KONSTELLA CHEAT SHEET

Stay Connected at Princeton High School

Log In Online

Visit www.konstella.com

Log in to your account

Use the Mobile App

Step 1: Download iOS/Android app

Step 2: Log in to your account

HOW TO USE KONSTELLA:

Join/Leave a Committee
Web: Click “Committees” in the left menu. Select a committee to sign up/remove yourself.
Mobile App: Click the “Directory” tab at the bottom. Click “Browse Committees.”

Find Students, Parents, or Staff
Web: Click “Directory” in left menu. Search online directory or click “Download Directory” (upper right) to download a printable PDF.
Mobile App: Click “Directory” icon. Click “Search Users in Princeton High School.”

Send a Message to an Individual
Web: Click the “+” sign right next to the “Private Messages” label on the left menu.
Mobile App: Click “Messages” tab, then click the “Send/Join” at the top right corner. Choose “Send Private Messages.”

Manage Notifications
Web: Click your name (top left corner). Click “Account Settings” and then “Notifications” tab and select preferences.
Mobile App: Click “Settings” icon (top left). Click “Notifications” and select preferences.

Navigate the Mobile App:
School Tab (bottom)**:** Shows announcements, events, and sign-ups.
Messages Tab (bottom)**:** Shows the groups you’re in and group messages.
Directory Tab (bottom)**:** Look up parents, browse committees, and social groups.
Settings Icon (top left)**:** Account settings.

Change Language (to Spanish and Others)
Web: At the bottom of your web browser, click “G Select Language” for Google Translator in 70+ languages.
Mobile App: iOS and Android apps are available in Spanish when the user’s phone is set to Spanish. *Note: The mobile app translates menus and system messages but not user-generated content.*

Sync to School Calendars
Web: Click “Calendar” on top navigation bar, then click “Sync to My Calendar” (top right corner). Parents may sync with a Participation Calendar, which shows only their job sign ups RSVPs; or an Events Calendar, for all school events. Select your calendar app (Apple/Outlook/iCal, Google, Download ICS, or Yahoo), and follow app’s instructions.
Mobile App: Click “School” tab, then click “Calendar” from top menu. Click “Sync,” then select “Sync Your Participation” or “Sync All” school events.