




mySircles

User Guide

Version 2

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Log In



mySircles
where parents connect

EmailAddress

Password

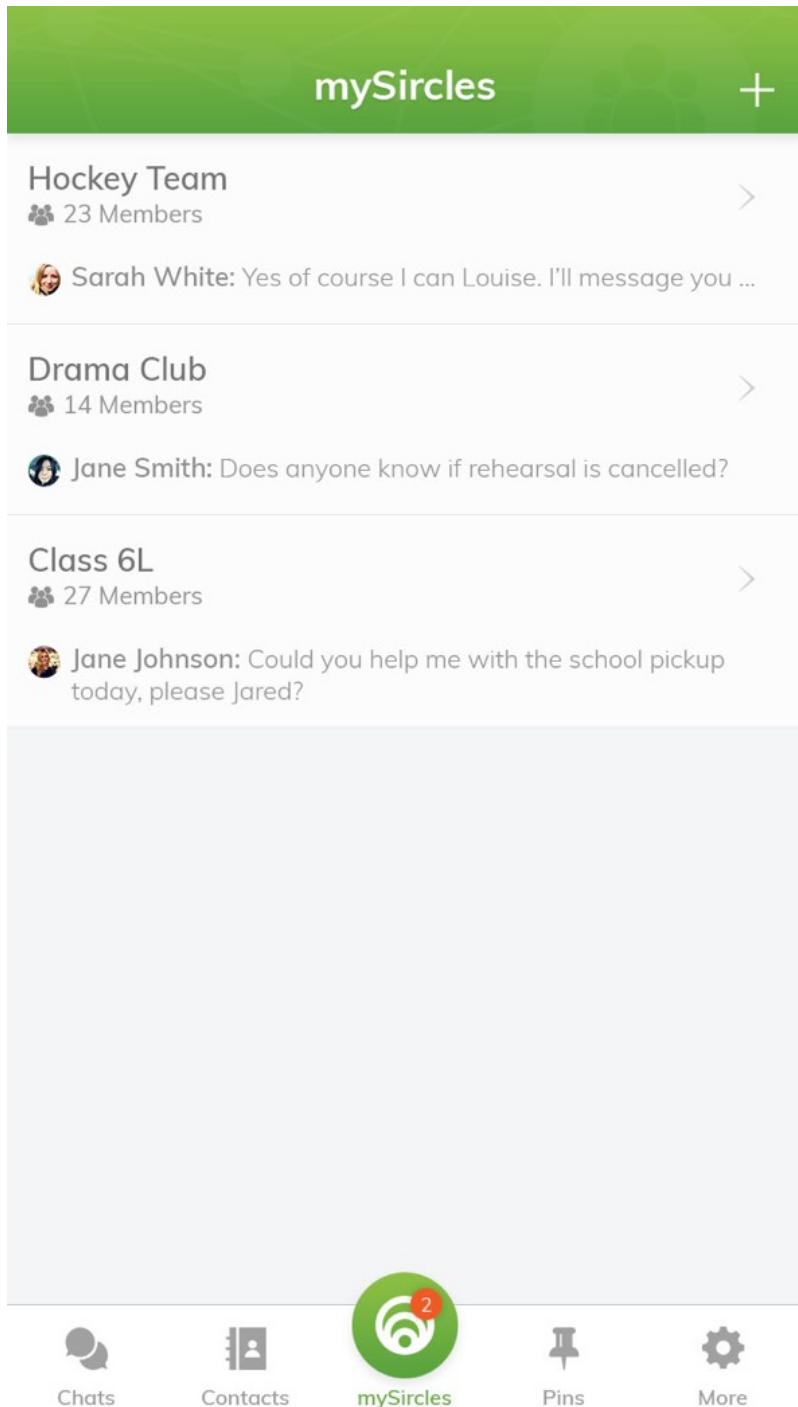
Remember Me [Forgot Password?](#)

