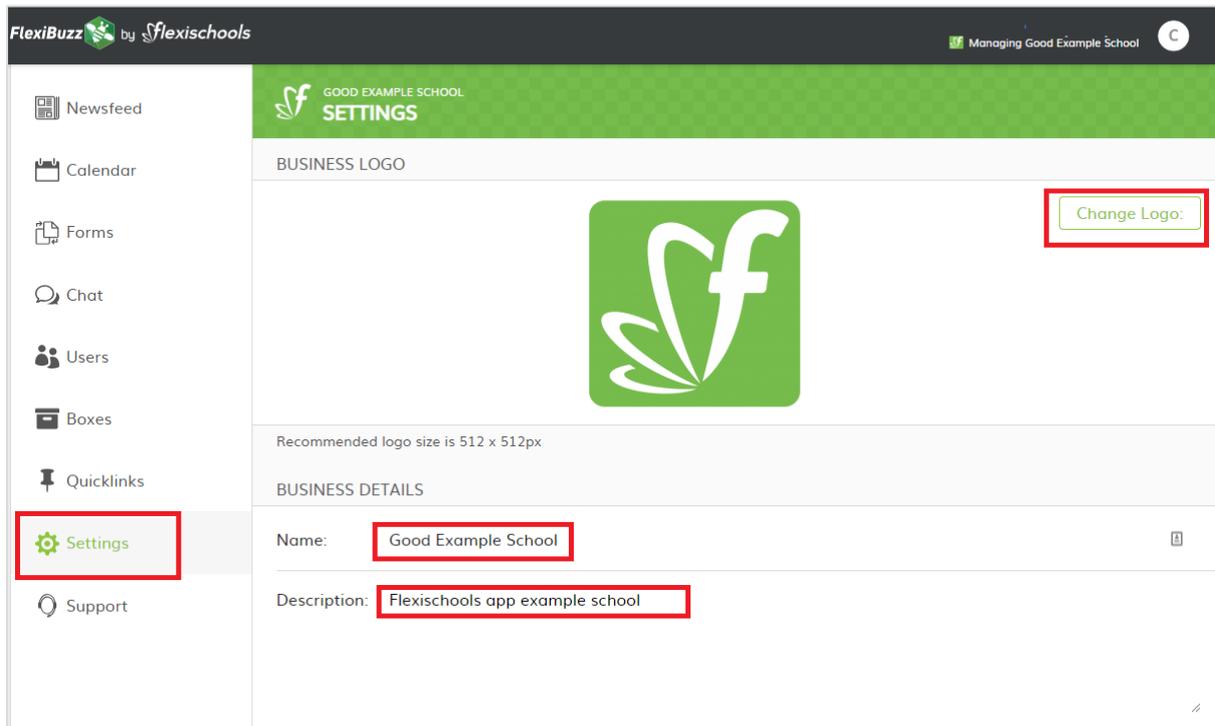


FLEXIBUZZ ADMIN SETTING

This guide will help you to manage your account settings in the Flexischools app and show you how to:

- Add your school logo
- Update your school name, address and details
- Change your background colour



1. Login

Using a computer, go to <https://web.flexibuzz.com> enter your email, password, click on the 'Log in' button and select 'Settings' located in the left-hand panel.

2. Add your school logo

Click on the change logo button located in the top right-hand corner and load your school logo. The recommended logo size is 512 x 512px.

3. Enter your school details

In the business details section add in your school name, in the description add in your school type e.g. primary or secondary.

