



# Connect 1

## THE CATHOLIC SCHOOL ENGAGEMENT APP

SIMPLE, FUN, & FULL OF HEART



### This is a step-by-step instruction guide for the Parent and Guardian Registration Process



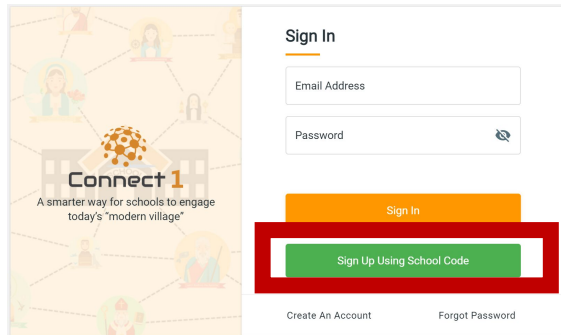
The following pages will include screenshots and instructions for each task.

- How to Access:** Your school administrators will send you an email that will contain a link to the Connect1 App and a unique school code.
- Who Completes?:** Only one member of the family has to complete the full registration process.
- Other Guardians:** If you add and identify other guardians identified through the registration process, those guardians will receive invite emails to join your family. If you do not add them, other guardians can also use the school code to create an account.
- Going Forward:** learn more about the Connect1 app by watching this [Introductory Video](#).

# Step 1: User Setup

1

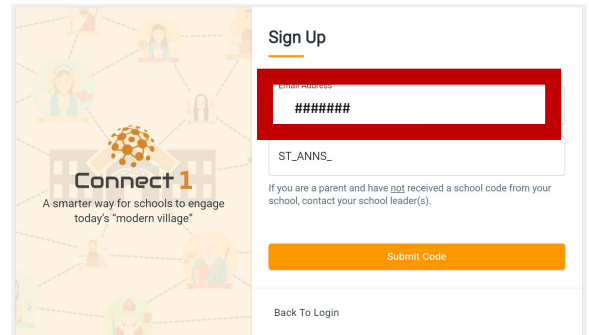
Go to the app.  
(<https://app.connect1.io/>)  
Click on "Sign Up Using School Code."



The screenshot shows the 'Sign In' page of the Connect 1 app. It features a header with the Connect 1 logo and tagline. Below the header are two input fields: 'Email Address' and 'Password'. There are three buttons: 'Sign In' (orange), 'Sign Up Using School Code' (green, highlighted with a red box), and 'Create An Account' (orange). At the bottom, there are links for 'Forgot Password'.

2

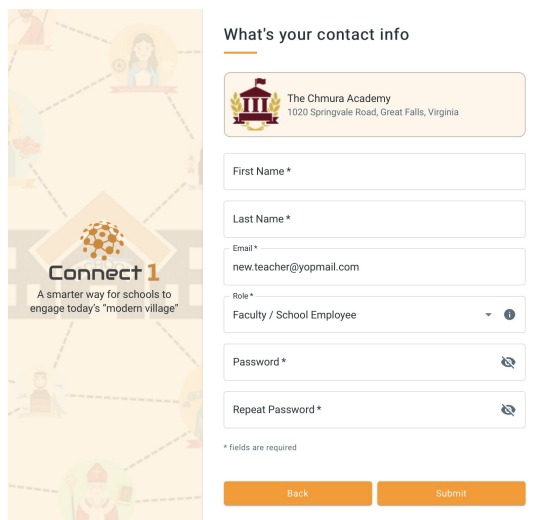
Enter your email address and the school code **GJ8N32**, then click "Submit Code."



The screenshot shows the 'Sign Up' page of the Connect 1 app. It features a header with the Connect 1 logo and tagline. Below the header are two input fields: 'Email Address' (containing 'saint.ann@yopmail.com') and 'School Code' (containing 'GJ8N32'). There are two buttons: 'Submit Code' (orange) and 'Back To Login' (orange). A red box highlights the email address and school code fields.

