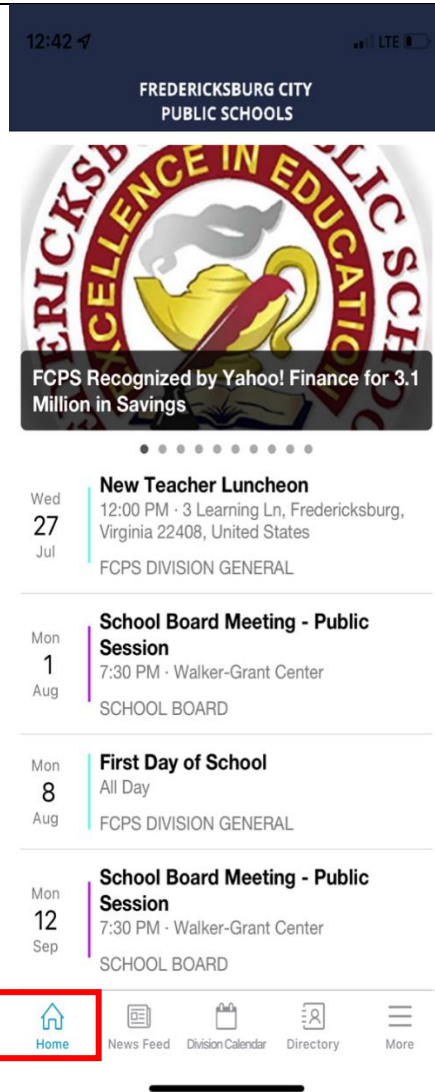
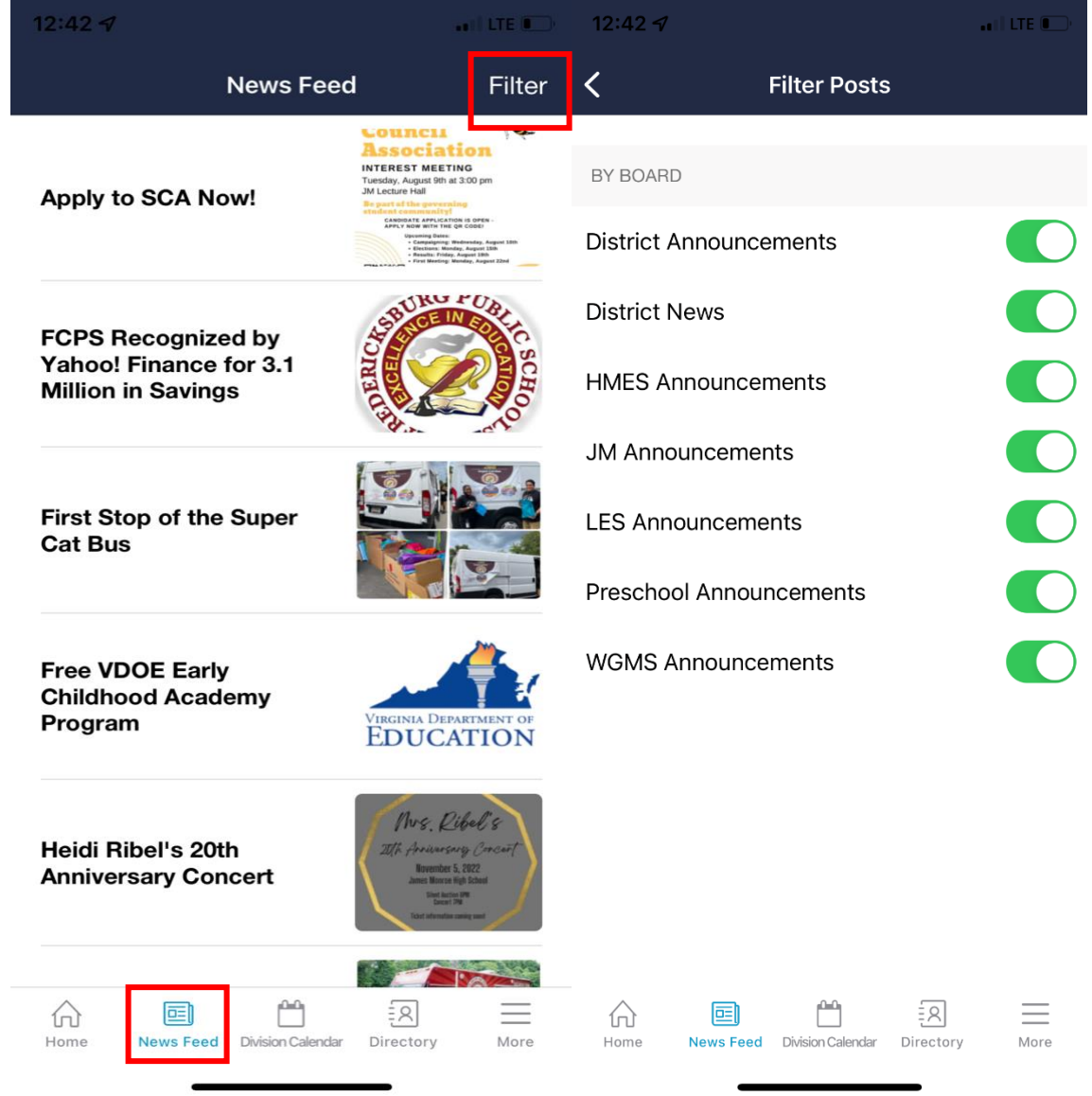


