

# A guide on Clipboard portal basics for parents, carers and students



ST MARY'S  
COLLEGE

*This document is a guide for parents, carers and students logging into and downloading the Clipboard portal.*

## Logging into the portal

By clicking on your school's Clipboard Portal Link, you will be redirected to your school's login page, where you enter your email address as your username and then you can set up your password.

<https://portal.clipboard.app/stmarys/login>

## Using school login details

Click on the URL to access your school's Portal

<https://portal.clipboard.app/stmarys/login>

You will be redirected to your school's login page.

Enter your school login details you have set up with your school.

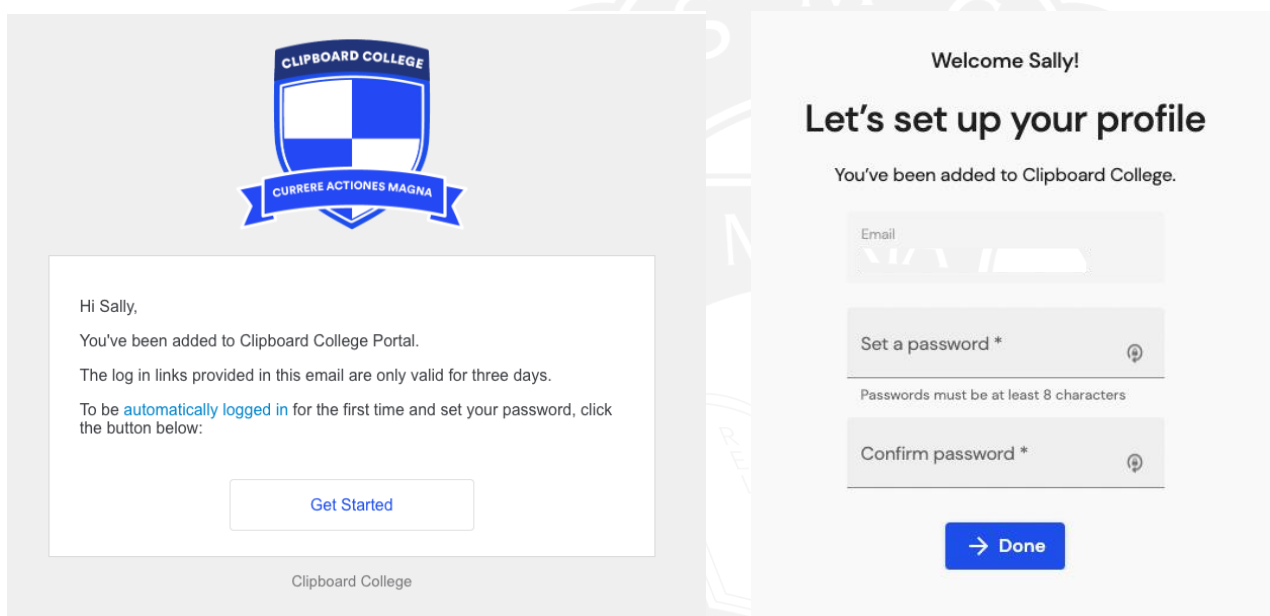
You will now be redirected to the Portal to view your student's Calendar.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
31	1	2 3pm Piano Tuition	3 3pm Piano Tuition	4 3pm Piano Tuition	5 6am Piano Tuition - Dic 9am Violin Tuition - Dic	6 6:30am Piano Tuition - I 9:30am Violin Tuition - I
7	8	9 3pm Piano Tuition	10	11	12	13 6:30am Piano Tuition - I 9:30am Violin Tuition - I
14	15	16 3pm Piano Tuition	17	18	19 6am Piano Tuition - Dic 9am Violin Tuition - Dic	20
21	22	23 3pm Piano Tuition	24	25	26	27 6:30am Piano Tuition - I 9:30am Violin Tuition - I