3

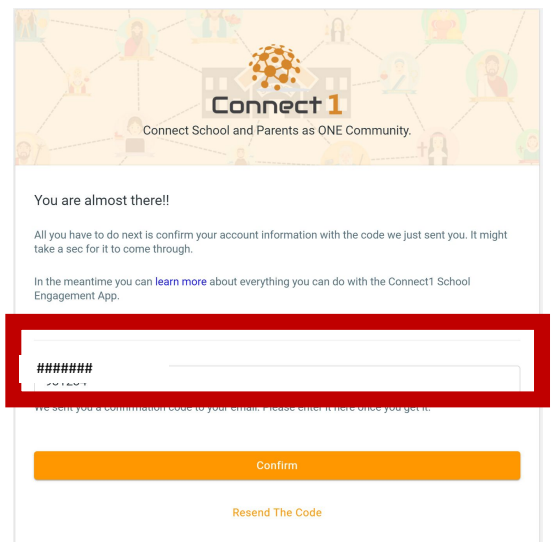
Provide your name, role (parent/community member), and create a password.



The screenshot shows the 'What's your contact info' page of the Connect 1 app. It features a header with the Connect 1 logo and tagline. Below the header are several input fields: 'First Name \*', 'Last Name \*', 'Email \*' (containing 'new.teacher@yopmail.com'), 'Role \*' (dropdown menu with 'Faculty / School Employee' selected), 'Password \*', and 'Repeat Password \*'. There are two buttons: 'Back' (orange) and 'Submit' (orange, highlighted with a red box). At the bottom, there is a note: '\* fields are required'.

4

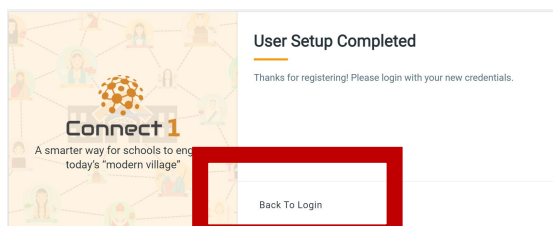
Check your email, copy the confirmation code, and enter it in "Confirmation Code."



The screenshot shows the 'You are almost there!!' page of the Connect 1 app. It features a header with the Connect 1 logo and tagline. Below the header are two paragraphs of text: 'All you have to do next is confirm your account information with the code we just sent you. It might take a sec for it to come through.' and 'In the meantime you can learn more about everything you can do with the Connect1 School Engagement App.' There are two input fields: 'Confirmation Code' (containing '#####') and 'Resend The Code' (orange). There are two buttons: 'Confirm' (orange) and 'Resend The Code' (orange). A red box highlights the confirmation code field.

5

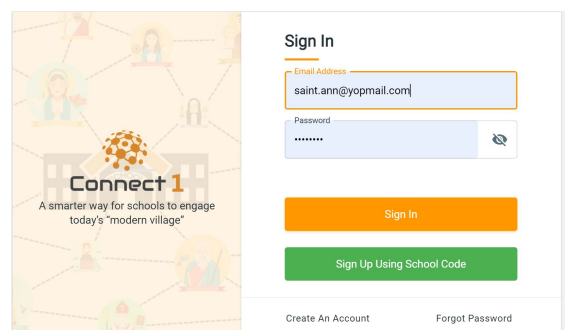
Once confirmed, click "Back To Login."



The screenshot shows the 'User Setup Completed' page of the Connect 1 app. It features a header with the Connect 1 logo and tagline. Below the header are two paragraphs of text: 'Thanks for registering! Please login with your new credentials.' and 'Back To Login' (orange, highlighted with a red box).

6

Enter your email and password to sign in!



The screenshot shows the 'Sign In' page of the Connect 1 app. It features a header with the Connect 1 logo and tagline. Below the header are two input fields: 'Email Address' (containing 'saint.ann@yopmail.com') and 'Password' (containing '\*\*\*\*\*'). There are two buttons: 'Sign In' (orange, highlighted with a red box) and 'Sign Up Using School Code' (green). At the bottom, there are links for 'Create An Account' and 'Forgot Password'.

## Step 2: About You

1 Click on "Relation."  
Select from the drop down list:

- Father
- Mother
- Grandparent
- Other

2 Enter your address.

\* *Optional:* Check the box to **exclude** your address, phone, and email from the community directory.

Let's Start with the Basics About You!

Email \*  
saint.ann@yopmail.com

Primary Phone \*

First Name \*  
Saint

Last Name \*  
Ann

Relation \*  
Mother

Address \*  
980 North Frederick Street, Arlington, VA, USA

Unit Number

If you do NOT want your address, phone, and email shown on the community directory, check this box. ⓘ

Relation \*  
Mother

Address \*  
980 North Frederick Street, Arlington, VA, USA

Unit Number

If you do NOT want this guardian's address, phone, and email shown on the community directory, check this box. ⓘ

Next

## Step 3: Other Guardians

1 Click on "Add Guardian."

Add other guardians (spouse, grandparents, etc.) who may want to be involved at the school.

