

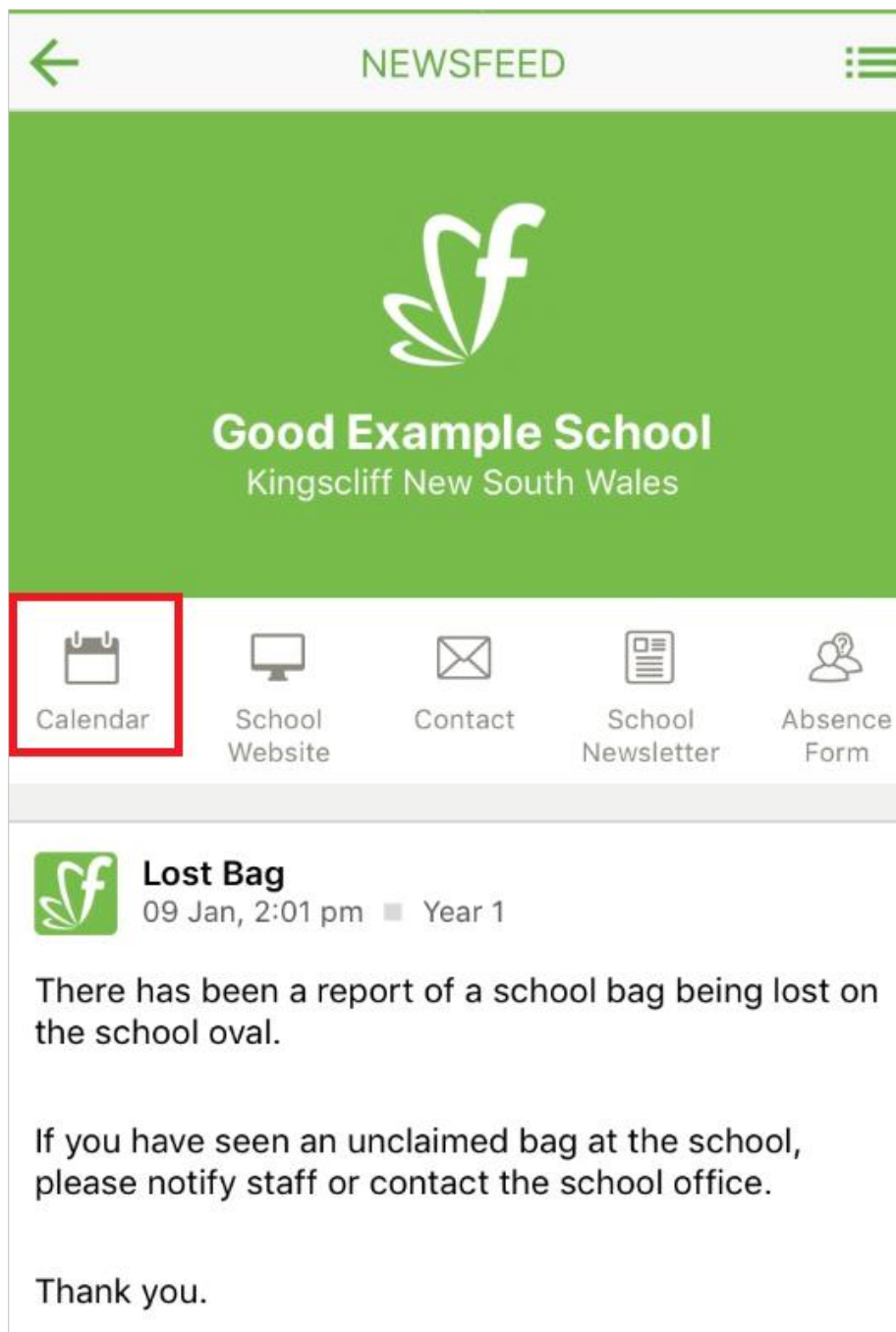


## BUZZ ADMIN CONSOLE

The administration console to publish newsfeed and event posts to the Flexischools app can be accessed via <https://buzz.flexischools.com.au> using your Flexischools registered email and password.