4. Add your school address

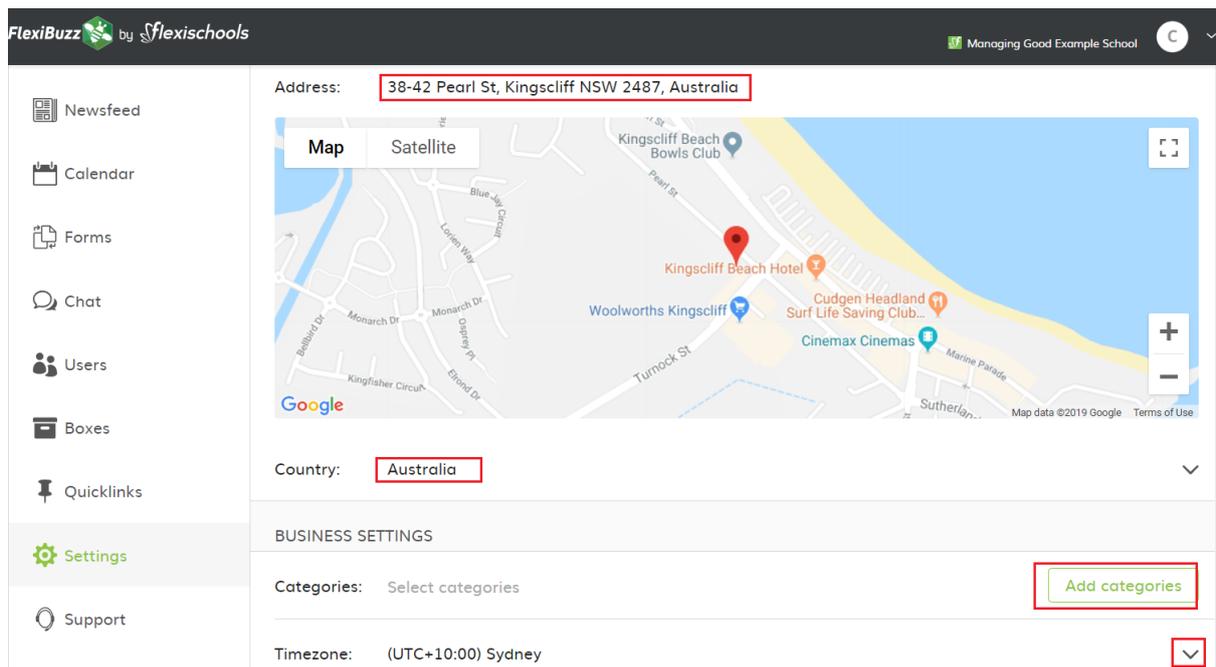
Once you have entered your school address, select it from the dropdown list.

5. Add your category

Click on the add categories button and search for schools and select the type of school e.g. primary or secondary.

6. Add your timezone

This will enable you to post notifications at your local time, click on the dropdown and select your timezone.



7. Calendar and status

You do not need to change these features.

The calendar option will automatically default to FlexiBuzz, which allows you to automatically access the calendar feature and the status feature will automatically be set as Flexischools.

