



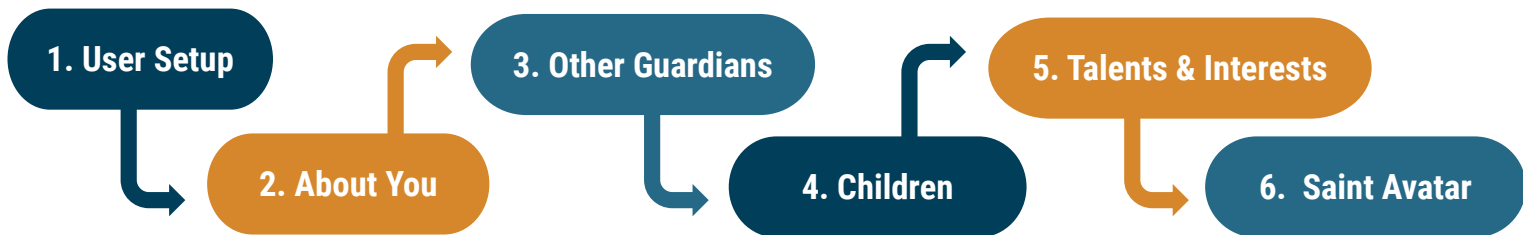
# Connect 1

## 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



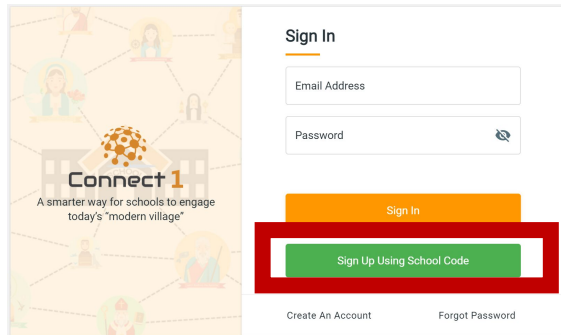
The following pages will include screenshots and instructions for each task.

- 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

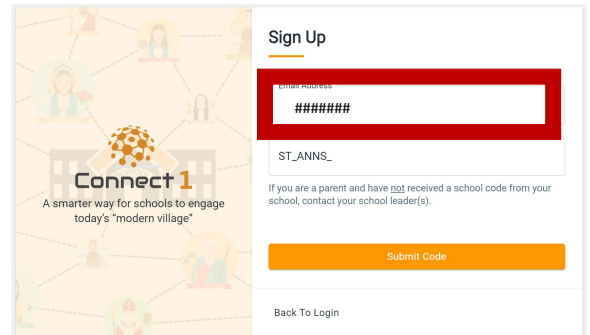
Go to the app.  
(<https://app.connect1.io/>)  
Click on "Sign Up Using School Code."



The screenshot shows the 'Sign In' page of the Connect 1 app. On the left is a decorative background with the Connect 1 logo and tagline. On the right, there are input fields for 'Email Address' and 'Password', a 'Sign In' button, and a 'Sign Up Using School Code' button which is highlighted with a red rectangular box. Below these are links for 'Create An Account' and 'Forgot Password'.

2

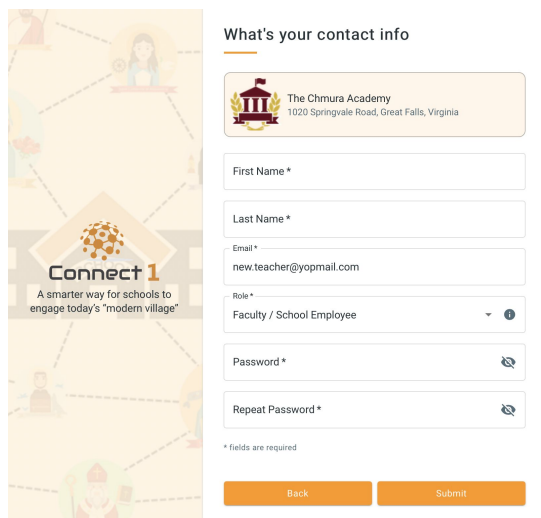
Enter your email address and the school code, then click "Submit Code."



The screenshot shows the 'Sign Up' page. The 'Email Address' field contains '#####' and is highlighted with a red box. Below it, the 'School Code' field contains 'ST\_ANNS\_'. A 'Submit Code' button is highlighted with a red box. The page also includes a 'Back To Login' link.

3

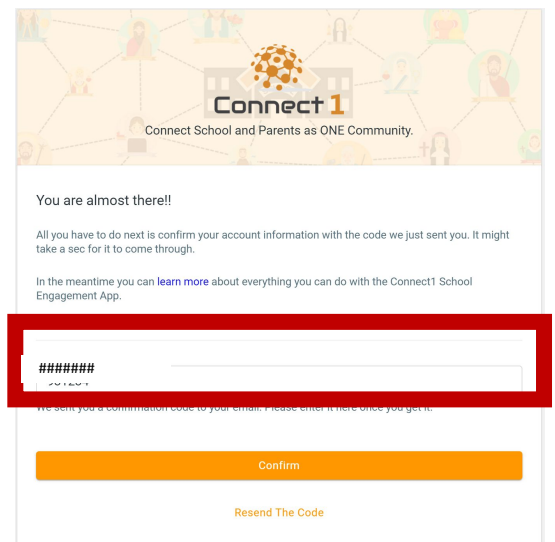
Provide your name, role (parent/community member), and create a password.



The screenshot shows the 'What's your contact info' page. It includes a school profile for 'The Chmura Academy' and several input fields: 'First Name \*', 'Last Name \*', 'Email \*' (with 'new.teacher@yopmail.com'), 'Role \*' (with 'Faculty / School Employee' selected), 'Password \*', and 'Repeat Password \*'. A 'Submit' button is highlighted with a red box. A note at the bottom states '\* fields are required'.

