

BAND 101

Cottonwood uses BAND app for all our daily communications between staff and families. It is our tool for communication between all facets of our community. We will post any updates, communications and photos there. Each parent/ caretaker should become a member of the Band specific to their learner's program. If you have learners in different programs, you should become members of the Band for each program. You can request for access here:

Cottonwood MT Band:

<https://band.us/n/a6aa72GaDfI0o>

Cottonwood NYC Band:

<https://band.us/n/aba954u4vbP1A>

You must download and physically open the app each day to connect with this important part of the process. You can also access the desktop version by logging onto Band.us

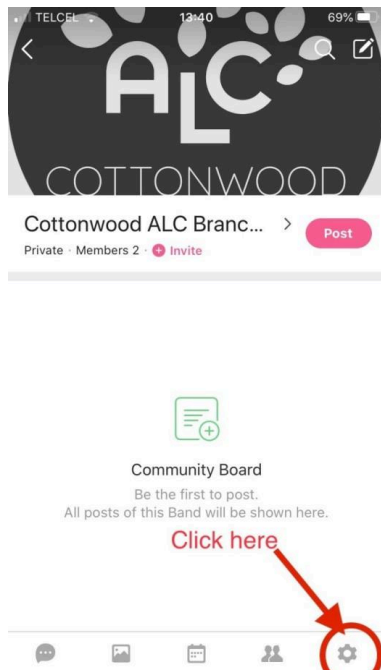
Once you register you will need to set up a profile. **It is the expectation that all parents check Band daily.**

BAND FAQ

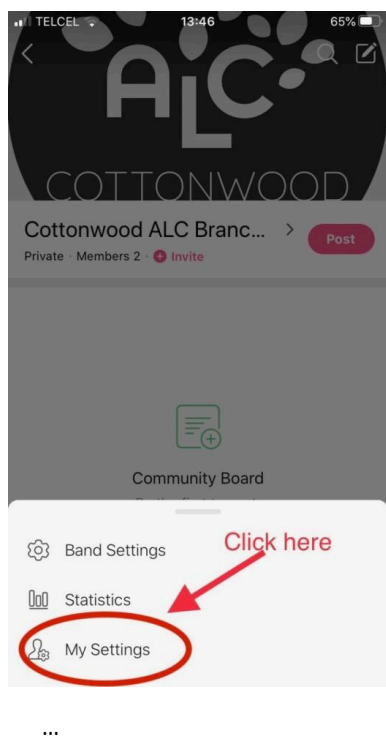
How do I set up my profile?

Please follow these steps to set up your profile correctly including your phone number and learner's name so that it is easy for facilitators to be able to reach you quickly and share important program information. In an effort to build community and open communication, we ask that you include your learner's name and your phone number (visible to "anyone") in the profile.

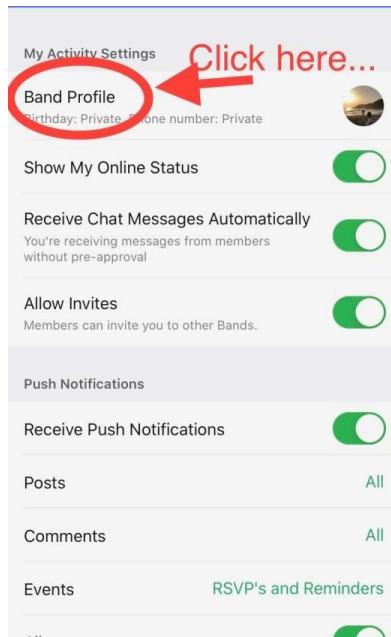
STEP #1: Go to the gear on the bottom right.



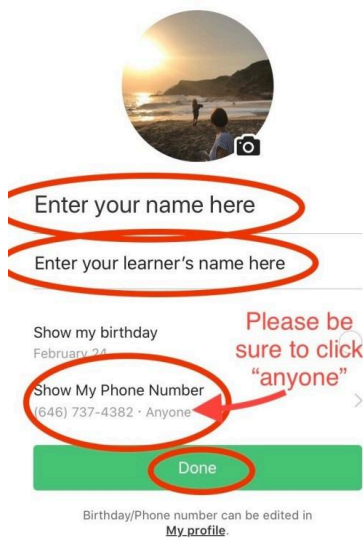
STEP #2: Go to “My Settings”



STEP #3: Go to “Band Profile”...



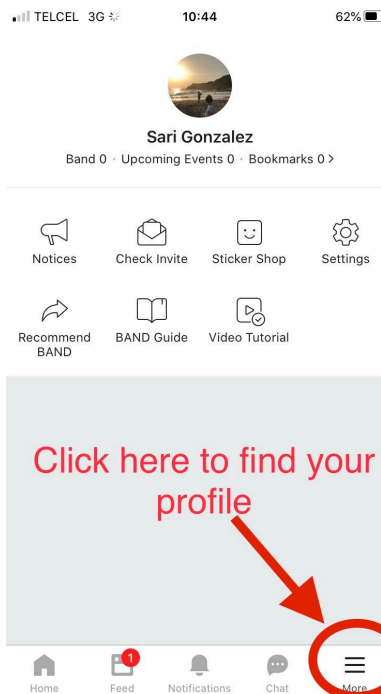
STEP #4: Enter your name, your learner's name and your phone number. Please be sure to go to “your profile” and make sure that “anyone” is selected.