Log In

Agree with our **Terms and Conditions**

How to Log In to mySircles App

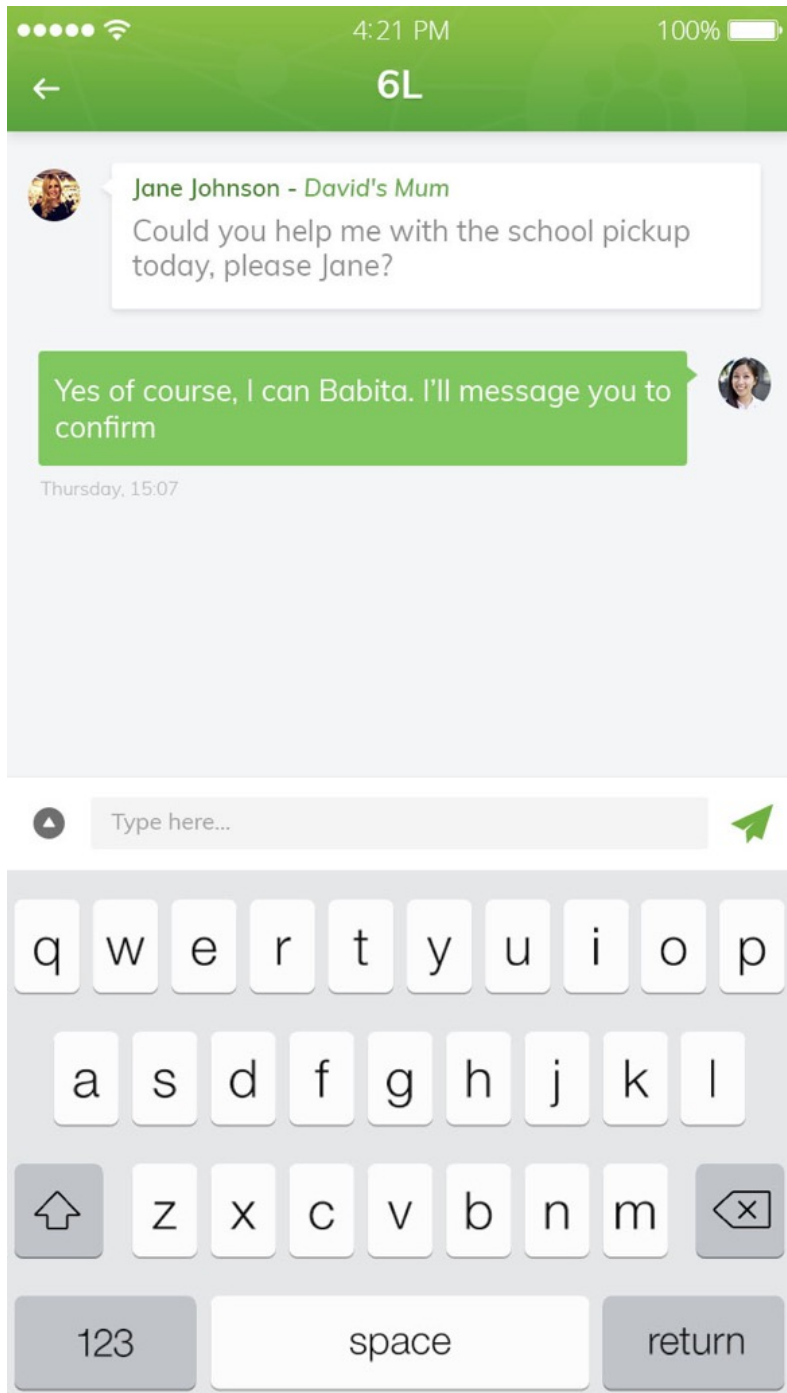
- Enter email address that you have used for registration through your child's school.
- Add password that was emailed to you (please keep this in a safe place).
- Check 'Remember Me'.
- Click 'Done'.
- Terms and Conditions are available when clicking link and are on our website (www.mySircles.com). Agree to Terms and Conditions before continuing.



Navigation Bar at bottom of screen

There are 5 navigation buttons along the bottom of the screen. From left to right:

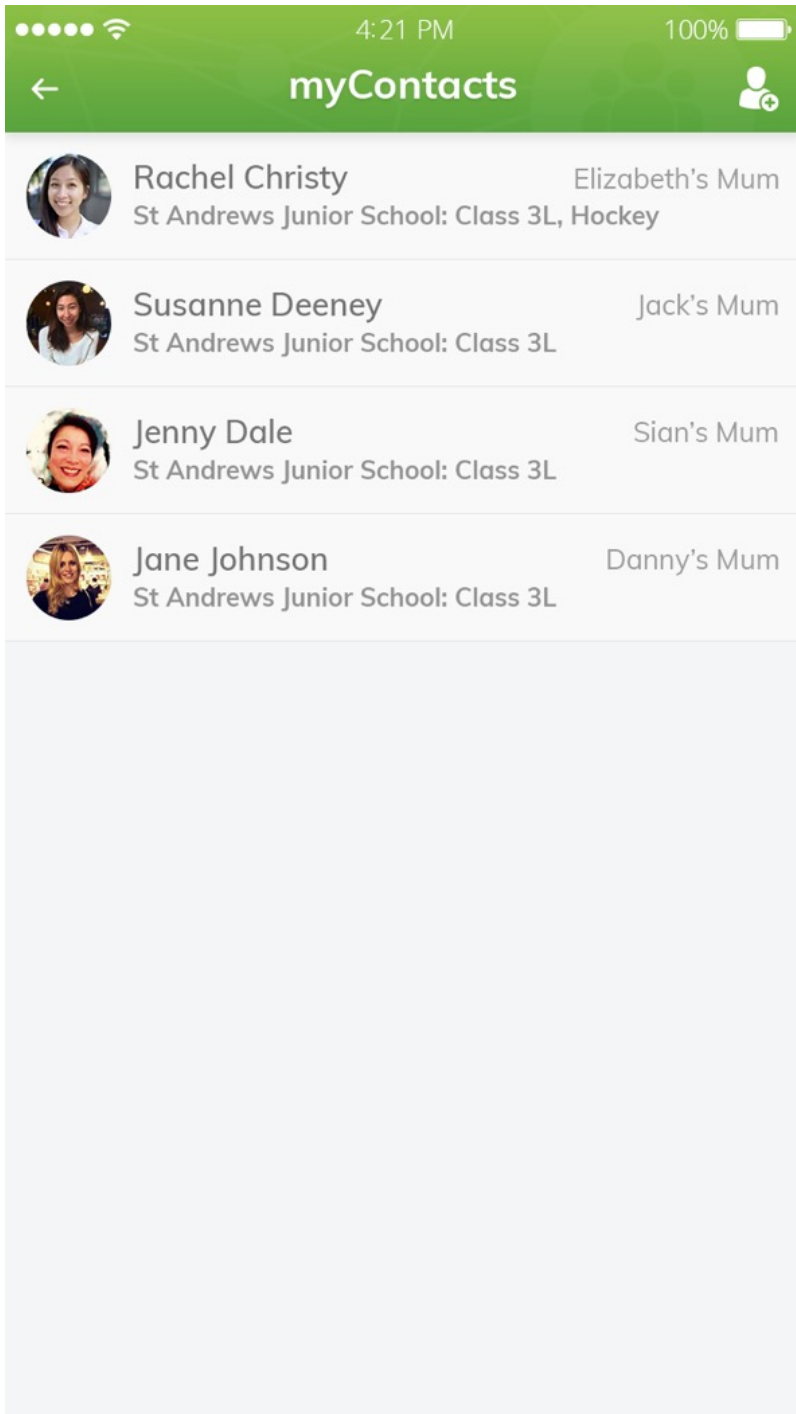
- myChats: this is where you can chat one-to-one with other parents that are part of your Sircles.
- myContacts: address book of all parents that are part of your Sircles.
- mySircles: your child's Class and Activity Groups or Clubs that they belong to.
- myPins: pin information that you need access to, in mySircles and Chats.
- More: all other information including your profile, Terms and Conditions, Help and Logout are in this section.



myChats

This is where you can chat one-to-one with other parents that are part of your Sircles.