## Using Email and Password

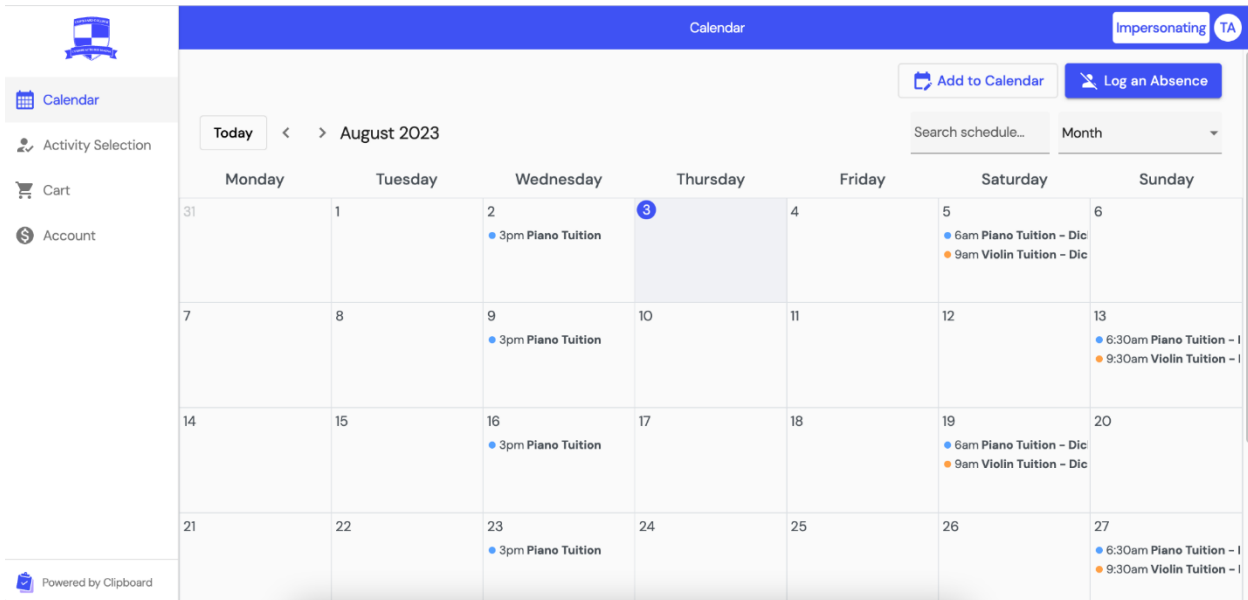
Once you have received an invite email to your school's Clipboard Portal, you will be prompted to start by logging in for the first time and setting a password, as seen below.

The screenshots below are examples using the Clipboard College Portal. The email you shall receive should be reflective and branded to your school.



After you have set up your password, you can log into the Portal (<https://portal.clipboard.app/stmarys/login>) with your email address and password.

After you have successfully logged in, you will now be able to view the Portal!



## Apple: Adding the portal to your mobile home screen

Wanting to download the Clipboard Portal as an app? There isn't a downloadable app for users. However, the Clipboard Portal is mobile-friendly and appears as an app when you open it in a web browser on your mobile! You can add it to your mobile home screen for ease of access.

### To add the Portal to your Apple mobile home screen:

- Open your safari web browser and login to your school's Portal <https://portal.clipboard.app/stmarys/login>
- Tap your browser menu icon (in the case of Apple, the symbol is a square with an arrow pointing up inside it)
- Select Add to Home Screen. You can then enter a name for the shortcut and add it to your home screen.



Now the Clipboard Portal will show up just like any other app on your phone, easily accessible from anywhere!

## Android: Adding the portal to your mobile home screen

Want to download the Clipboard Portal as an app? There isn't a downloadable app for users. However, the Clipboard Portal is mobile-friendly and appears as an app when you open it in a web browser on your mobile! You can add it to your mobile home screen for ease of access.

