



## Parents' Brochure – Messaging and Forms/Letter

1.

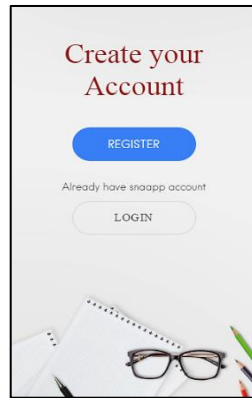
Download snaapp



1. Play Store for Android
2. App Store - When first launch, Allow Notification
3. Chrome: [snaapp.mggsoftware.com/app](http://snaapp.mggsoftware.com/app)

2.

Register / Login



### Register (first time)

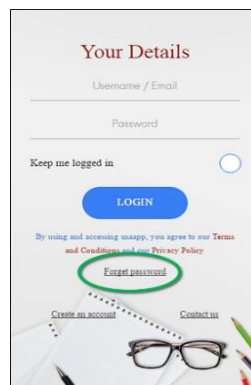
1. Password is case-sensitive
2. Password & Username requires min. eight alpha-numeric characters
3. Password & Username only allow certain symbols - .#@\*!?
4. After the registration, you will need to fill up Mobile No.

### Login

Tick on **Keep me logged in** to be auto logged in when accessing snaapp.

3.

Forget Password



snaapp will send an email with a link for you to key in a new password.

Do check your Junk or Spam folder.

OR

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

4.

Add Child

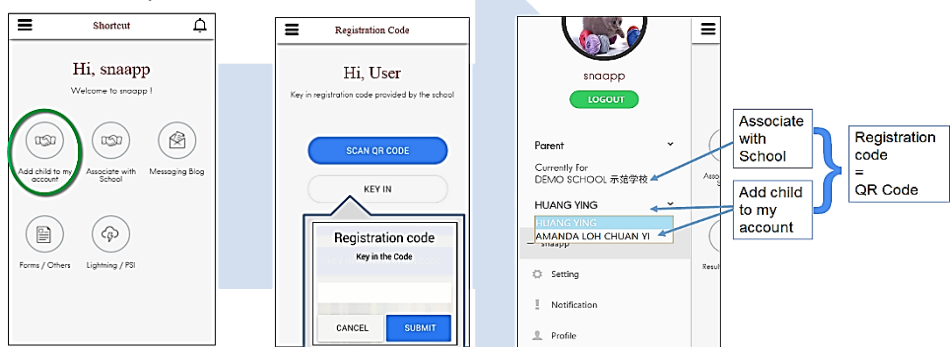
Key in each child's registration code to access their school's info. Registration code is unique to every single child.

**Registration Code:** <school acronym><up to 4 characters of the first letter in each word from the child's name><last 5 characters of child's BC><P

### Example

Child's name	Child's NRIC / FIN	Registration Code
<u>J</u> on <u>H</u> uang <u>Y</u> ong (Ng Yong)	S987 <u>6543Z</u>	<b>WGPS</b> <u>JHY</u> 6543 <u>Z</u> <b>P</b>
<u>R</u> uth <u>T</u> ani <u>B</u> te <u>A</u> bdul Raja	T012 <u>3456A</u>	<b>WGPS</b> <u>RTBA</u> 3456 <u>A</u> <b>P</b>
<u>W</u> ang <u>L</u> i, <u>R</u> ina	T03 <u>3333Q</u>	<b>WGPS</b> <u>WLR</u> 3333 <u>Q</u> <b>P</b>
<u>Y</u> avinhri <u>S/O</u> <u>R</u> osmus	T100 <u>1187P</u>	<b>WGPS</b> <u>YSR</u> 1187 <u>P</u> <b>P</b>
<u>C</u> elia <u>P</u> auline @ Gerinally	T107 <u>9876T</u>	<b>WGPS</b> <u>CP</u> 9876 <u>T</u> <b>P</b>

Note: Always ends it with the letter P.

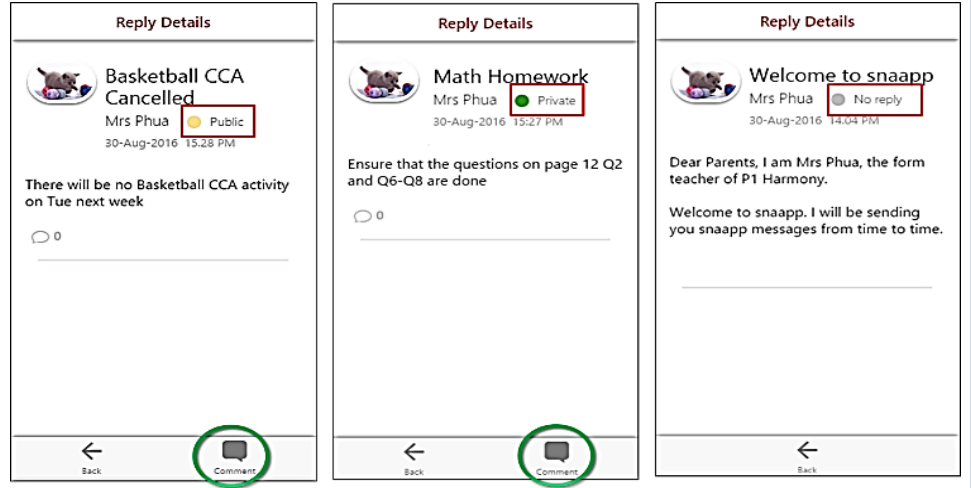


# 5.

## Message

There are three types of snaapp message blog:

1. Public reply – Reply will be seen by all
2. Private reply – Parents can only reply to sender
3. Read Only – Parents can only view message



# ?

## Intro & Notes

### 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.

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

### Note

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**

For other matters, please contact the school General Office: 6894 3371