## CALENDAR

The Calendar function allows you to create easily accessible events that appear in the top part of the Flexischools app as below.



**Add a Calendar item to your app:**



## 1. Login

Using a computer, go to <https://buzz.flexischools.com.au> enter your Flexischools registered email, password, and click on the 'Log in' button then select 'Calendar' then 'Create event' located in the left-hand panel.

The screenshot displays the FlexiBuzz by Flexischools interface. The top navigation bar includes the FlexiBuzz logo and the text 'by flexischools'. On the right side of the top bar, it says 'Managing Good Example School' and a user profile icon with the letter 'C'. The left-hand navigation panel contains several menu items: 'Newsfeed', 'Calendar', 'Create event', 'Edit / delete', 'Forms', 'Chat', 'Users', 'Boxes', 'Quicklinks', and 'Settings'. The 'Calendar', 'Create event', and 'Edit / delete' items are highlighted with a red rectangular box. The main content area is titled 'GOOD EXAMPLE SCHOOL CALENDAR > CREATE'. It features a form with the following sections: 'Title:' with the placeholder text 'Enter post title' and a lock icon; 'BODY' with the placeholder text 'Enter post body'; and 'EVENT DETAILS' with an 'All day:' toggle switch.

## 2. Enter the title and body

- **Title** – is the heading for your post. E.g. School Assembly
- **Body** – is the text describing your event. E.g. School assembly will be held in the school hall on Wednesday 30 January.

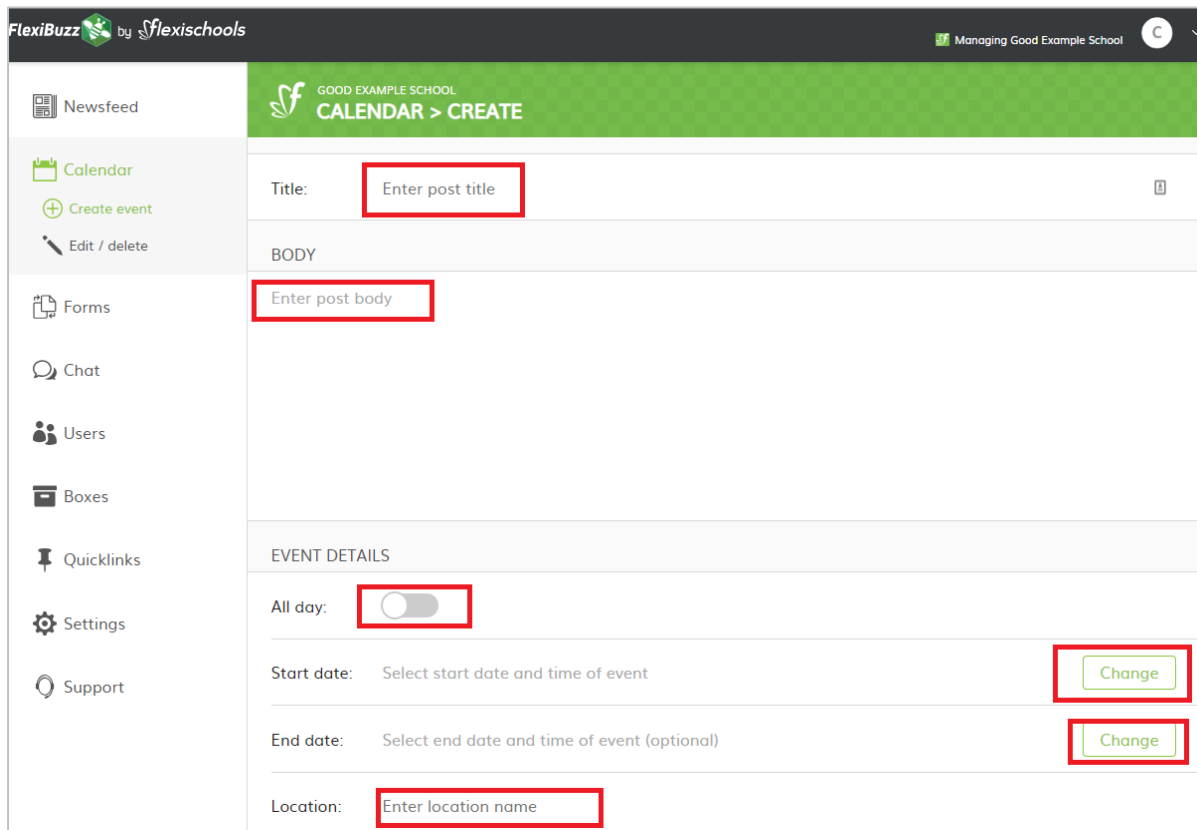
**Note:** If you are copying your text from a Word document you need to first convert it to plain text. To do this paste the text from Word into Notepad then copy into FlexiBuzz. This removes Word's inbuilt text formatting.

