



Dear parents,

Our school is using Signmee for school-to-home communication. If you haven't already, very soon you will receive an email invitation from Signmee inviting you to create a personal Signmee account and inbox for us to send your communications to. Please find an overview of Signmee below. If you would like to know more about Signmee visit www.signmee.com.



Step 1

CREATING AN ACCOUNT

To do this, simply follow the link in the email and complete the required details to create an account.

Once you have created an account, you will be logged in to your Signmee inbox.



Step 2

YOUR SIGNMEE INBOX

The Signmee inbox in where most of our future communications will be sent, this includes:

Newsletters • Excursion permission forms • School updates • Events • And much more

Note: Each parent / guardian can have an individual Signmee account to receive (and respond to) communications. A parent / guardian account is linked each family member (child) at the school.



Step 3

MESSAGES FROM SCHOOL

When a new communication has been posted in Signmee, you will receive a notification via **email / SMS**.

Click on the link in your notification and you will be taken directly to the communication to read / pay / sign.



Step 4

SIGNING COMMUNICATIONS

There will be some communications that need to be signed. When this is the case, there will be a section at the bottom of the form where you can sign the form online using your Signmee password.

Once you have signed a form, the school will be notified of this automatically.

Payment options and instructions will be provided in the communication that is sent.



Step 5

REGULARLY USING SIGNMEE

One of the great things about Signmee, is that you get to keep a copy of all communications in your inbox that are sent to you. You can access Signmee anytime by visiting: signmee.com and logging in.

If you access Signmee from a personal device, select 'remember me' when signing in. When you return to Signmee you will have direct access without the need to sign in.