4

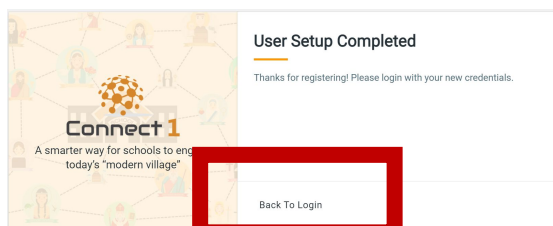
Check your email, copy the confirmation code, and enter it in "Confirmation Code."



The screenshot shows a confirmation page with the text 'You are almost there!!' and instructions to confirm account information. A 'Confirmation Code' field containing '#####' is highlighted with a red box. Below it are 'Confirm' and 'Resend The Code' buttons.

5

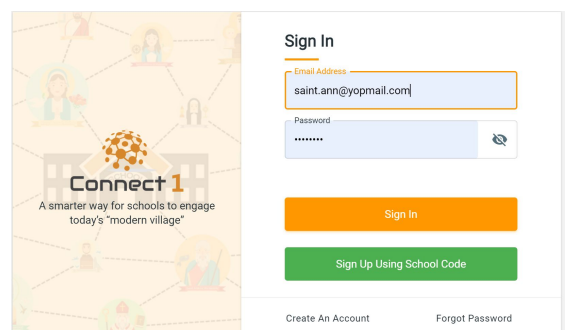
Once confirmed, click "Back To Login."



The screenshot shows the 'User Setup Completed' page with the message 'Thanks for registering! Please login with your new credentials.' A 'Back To Login' button is highlighted with a red box.

6

Enter your email and password to sign in!



The screenshot shows the 'Sign In' page. The 'Email Address' field contains 'saint.ann@yopmail.com' and the 'Password' field contains '\*\*\*\*\*'. Both fields are highlighted with a red box. Below them are 'Sign In' and 'Sign Up Using School Code' buttons, and 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)

Name	Email	Relationship
Saint Joachim	joachim@yopmail.com	FATHER

Email \*  
joachim@yopmail.com

Primary Phone \*  
(555) 555-5555

First Name \*  
Saint

Last Name \*  
Joachim

Relation \*  
Father

Does this guardian have a different address?

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

Let us not be satisfied with just giving money. Money is not enough, money can be got, but they need your hearts to love them. So, spread your love everywhere you go.

When is the Best Time for You to Volunteer?

There are many ways to be involved, some that require time, some talent, some treasure. Some can be done during the day, some at night, some here at school, and some from the comfort of your home. We strive to provide ample opportunities to accommodate all family schedules and constraints.

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.)

Joy, with peace, is the sister of charity. Serve the Lord with laughter.

What Types of Events Would You be Most Interested in Volunteering?

We'd like to know if you prefer volunteering at certain types of events. There are school-wide events during the day, social events at night or on the weekend, fundraising events, classroom events, and more.

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

"Charity is the cement which binds communities to God and persons to one another."

What Type of Role Would You Like as a Volunteer?

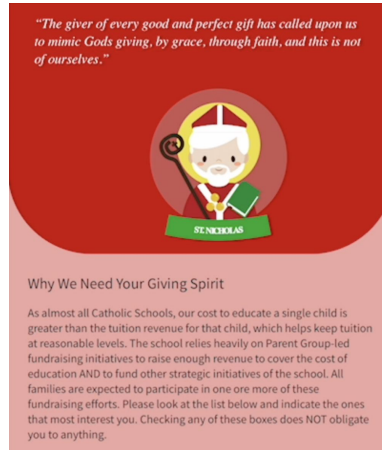
There are numerous types of roles available for volunteering. Some of these are leadership roles for year-long positions, while others are support roles for scheduled events or as needed. Please check all that apply.

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

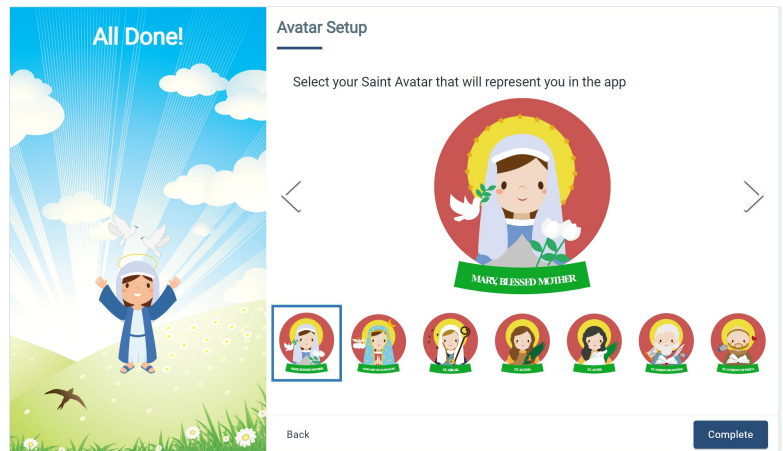
- Tax-Deductible Direct Donation to School for Operating Needs (e.g. Annual Fund)
- Tax-Deductible Donation for Specified Raises (e.g. new computer, lab, new learning space, etc)
- Big Event-Based Fundraising (e.g. Auctions, Galas)
- Sign-up Parties / Events (e.g. Golf, Poker, Bingo Nights, Trivia Nights)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

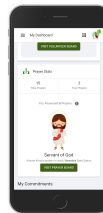


## BONUS: Mobile Access

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