## 3. Add event timing

If the event is all day select the toggle button to green, or if the event has a certain start and finish time, enter these times and dates in by selecting on the calendar. Adding an end date is optional.

## 4. Add location

The event location and address are optional.



The screenshot shows the 'CALENDAR > CREATE' interface in FlexiBuzz. The left sidebar contains navigation options: Newsfeed, Calendar (with sub-options 'Create event' and 'Edit / delete'), Forms, Chat, Users, Boxes, Quicklinks, Settings, and Support. The main content area is titled 'GOOD EXAMPLE SCHOOL CALENDAR > CREATE'. It features a 'Title:' field with the placeholder 'Enter post title', a 'BODY' section with the placeholder 'Enter post body', and an 'EVENT DETAILS' section. The 'All day:' toggle is currently off. The 'Start date:' field has the placeholder 'Select start date and time of event' and a 'Change' button. The 'End date:' field has the placeholder 'Select end date and time of event (optional)' and a 'Change' button. The 'Location:' field has the placeholder 'Enter location name'.

## 5. Add images or PDF

Add an image or file you want to attach to the event.

You can attach a combination of pdfs and images with a total maximum file size of 10MB.

## 6. Add communication boxes

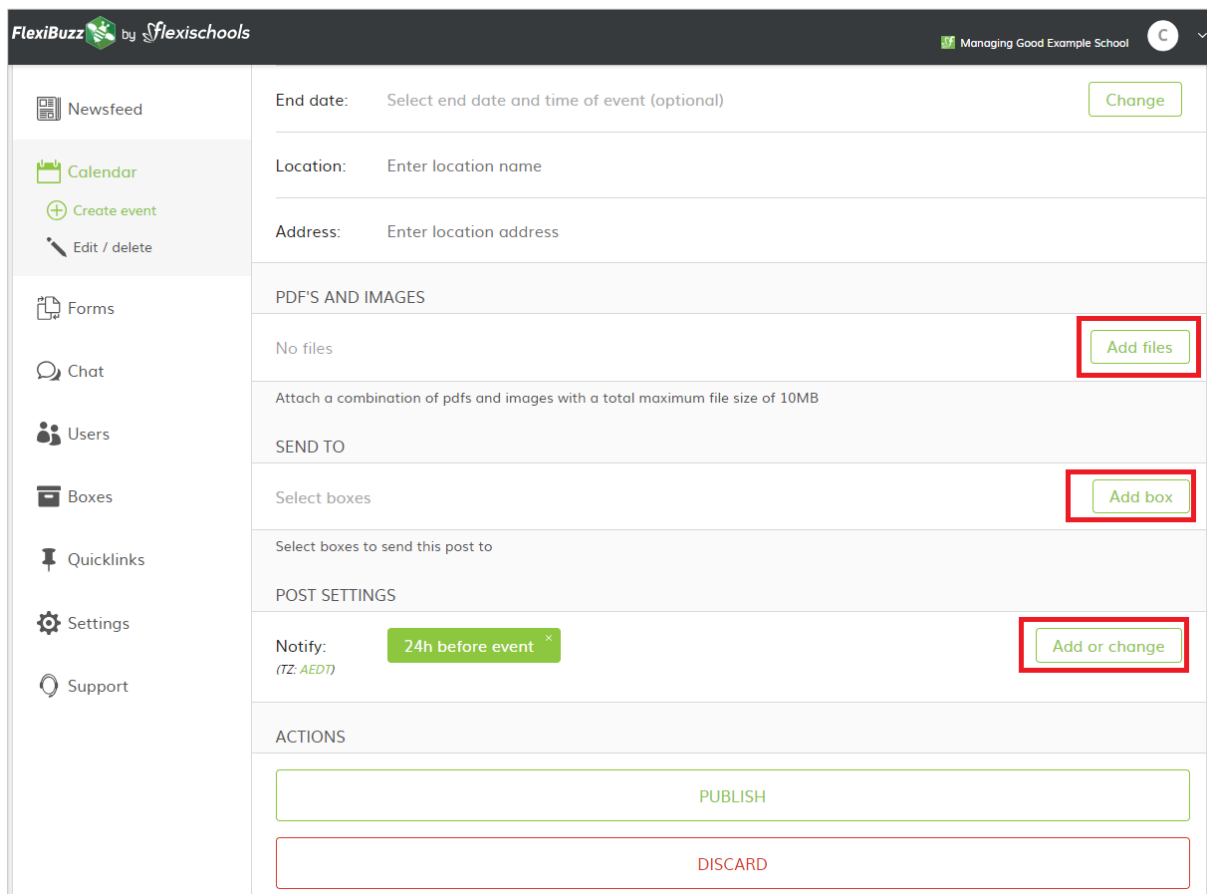
Under the send to select who the event relates to, click 'Add box' to open and select boxes

- Select All: Selects all your boxes
- Select individual boxes
- Close selection of a box using the 'X'

## 7. Add post settings

Post settings enables you to send out push notifications for your event. Set a notification, a number of notifications or no notification

- **Notify Default:** A reminder is set for 24 hours before the event
- **Add new reminder:** click 'Add' and set the time and date
- **Publish Now:** click 'Add' and and select 'Publish Now'
- **No Notification:** click the 'X' on the green box to remove it



FlexiBuzz by flexischools

Managing Good Example School

Newsfeed

Calendar

Create event

Edit / delete

Forms

Chat

Users

Boxes

Quicklinks

Settings

Support

End date: Select end date and time of event (optional) Change

Location: Enter location name

Address: Enter location address

PDF'S AND IMAGES

No files Add files

Attach a combination of pdfs and images with a total maximum file size of 10MB

SEND TO

Select boxes Add box

Select boxes to send this post to

POST SETTINGS

Notify: 24h before event Add or change  
(TZ: AEDT)