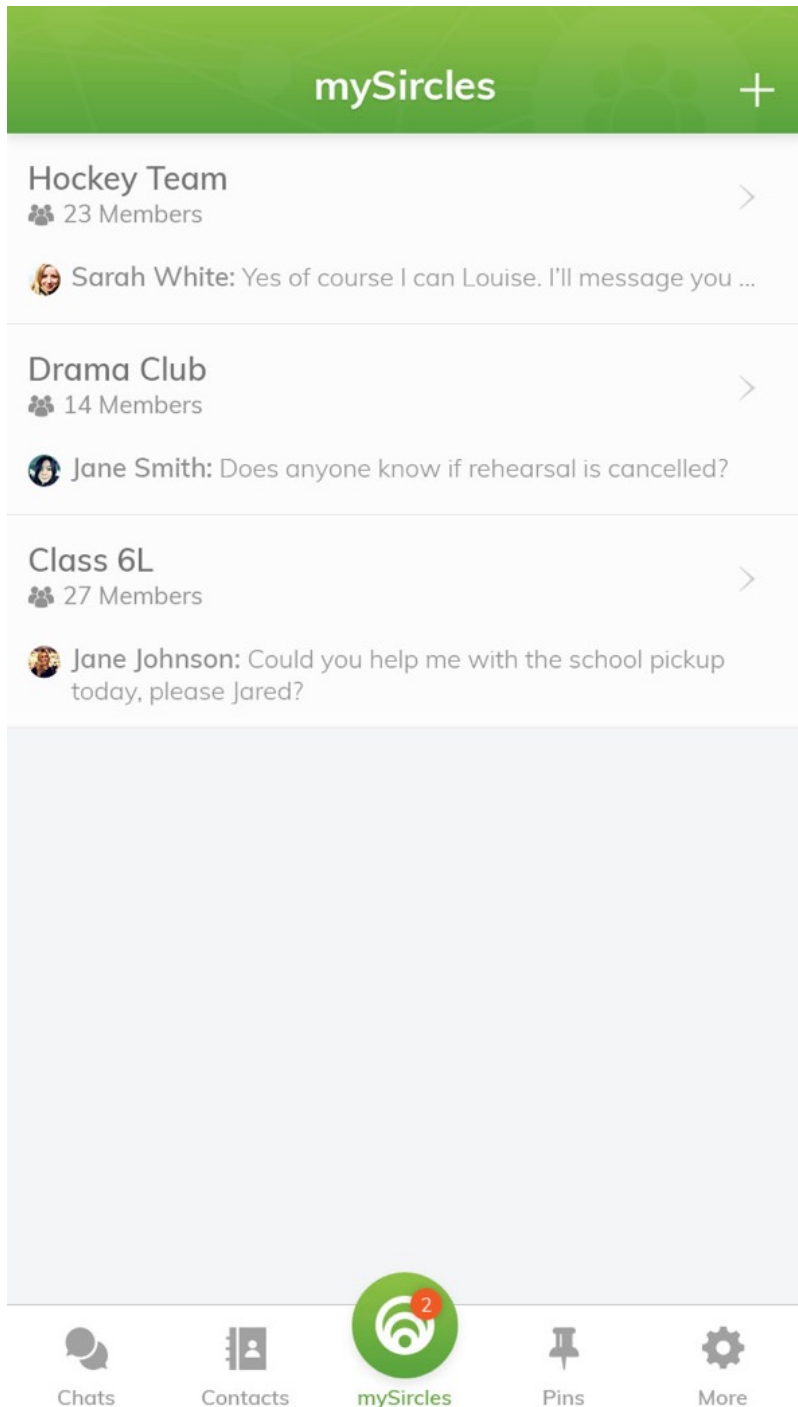
- This is where you can chat one-to-one with other parents.
- All of your chats outside of your Sircles (ie school-related groups are here – so your conversations with parents from your child's Class and Activity Groups / Clubs – where you have not posted into the main Sircle).
- To create a new chat, simply click on '+' top right of the screen and you will be taken to your Contacts screen, so you can choose who you would like to chat with.



myContacts

Address book of all parents that are part of your Sircles.

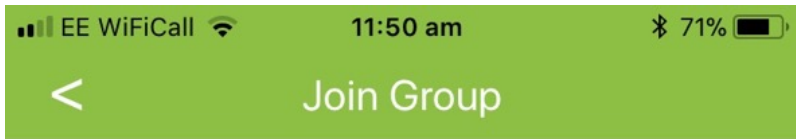
- Parents from your Child's Class that are registered with mySircles.
- Parents from your Child's Activity Groups / Clubs that are registered with mySircles.
- Click on Contact to go to that User's profile.
- Chat from inside the User's profile.
- Press '<' (top left) to return to myContacts screen.



mySircles

Your child's Class and Activity Groups or Clubs that they belong to.

- Choose the Class or Activity Group / Club that you would like to post into.
- Click on Members to see who is part of the Sircle.
- Click in the chat box at the bottom of the screen to post into the Sircle.
- Attach an image by clicking on grey circle in the left of the chat box.
- Press the green send button in right of chat box when message is ready for posting.
- Leave Group if no longer relevant by clicking top right (you will be asked 'Are you sure?' before you exit the Sircle).