# Navigating the FCPS App

1. When opening the app, it will default to the home screen (you can get to here by clicking the icon in the red box).
2. This shows division level news at the top and division level events below that. You can scroll right on the news to see more and scroll down on the page to see more events.

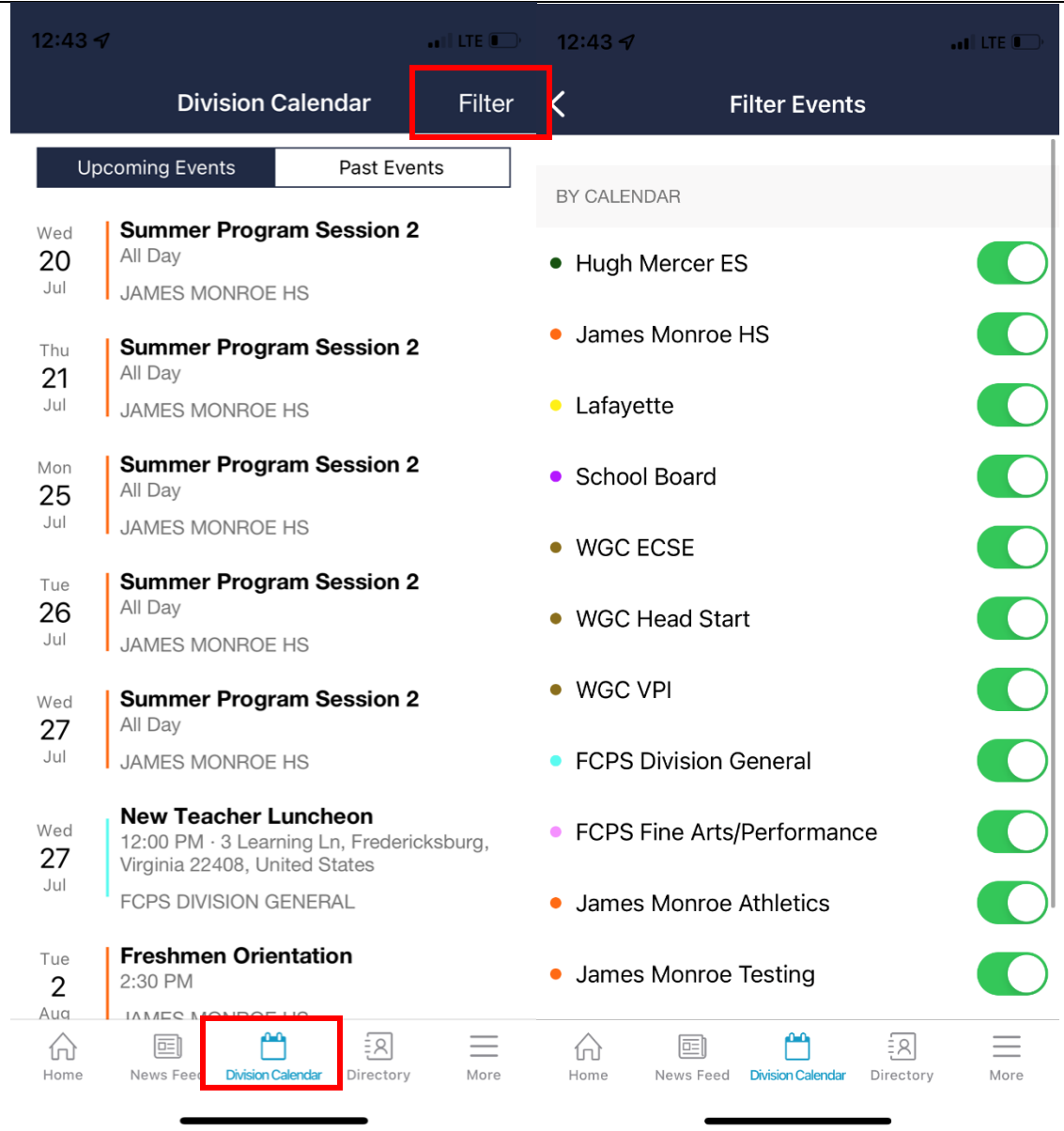


3. Click on the “News Feed” icon (visible in the red box on the bottom of the first image) to browse a more in-depth news feed. You can scroll to view more.