ACTIONS

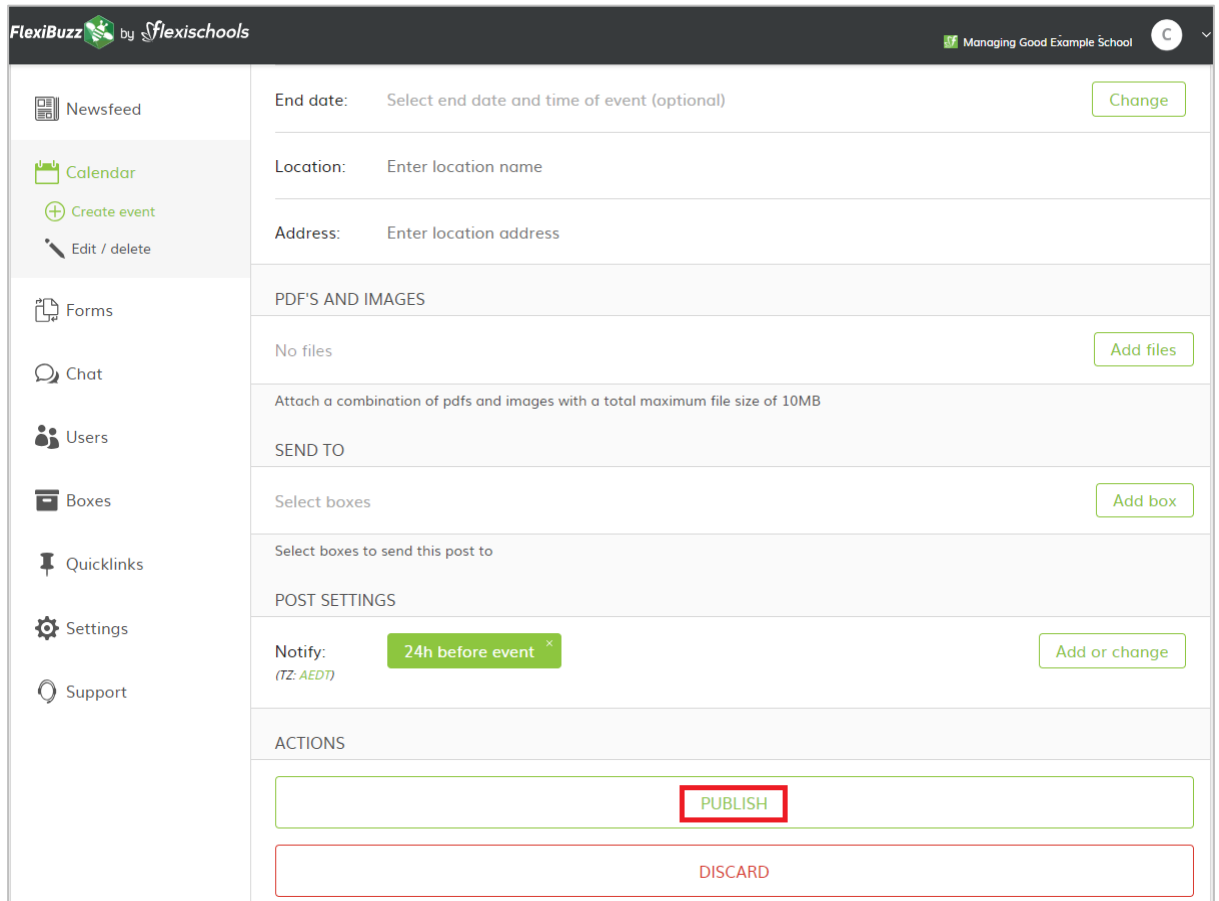
PUBLISH

DISCARD

## 8. Publish

Publish your event, or discard

- **Publish:** Adds the event to your calendar and schedules the notification.
- **Discard:** Deletes the information and settings for this post.