Tell me about other guardians in your family (if any)

+ Add Guardian

Back

Next

2 Enter information about the other guardian(s).

- **Guardians will receive an email with a link to register in the app as part of your family.**
- You can add a unique address for each guardian.

Tell me about other guardians in your family (if any)

Saint Joachim	joachim@yopmail.com	FATHER
Name	Email	Relationship
Email *	joachim@yopmail.com	Primary Phone *
First Name *	Saint	Last Name *
Relation *	Father	Joachim
<input type="checkbox"/> Does this guardian have a different address?		
<input type="checkbox"/> If you do NOT want this guardian's address, phone, and email shown on the community directory, check this box. ⓘ		
Remove Guardian		

+ Add Guardian

Back

Next

# Step 4: Children

- 1 Add your children and indicate their grade for the upcoming school year.
- \* *Optional:* Include your child's nickname and date of birth.

Tell me about your kids

Mary Blessed Name Grade 4 Grade

First Name\* Mary Last Name\* Blessed Nickname

Grade\* Grade 4 Date of Birth 12/20/10

+ Add Child Click here to add more kids

Back Next

# Step 5: Talents & Interests

- 1 Click through the 5 talent categories:
  - Business
  - Technology
  - Art/Recreation
  - Media/Marketing
  - Education/Science

Peter 4:10-11  
Each of you should use whatever gift you have received to serve others, as faithful stewards of God's grace in its various forms.

Talent Center

Click through all 5 talent categories

Business Technology Art / Recreation Media / Marketing Education / Science

Photography Art / Music / Dance Interior Design Sports / Coaching / Fitness  
Landscaping / Gardening Architecture / Construction  
General Contracting / Repair

Back 2/6 Next

- 2 Select all the your talents and areas of expertise.

Peter 4:10-11  
Each of you should use whatever gift you have received to serve others, as faithful stewards of God's grace in its various forms.

Talent Center

Click through all 5 talent categories

Business Technology Art / Recreation Media / Marketing Education / Science

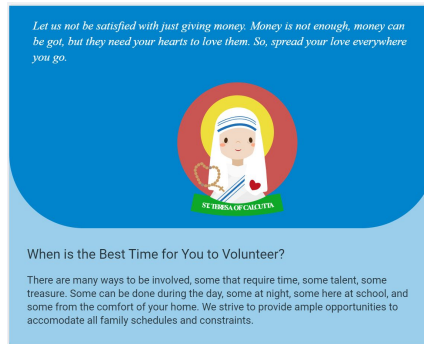
Photography Art / Music / Dance Interior Design Sports / Coaching / Fitness  
Landscaping / Gardening Architecture / Construction  
General Contracting / Repair

Back 2/6 Next

3

Click on drop down menu.  
Select your preferred **volunteering time(s)**.

- Early Morning
- During School
- Immediately After School
- Evenings



### Your Precious Time

Select Time Period

Early Morning  Evenings

Back

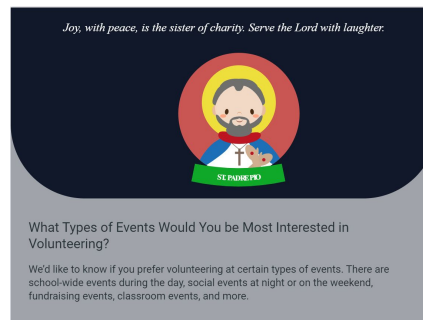
3/6

Next

4

Click on drop down menu.  
Select your preferred **volunteering event(s)**:

- Fundraising
- Social Events
- Traditions
- School Operational
- CYO/Sports Coaching
- Classroom Events
- Expertise on Strategic Tasks
- Leadership (Parent Leader, Committee Chair, etc.)