4. To filter out what you want, click “Filter” (visible in the red box at the top of the first image). Then you can unselect any news feeds you don’t want to see by clicking on them.

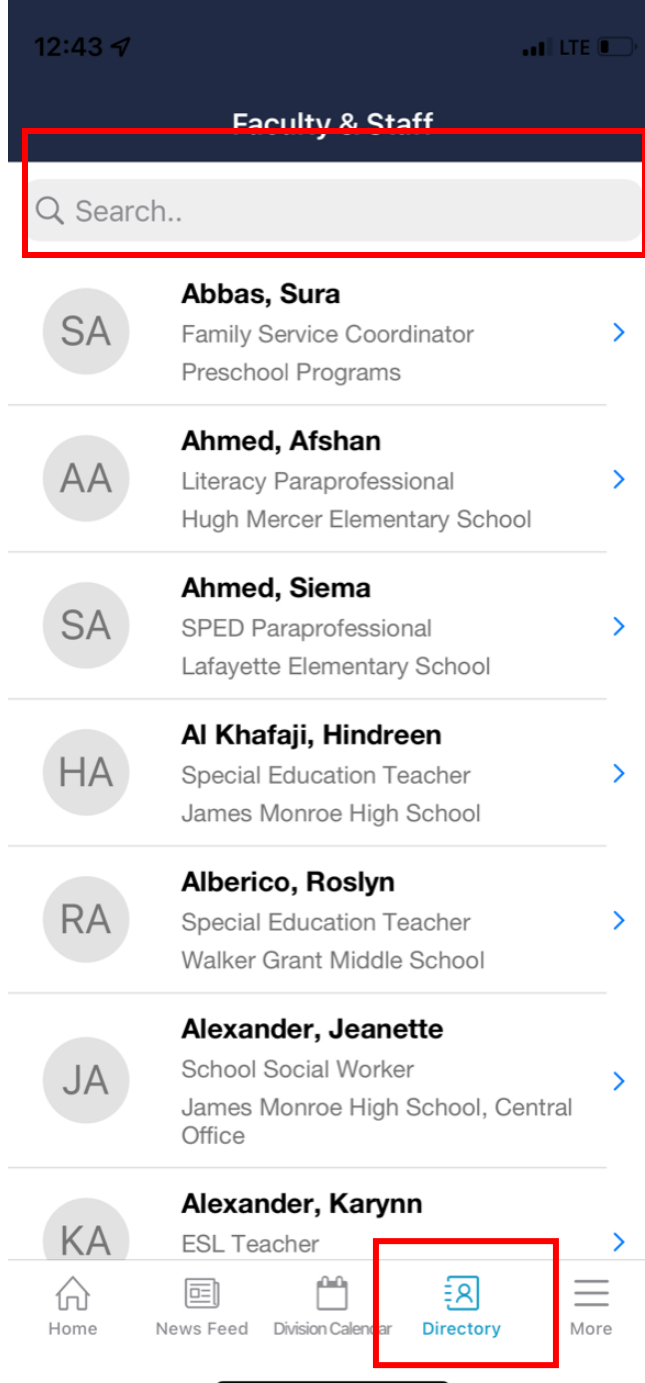


5. To view a more in-depth calendar, click on the “Division Calendar” button (visible at the bottom of the first picture). You can scroll to view more events.