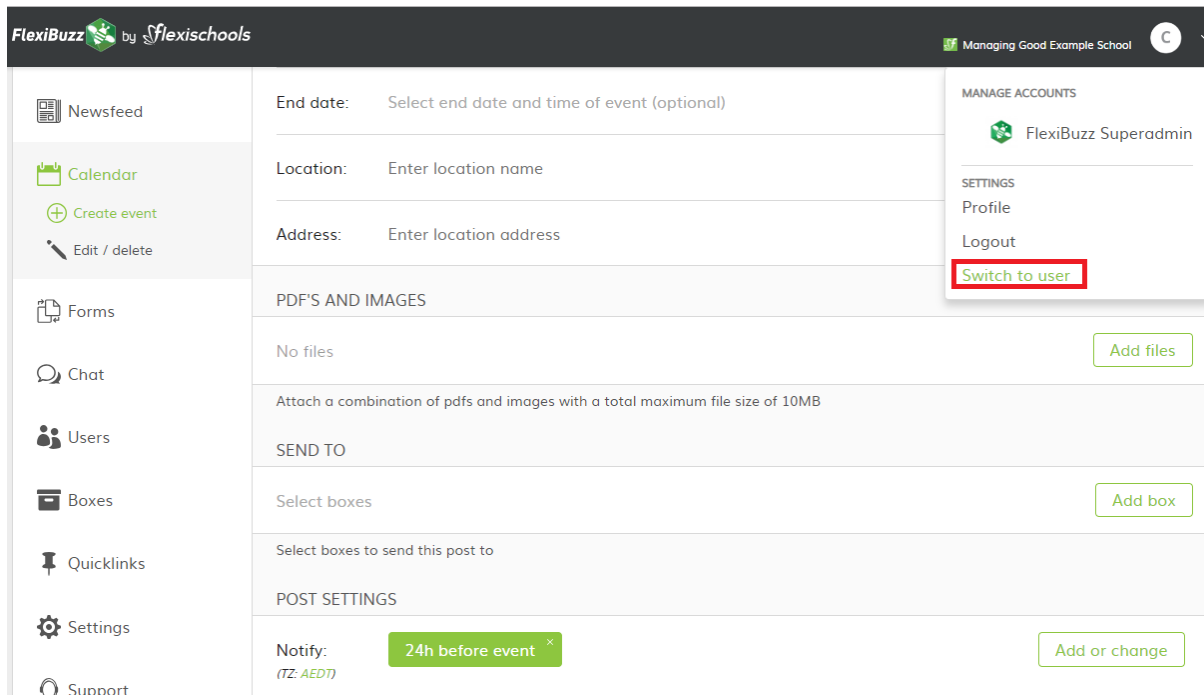


The screenshot shows the FlexiBuzz interface for creating an event. The left sidebar contains navigation options: Newsfeed, Calendar (with sub-options 'Create event' and 'Edit / delete'), Forms, Chat, Users, Boxes, Quicklinks, Settings, and Support. The main content area is divided into several sections:

- End date:** A text input field with the placeholder "Select end date and time of event (optional)" and a "Change" button.
- Location:** A text input field with the placeholder "Enter location name".
- Address:** A text input field with the placeholder "Enter location address".