## To add the Portal to your Android mobile home screen:

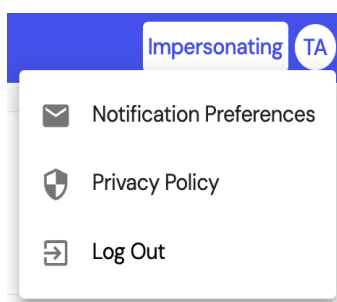
1. Open your Chrome web browser and log in to your school's Portal (include your unique URL here)
2. Tap your browser menu icon (in the case of Chrome, the symbol is 3 vertical dots)
3. Select Add to Home Screen. You'll then be able to enter a name for the shortcut and add it to your home screen.



Now the Clipboard Portal will show up just like any other app on your phone, easily accessible from anywhere!

## Managing Your Notifications

To make changes to what you would like to be notified about, you can log into the Clipboard Portal and click on Notification Preferences in the top right corner under your profile.



### Preferences

Manage which notifications you are subscribed to.

Notification	Email	Push
Attendance	Yes	N/A
Activity Selection Confirmation	Yes	N/A
Payment Failure	Yes	N/A
New Session(s)	N/A	Yes
Session(s) updated	N/A	Yes
Removed from Session(s)	N/A	Yes

[Edit](#)

You can click on the Edit button to amend their current preferences. Then, tick the boxes indicating the notifications you would like to receive for Attendance or Activity Selection Confirmation. Click Save to save the notification changes.

### Preferences

Manage which notifications you are subscribed to.

Notification	Email	Push
Attendance	<input checked="" type="checkbox"/>	N/A
Activity Selection Confirmation	<input checked="" type="checkbox"/>	N/A
Payment Failure	<input checked="" type="checkbox"/>	N/A
New Session(s)	N/A	<input checked="" type="checkbox"/>
Session(s) updated	N/A	<input checked="" type="checkbox"/>
Removed from Session(s)	N/A	<input checked="" type="checkbox"/>

Cancel

## Push Notifications

A push notification is a message that pops up on a mobile device and appears like SMS text messages and mobile alerts.

You can receive push notifications directly through Clipboard. These Push Notifications will only reach users **with access to the Clipboard Portal with push notifications enabled**. Clipboard's push notifications will only reach users who have enabled them.



Read more on the setup of Clipboard Push Notifications and troubleshooting below.

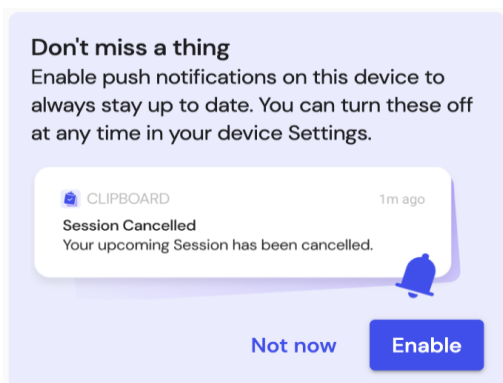
### When are push notifications sent?

- When a new Session or Fixture has been created.
- When a Session or Fixture has been cancelled.
- When a Session or Fixture has changed, the:
  - Date
  - Time
  - Location

## Enabling Your Push Notifications in Clipboard

### How to ensure I will receive push notifications?

On your mobile device, follow the prompts provided by your 'Don't miss a thing' pop-up to enable notifications. See the example of the pop-up in the image below.



Your browser will give you permission to Clipboard to show notifications. Click 'allow' or 'confirm' for these notifications.

*You will now start receiving notifications on your phone for events in Clipboard! It's that easy!*

## Troubleshooting Push Notifications:

- What to do if you are not presented with the above card.

Please try the following steps to resolve this issue:

- Update your device. iOS requires 16.4 or above; Android supports this on older versions, but this differs per device.
- Install the app on your home screen first. Some devices will only allow notifications when installed on the home screen. Please see our articles on how to add this to your [Apple](#) and [Android](#) device.
- You may have dismissed the card; please log out and log back in to view it again.
- Check to see if you have blocked Clipboard permissions for these notifications.

[iOS instructions to allow permissions are found here.](#)

[Chrome instructions to re-allow permissions are found here.](#)