6. To filter out only events you want to see, click the “Filter” button (visible at the top of the first picture). Then you can unselect any calendars you don’t want to see the events for by clicking on them.

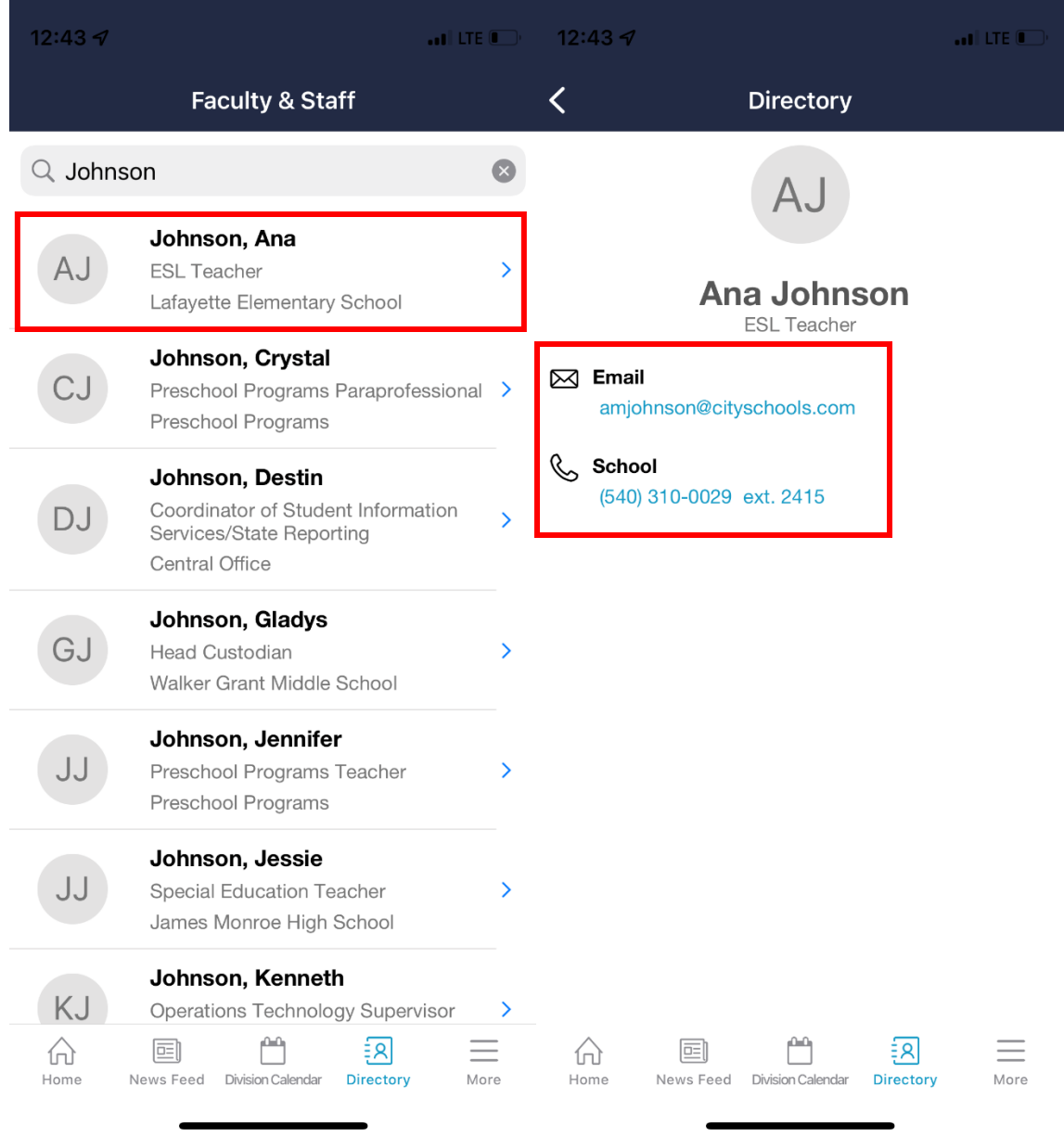


- To view the staff directory, click the "Directory" button (visible on the bottom of the image). By default, it will show the directory alphabetically by last name starting with "A".
- To search for a specific staff member, use the search bar at the top of the page (visible at the top of the image).