- PDF'S AND IMAGES:** A section with "No files" and an "Add files" button. Below it, a note states "Attach a combination of pdfs and images with a total maximum file size of 10MB".
- SEND TO:** A section with "Select boxes" and an "Add box" button.
- POST SETTINGS:** A section with "Notify:" set to "24h before event" (with a close icon) and "(TZ: AEDT)". An "Add or change" button is present.
- ACTIONS:** A section containing two buttons: "PUBLISH" (highlighted with a red box) and "DISCARD" (highlighted with a red box).

## 9. View your Event

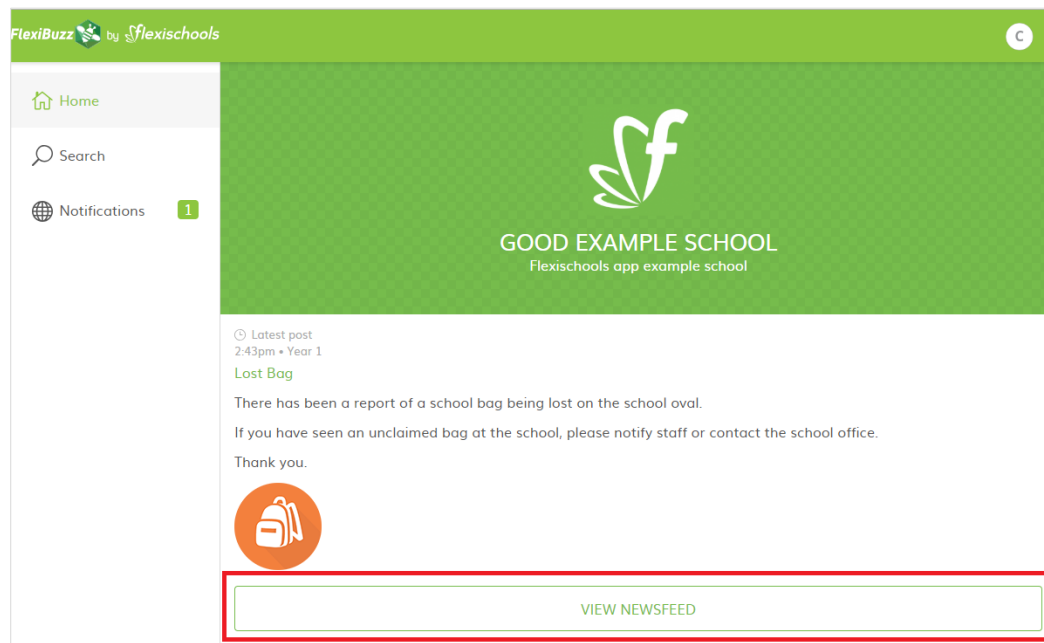
To view what your Event looks like in the app, in top right-hand corner click on the drop-down arrow and select 'Switch to user'.