Select a Student

Julie

Select a Group

Craft Club

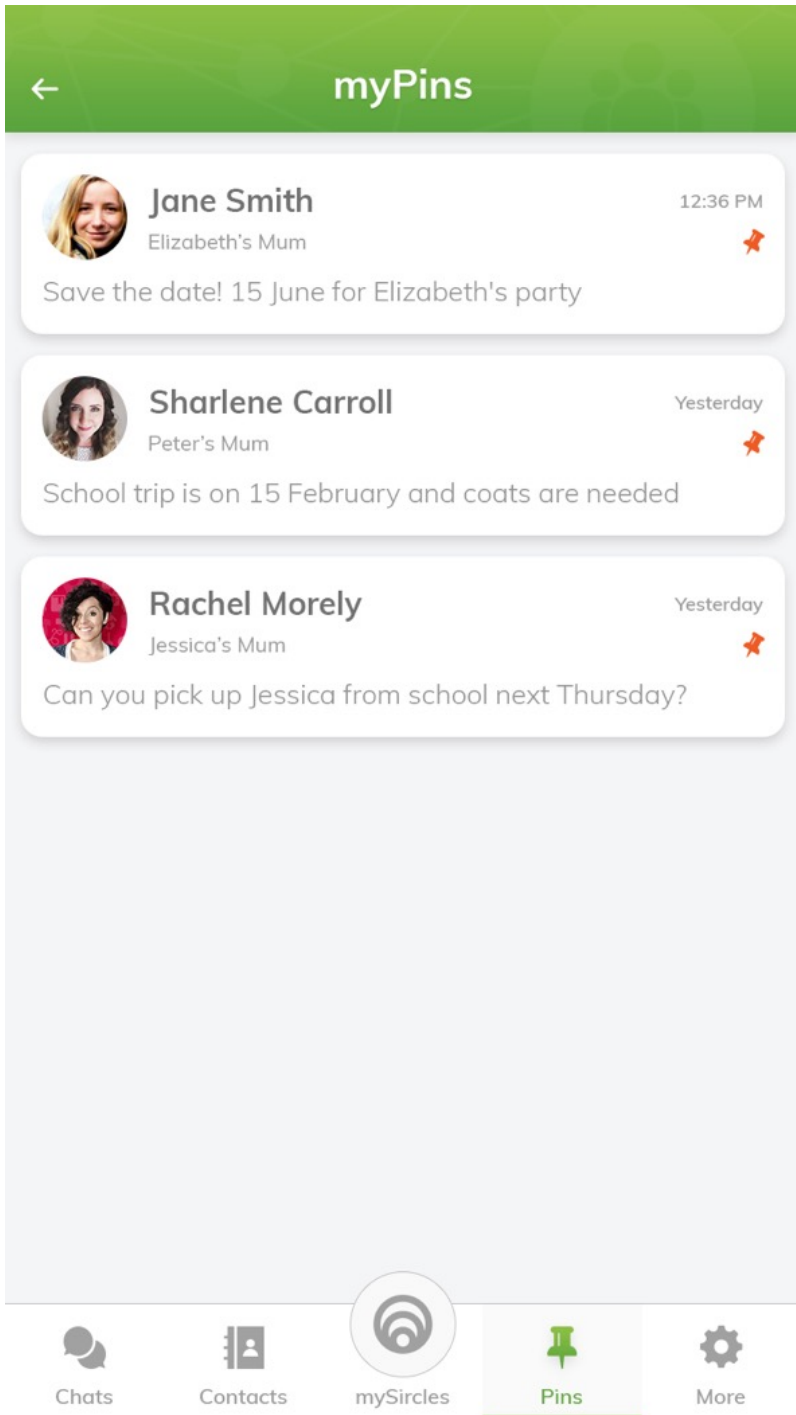
Fun with Science

Join

mySircles – add an Activity Group / Club

You will automatically be added to your child's Class. If this is incorrect, please use the "Help" section of the App (More section – bottom right tab).

