

Dear valued teachers,

Our school is now using ClassCover to book and manage our relief teacher placements. ClassCover is an app-based approach to engage and book you for work, saving us from having to make endless calls to find someone.

Please make sure you read the following information to ensure a smooth implementation of the ClassCover booking system into our school.

We look forward to seeing you on ClassCover.

Set up your profile and download the app

You will receive an initial SMS or email to set up your account if you don't already have one. Please enter all the required details including your important documentation. Once complete, please download ClassCover from the relevant app store.

Uploading important documentation onto ClassCover

We will be checking our teacher lists regularly and need to ensure that all our relief teachers are still registered to teach, have their accreditation up to date and all relevant training certificates. A good way to keep track is to include the expiry date of your documents in the file name.

Please be aware that it's up to you to remember the expiry of your certificates and to update accordingly.

How to upload your documents

1. Sign into your ClassCover profile on the desktop, click 'Options' and then select 'My Profile'.
2. Scroll down to the bottom. Under 'Attach files to your profile', upload your CV. To add more files (i.e. Certificates), click '+ Add another file'.
3. Once done, click 'Save Teacher Profile'.

Availability

It is important that we know when you are available so we can decide whether we send you a request for work. *Please be reliable by updating your availability on a regular basis.* Failure to do so may result in being excluded from a booking request.

To update your availability via the mobile app:

1. Open the ClassCover app.
2. The first screen you will see is the availability page. Tap the individual dates that you wish to change.

To update your availability via a desktop computer (web app)

1. Sign in to your ClassCover profile. On the 'My Availability' page, click on the individual dates you wish to update.
2. From the dropdown menu below the calendar, select the desired status that you want the selected dates to appear as.
3. Click 'Update Availability' (*You can also setup a 'Repeating Status' for block bookings or permanent unavailability.*)

Push notifications on ClassCover

It is important that push notifications are switched on for your ClassCover app in order to receive job requests and for the app to operate effectively.

iPhone users: how to ensure push notifications are switched on

1. Open the 'Settings' of your phone, go to 'Notifications' and look for the ClassCover app.
2. Set all notification settings to ON.
3. Choose the 'persistent' banner setting.

For Android phones

As there are over 500 Android devices on the market, it is impossible to list every single process for each one.

Samsung phones are the most widely used Android devices, so ClassCover put together a step by step on how to ensure your push notifications are working on your Samsung device.

If you have another model of Android phone, please check for instructions from your phone manufacturer which can be done in a quick google search.

Samsung users: how to ensure push notifications are switched on

1. From the Home screen, touch Apps.
2. Touch Settings.
3. Scroll to and touch Sounds and notifications.
4. Scroll to and touch Application notifications.
5. Touch the ClassCover app.
6. Make sure 'Block content' and 'Hide content on lock screen' is switched OFF.
7. Make sure 'Set as priority' is switched to ON.

Contacting ClassCover support

Get access to guides and videos: Visit their extensive knowledge base by going to: <http://bit.ly/ClassCover-Guides>

Get in touch via phone: Call 1300 650 442

Chat live online: Simply click on the icon in the bottom right hand site of the website. (www.classcover.com.au)

Get in touch via email: support@classcover.com.au