

# Teach Me How To Konstella

## WHAT IS KONSTELLA?

Konstella is a platform where you can connect with other parents and PTA committees, and stay informed about classroom and school happenings. Any caregiver can sign up for Konstella using the steps outlined below.

## WHY JOIN KONSTELLA?

- **Stay informed:** Receive messages from room parents about classroom needs, teacher appreciation opportunities, field trips, and more.
- **Connect with other parents:** Easily grab parents' contact information for playdates and birthday invitations. Participate in group chats with other parents in your class.
- **Sync the school calendar:** Add important dates like minimum days, school breaks, and events directly to your personal Google, Outlook, or Apple calendar.
- **Get involved:** Sign up for PTA committees like garden docent, teacher appreciation, fall carnival, spring fling, read-a-thon, and so many more!

## HOW TO JOIN KONSTELLA

**Instructions for parents that have never used konstella before. Highly recommend doing this part from a computer!**

- 1) Go to <https://www.konstella.com/cd/AGujbk> to join the Otis Konstella Portal
  - Enter your email and click, "Join as a Parent"
  - You will get an email where you can click, "Join Frank Otis Elementary"
  - Enter your name, set a password and click, "sign up"
  - Enter the info about your child and their class and click, "next"
  - If another caregiver is already attached to your child you can merge with them. If you are the first caregiver to sign up you will create new.
  - Enter your directory info and decide what you want to share with other parents.
  - Now you are all signed in and will get a little tour of konstella
- 2) Adjust your Account Settings to set your privacy and email preferences
- 3) Join the Social Groups and Committees you are interested in
- 4) Sync the Konstella Calendar to your personal calendar (more on this below)
- 5) Download the Konstella App onto your smart phone

## HOW TO JOIN YOUR CLASSROOM EACH SCHOOL YEAR

**Instructions for parents who are already in konstella, but need to add themselves to a new classroom.**

***From a computer:***

- 1) Sign in to Konstella at <https://www.konstella.com/signin.html>

- 2) On the top left, choose the dropdown arrow next to your name, and choose Your Children
- 3) At the bottom of that screen, it says Classroom; choose your child's current classroom, then hit the orange Save button

***From the Konstella App:***

- 1) Click the Settings Gear icon at the top left
- 2) Choose Your Children
- 3) Your child should be listed, click on their name; at the bottom of that screen, it says Please select your classroom
- 4) Choose your child's classroom

## **SYNC THE KONSELLA CALENDAR TO YOUR PERSONAL CALENDAR**

Did you know you can sync the Konstella calendar to your personal outlook, google, apple, or yelp calendar? This way you can stay up to date on minimum days, school events, important meetings, school breaks, and so much more (you can choose when you do and do not want to see this info on your calendar).

***From a computer:***

- 1) Sign in to Konstella at <https://www.konstella.com/signin.html>
- 2) Navigate to the calendar tab (top of the page)
- 3) In the top right of the calendar click "Sync to my Calendar"
- 4) Choose the type of calendar you want to sync (participation or events) and select your preferred personal calendar you want to sync to. *\*Please note that if you choose participation you may not get all of the events on your calendar like minimum days and school holidays etc.*

***From the Konstella App:***

- 1) Click "school" in the bottom left of the app and then select "calendar" in the top middle
- 2) In the top right of the calendar click "Sync"
- 3) Choose the type of calendar you want to sync (participation or events) and select your preferred personal calendar you want to sync to. *\*Please note that if you choose participation you may not get all of the events on your calendar like minimum days and school holidays etc.*

### **Konstella Questions?**

Contact Jessica Bailey at [OtisPTAPresident@gmail.com](mailto:OtisPTAPresident@gmail.com)