The screenshot shows the FlexiBuzz app interface for managing an event. On the left is a navigation menu with options: Newsfeed, Calendar (with sub-options 'Create event' and 'Edit / delete'), Forms, Chat, Users, Boxes, Quicklinks, Settings, and Support. The main content area is for creating an event, with fields for 'End date', 'Location', and 'Address'. Below these are sections for 'PDF'S AND IMAGES', 'SEND TO', and 'POST SETTINGS'. A dropdown menu is open in the top right corner, showing 'MANAGE ACCOUNTS' with 'FlexiBuzz Superadmin' selected, and 'SETTINGS' with 'Profile', 'Logout', and 'Switch to user' (highlighted with a red box).

## 10. View Newsfeed

Click on 'View Newsfeed' and on the next page you will be taken to the view of the app, where you will be able to be taken to a new screen that displays the calendar icon.



The screenshot shows the FlexiBuzz app newsfeed view for 'GOOD EXAMPLE SCHOOL'. The header features the school's logo and name. The main content area displays a post titled 'Lost Bag' with a timestamp of '2:43pm • Year 1'. The post text reads: 'There has been a report of a school bag being lost on the school oval. If you have seen an unclaimed bag at the school, please notify staff or contact the school office. Thank you.' Below the text is a red circular icon of a school bag. At the bottom of the post, a red-bordered button labeled 'VIEW NEWSFEED' is visible.

## 11. Select Calendar

Select the calendar icon and select the day your event was set up for. Click on the event and you will be able to view the event details.

FlexiBuzz by flexischools

Home  
Search  
Notifications 1

GOOD EXAMPLE SCHOOL  
Flexischools app example school

Calendar | School Website | Contact | School Newsletter | Absence Form | Change of Details | Permission Slips | Volunteer

**Lost Bag**  
09 Jan, 2:43pm • Year 1

There has been a report of a school bag being lost on the school oval.  
If you have seen an unclaimed bag at the school, please notify staff or contact the school office.  
Thank you.

FlexiBuzz by flexischools

Home  
Search  
Notifications 1

GOOD EXAMPLE SCHOOL  
Flexischools app example school

January, 2019

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
|     |     | 1   | 2   | 3   | 4   | 5   |
| 6   | 7   | 8   | 9   | 10  | 11  | 12  |
| 13  | 14  | 15  | 16  | 17  | 18  | 19  |
| 20  | 21  | 22  | 23  | 24  | 25  | 26  |
| 27  | 28  | 29  | 30  | 31  |     |     |

9:00 AM - 10:00 AM | **School Assembly Term 1, 2019** [Do not push notify]  
30 January • Kindy/Prep, Year 1, Year 2, Year 3 and 3 other boxes  
Do Not Push Notify  
School Hall

View event | Add to calendar



**Need more help?**

Further support manuals are located in the admin console under the 'Support' section of the main menu, or email [support@flexischools.com.au](mailto:support@flexischools.com.au)