **text box** and click the **airplane send** icon on the right side to **send** the message.

Attachment:

Click the **plus** sign icon to the left of the text box and select the file saved on your computer.

Tagging:

Use the **@** symbol to tag someone included in the conversation to notify them.

Audio Message:

To include an audio message, click on the **microphone** symbol to the right of the text box.



For any issues using the app
please contact support at: appsupport@apptegy.com
They will be able to give much more direct help.

NOTIFICATIONS IN CONNECT

First Time Setup

On first use of the app, select Allow Notifications when prompted. Next, select the groups that best match your use of the app best and click Save.

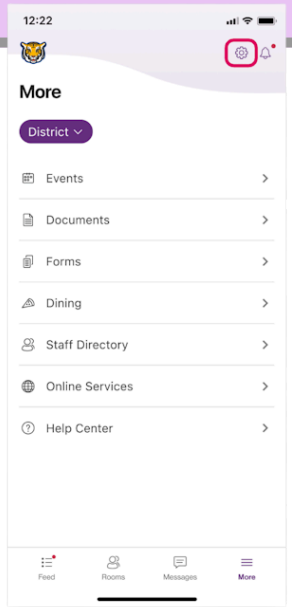
Notification Preferences

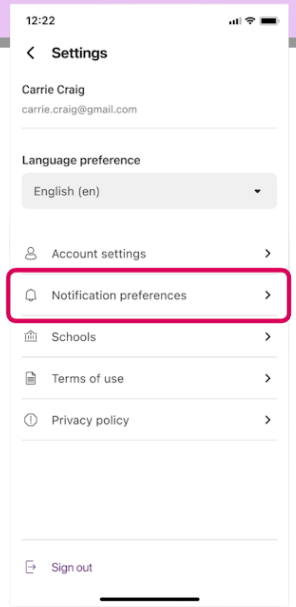
While on the Home screen, you can edit your notification preferences by selecting More in the bottom navigation, then by clicking on the gear in the top right corner.

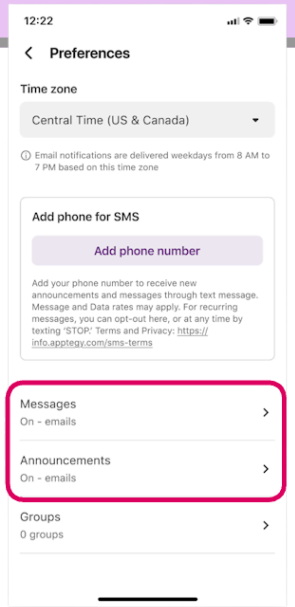
- Once in the settings menu, select notification preferences, depending on if you are logged into a Connect account, you may only see the option for **Groups**, or you may see the options for **Messages**, and **Announcements**.

Have the app, but never enabled notifications?

In your **PHONE SETTINGS**, make sure to enable notifications for the app, then close and reopen the app. Once in the app navigate to the More section in the bottom right of the home screen. Then go to the settings gear in the top right corner and select Notification preferences, lastly select Groups, and select a group to be subscribed to.







Connect allows you to **customize notification** you receive via Email and SMS.

To find these settings on the app click your name in the top right corner of the screen.

The following options are available to turn on in varying combinations:

CHOOSE ONE:

1. **Instant Delivery**: Get notified instantly when you receive an unread message.
2. **Hourly Digest:** Receive a text message hourly with a collection of all unread messages.
3. **Daily Digest**: Get a text with a collection of all unread messages, delivered at your scheduled time.



For any issues using the app please contact support at: appsupport@apptegy.com They will be able to give much more direct help.