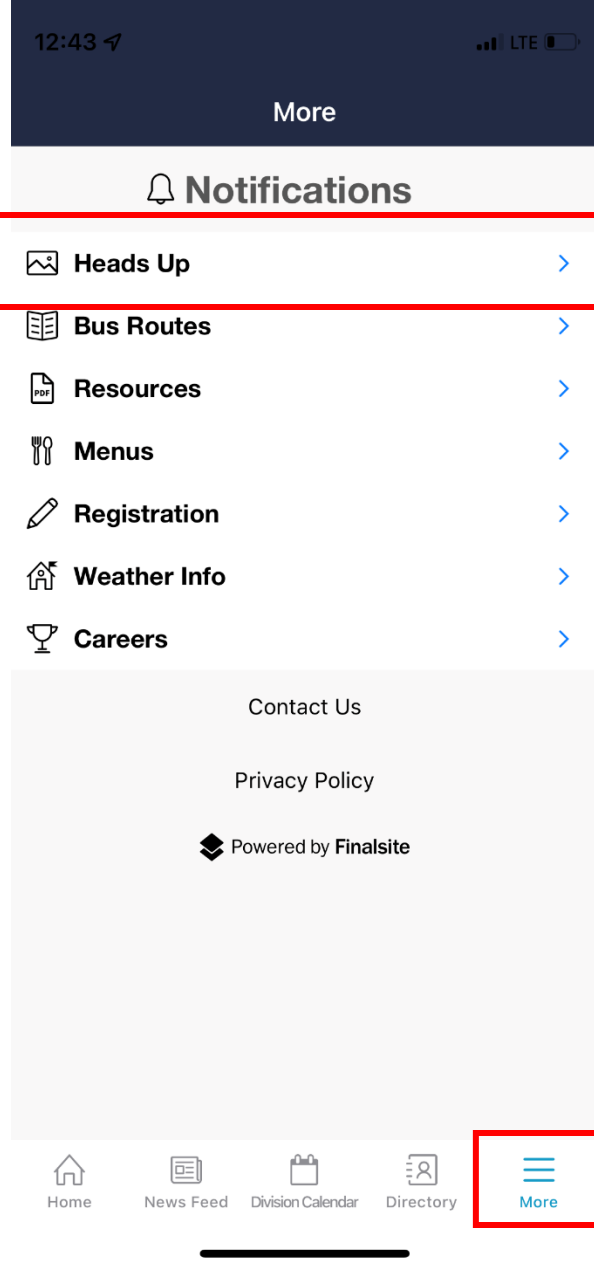


9. Once you have searched for what you want (in this example, "Johnson"), click the profile you want (highlighted in red on the first photo). It will take you to their contact info.

10. Their contact info is now visible, showing email, number, and extension (if user has one on their profile, shown in red box on second image).



11. To view more handy resources, click the three lines and “More” text on the app (visible at the bottom of the image in red).
12. It will show you a variety of options. Bus routes, resources, menus (lunch/breakfast), registration, [inclement] weather info, and careers all take you to the corresponding page on our actual website (will open your web browser).
13. “Heads Up” (visible in red at the top of the image), will take you to a gallery of fliers that are normally visible on our desktop version of the website.



14. After clicking on “Heads Up”, you will see text that says, “Home Page Rotating Stories”. These are the fliers that advertise things that parents/guardians in the division might need to know that are normally on the main division site, check back here regularly for new things. Clicking (seen in red on the first image) on that will take you to the repository of fliers.

15. Clicking on any of the images after that (in red on second image) will show you the flier in full screen. Thank you for reading the tutorial on how to navigate our app!