8. Select your school colours

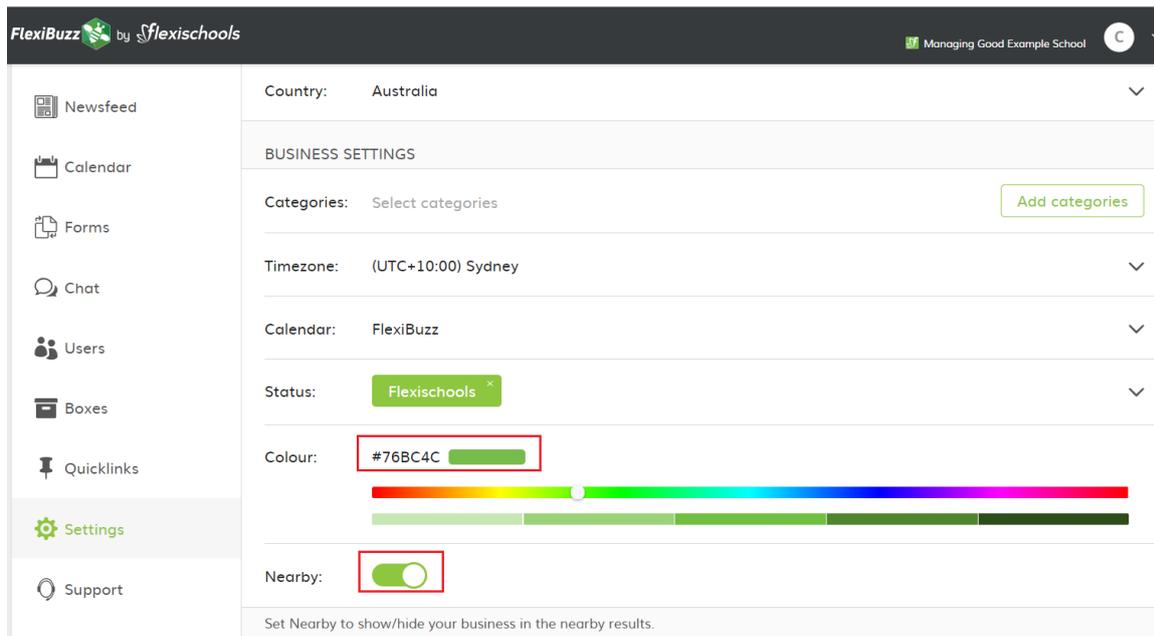
The top slider sets the base colour of your FlexiBuzz site. You can also type in a specific HEX colour code if you know it. The bottom sliders set the pattern tone.

Once you have set this, simply refresh the app on your phone or tablet app to view the changes and confirm that the new settings are to your liking.

9. Nearby

The nearby setting allows parents to easily find your school on the Flexischools app and puts your school at the top of searches which are made in your school area.