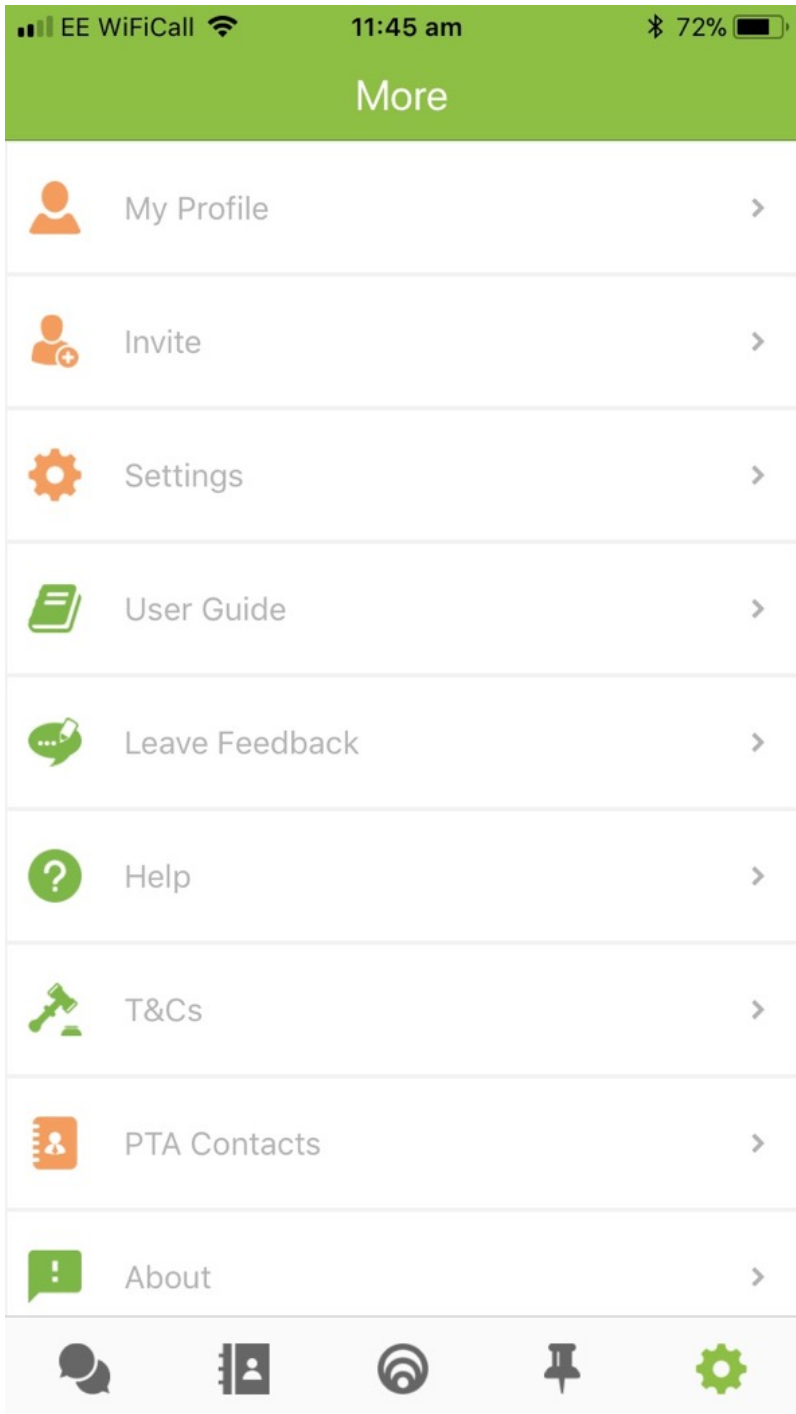
- Click on button top right '+'
- Click on your Child.
- Choose the Activity Group / Club that you would like to join.
- Press 'Join' button.
- A message will appear saying 'You joined the group successfully'. Press 'Ok'.
- The new Activity Group / Club will appear at the bottom of your list of Sircles.



myPins

Pin information that you need access to, from mySircles and myChats.

- When inside myChats or mySircles, you have the option to click on a pin (next to message), if you want to attach this to your pinboard (myPins).
- Simply pin or unpin in myChats or mySircles.
- Remove pin from myPins by clicking on the orange pin.



More

- My Profile: edit your details here, add your picture, telephone number and a short bio.
- Invite: complete a form for other parents that are interested in mySircles App.
- Leave Feedback: simply enter your details with feedback and we will get back in touch with you.
- Help: access our team for more immediate help.
- T&Cs: Terms and Conditions are detailed here.
- Privacy Policy: see our policy by clicking here.
- PTA Contacts.
- About: find out more about mySircles.
- Logout: click here to logout of mySircles App.



mySircles

Feedback?

We would love
to hear from you!

Please email

babita@mySircles.com

or call +44 7917641832