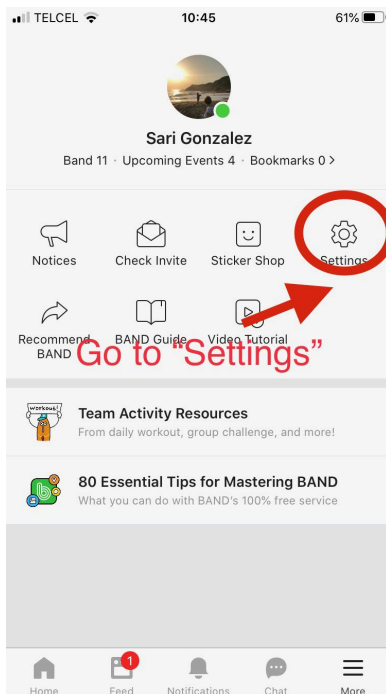
How do I change notifications?

Please follow these steps to change your notifications on your mobile device and email. We recommend that you put push notifications “on” so that you can receive notifications of messages from facilitators as they send them. You can also set up your notifications to receive email notifications if that also works well for you.

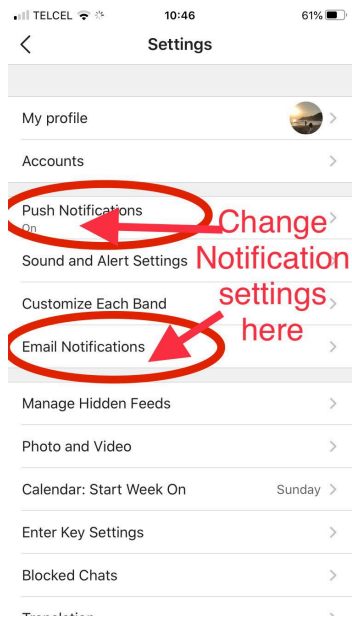
STEP #1: Find your profile here...



STEP #2: Go to “Settings”...



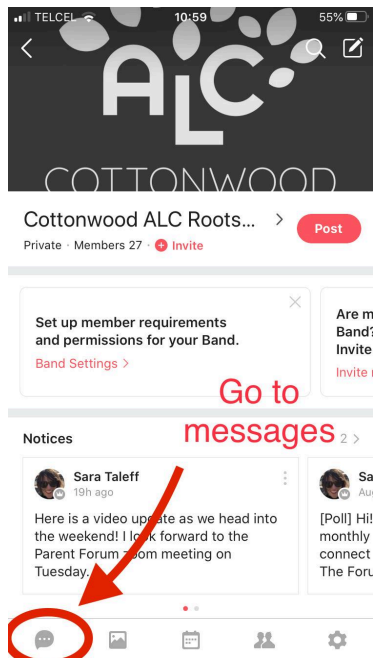
STEP #3: Change your notification settings here...



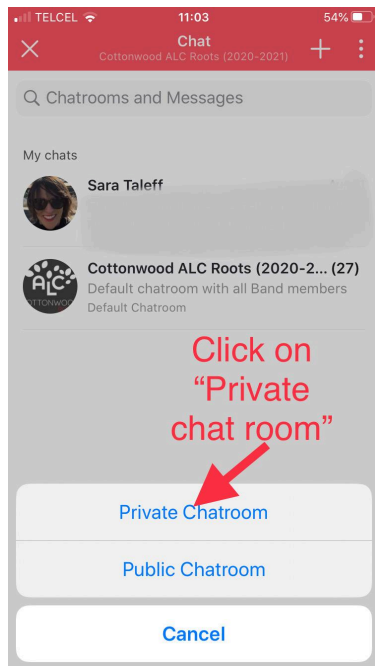
How do I create a private chat?

Please follow these steps to create any private chats. Please note that a private chat will be set up for you with facilitators prior to the start of the year so that facilitators can have seamless communication with you during the course of the program. Please use this private group chat to communicate with facilitators during the year.

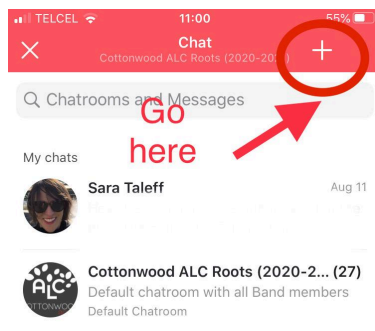
STEP #1: Go to Messages...



STEP #2: Go to Private Chatroom...



STEP #3: Go to Private Chatroom...



STEP #3: Select & Invite the person/ people you want to start a chat with...