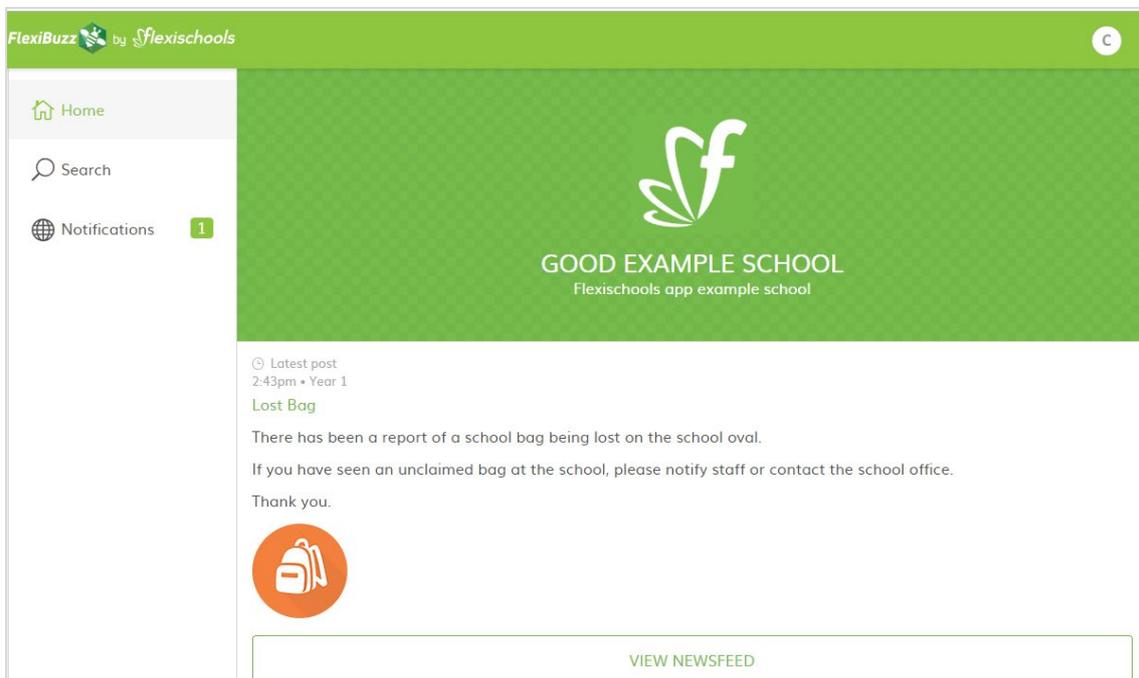
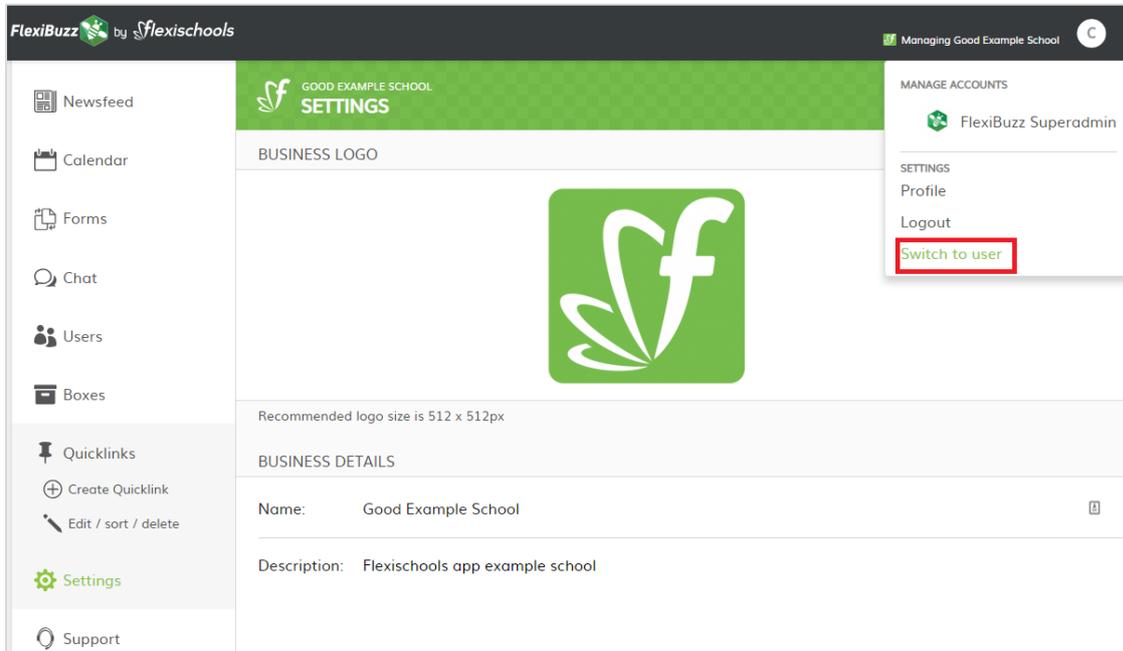
The toggle button enables you to select and deselect this option. We recommend you have this on and selected as green to help parents find your school easily on the Flexischools app.



The screenshot shows the FlexiBuzz settings interface. On the left is a navigation menu with options: Newsfeed, Calendar, Forms, Chat, Users, Boxes, Quicklinks, Settings (highlighted), and Support. The main content area shows settings for 'Managing Good Example School'. At the top, 'Country' is set to 'Australia'. Below this is a 'BUSINESS SETTINGS' section. 'Categories' is set to 'Select categories' with an 'Add categories' button. 'Timezone' is '(UTC+10:00) Sydney'. 'Calendar' is 'FlexiBuzz'. 'Status' is 'Flexischools'. 'Colour' is '#76BC4C' with a color picker below it. The 'Nearby' toggle switch is turned on and highlighted with a red box. Below the toggle is the text: 'Set Nearby to show/hide your business in the nearby results.'

10. View your changes

To view what your changes look like in the app, in top right-hand corner click on the drop-down arrow and select 'Switch to user' and you will be able to see your colour changes and logo.



Need more help?

Further support manuals are located in the FlexiBuzz platform under the 'Support' section of the main menu, or email support@flexibuzz.com