### Volunteering Events

Select Event Types

Social Events (Pot Luck, Family Dance)   
 Traditions (Field Day, Catholic Schools Week)   
 School Operational (Lunch Duty, Library)   
 Classroom Events (Social, Field Trips, Reading)

Back

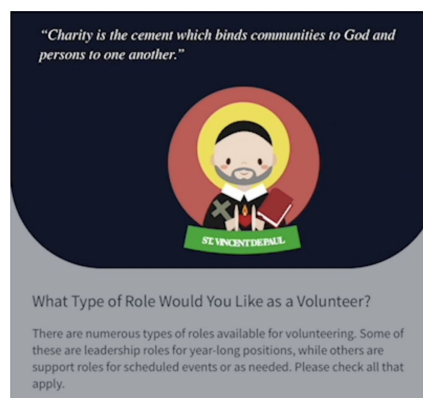
4/6

Next

5

Click on drop down menu.  
Select your preferred **volunteering role(s)**:

- PTO Board Member
- PTO Fundraising Chair
- PTO Committee Chair
- Room Parent Lead/Co-Lead
- Support Role
- Not a lot of time to offer but can help in other ways (donated items, etc.)
- No Specific Role Preference, Volunteer as Needed



### Volunteering Roles

Select Volunteering Roles of Interest

Back

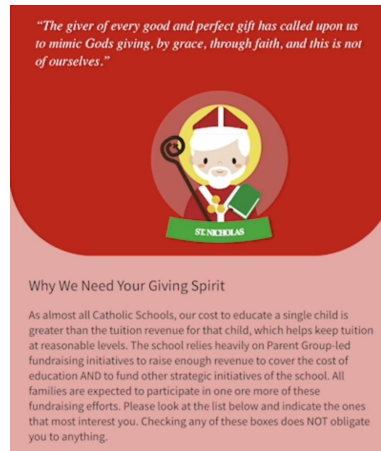
5/6

Next

6

Click on drop down menu.  
Select your preferred **fundraising form(s)**:

- Tax-Deductible Direct Donation for School Operation Needs
- Tax-Deductible Direct Donation for Specific Raises
- Big Event-Based Fundraising
- Sign-up Parties/Events
- Race/Walk Event
- Effortless Fundraising
- Smaller Event-based Fundraising
- Non-monetary Donation



### Fundraising

Select Fundraising Interest

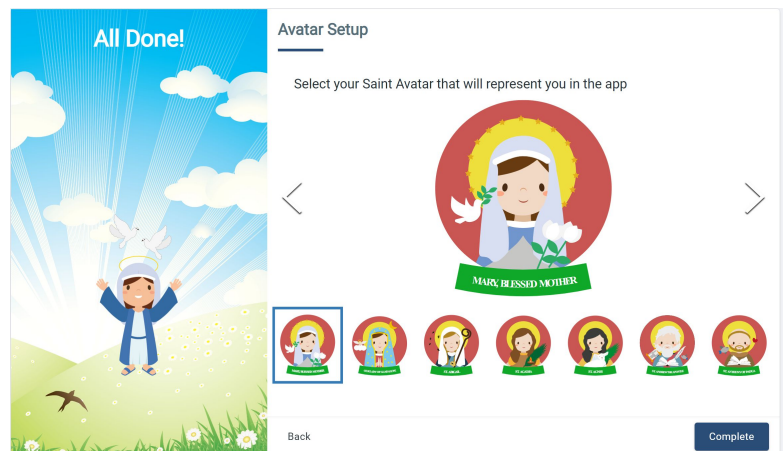
- Tax-Deductible Direct Donation to School for Operating Needs (e.g. Annual Fund)
- Tax-Deductible Donation for Specified Raises (e.g. new computer, lab, new learning space, etc)
- Big Event-Based Fundraising (e.g. Auctions, Galas)
- Sign-up Parties / Events (e.g. Golf, Poker, Bingo Nights, Trivia Nights)
- Race / Walk Fundraising Events
- Effortless Fundraising (e.g. Scrips, AmazonSmile, BoxTop4Education, GiantA+)

## Step 6: Saint Avatar

1

Pick one of our 60 Saint Avatars to represent you!

(We love adding more avatars, so if one of your favorite saints isn't represented, let us know!)

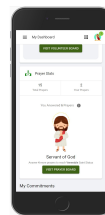


## BONUS: Mobile Access

1

Download the app for easy access on your phone!

You can always access the desktop version through <https://app.connect1.io/> or by going on the Connect1 website!



GET IT ON  
Google Play



Available on the  
App Store



Connect1 Mobile  
School Volunteering App

OPEN