

### What is snaapp?

snaapp is an app with many **functions**, which includes **attendance taking** and **notifications** capabilities. It acts as the **communication** platform between school and parents.

snaapp allows parents to have *first-hand* updates of their children.

### Note

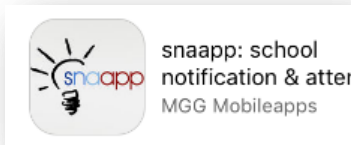
For attendance, please note that parents will only receive notifications in the event their child is late or absent.

Parents who do not have snaapp (eg. No smartphone) will miss out on the following:

- Receiving photos
- Reply to teacher/school
- Ease of updating the school their contact details

For technical assistance, email to [snaapp@mggsoftware.com](mailto:snaapp@mggsoftware.com) or call 6815 1210

# 1 INSTALL & ACCESS



Download "snaapp: school notification and attendance app".



Play Store



App Store

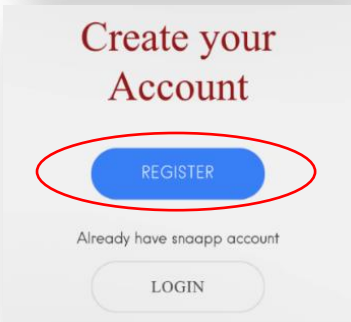
Enable notifications



Google Chrome

[snaapp.mggsoftware.com/app](http://snaapp.mggsoftware.com/app)

# 2 REGISTER & LOGIN



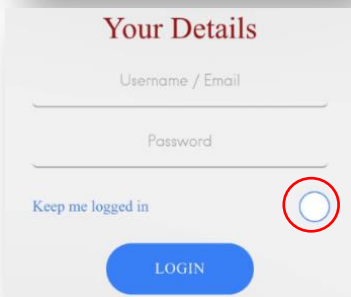
## Username & Password:

Case-sensitive, 8-15 alphanumeric numbers, symbols allowed **-.#@\*!?**

**Fill in all blanks**, including Last Name, Email and Mobile number.

Tick  Keep me logged in to stay logged in.

# 3 FORGET PASSWORD



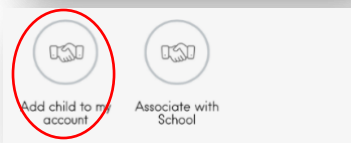
Click "Forget password" to change password.

Snaapp will send an email with a link to key in new password.

Please check your email's Inbox / Junk / Spam folders.

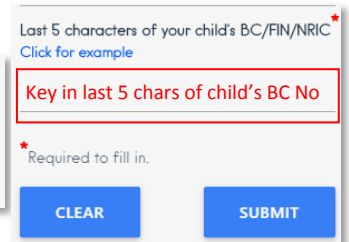
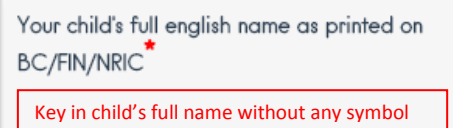
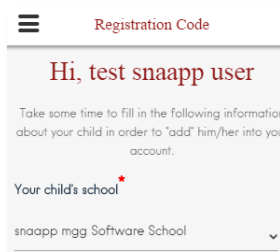
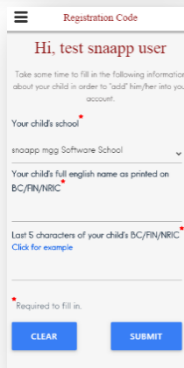
Please add [noreply@mggsoftware.com](mailto:noreply@mggsoftware.com) contact into your email.

# 4 ADD CHILD

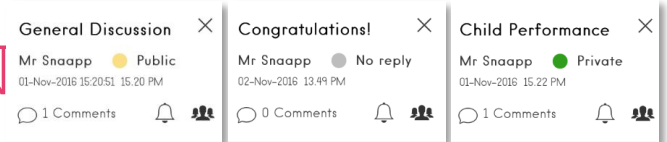
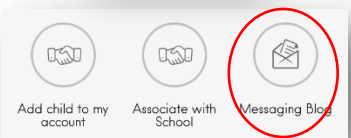


Click "Add child to my account" to register as parent of a child in snaapp. Fill up the form accordingly to link to the child and school.

Please note that "Associate with School" is only for teachers.



# 5 MESSAGING

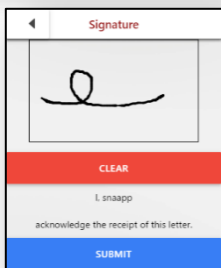


Click "Messaging blog" to communicate with teachers.

There are 3 types of messages:

**1 Public Reply** (Reply all) **2 Private Reply** (Reply teacher only) **3 No Reply**

# 6 FORMS & LETTERS



Click "Forms / Others" to access forms parents need to submit.

Click on the form title, choose options, acknowledge and sign to submit.