

d6 Communicator

Mobile App User Manual

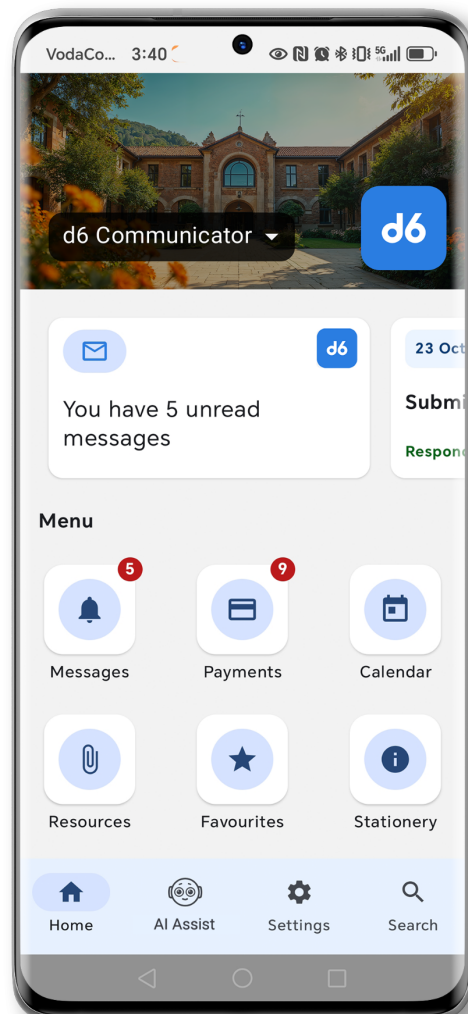
The d6 School Communicator App has a new look.
Here are the exciting changes your parents will see in the app.

Overview

This user manual is designed to help you navigate the d6 Communicator mobile app effectively.

You'll learn how to:

- ▶ Connect to your school or community
- ▶ Manage and filter messages
- ▶ Make payments using d6 Pay powered by Sticitt
- ▶ View the calendar and resources
- ▶ Adjust profile settings
- ▶ Use the AI Assist feature



View the [YouTube video](#) OR read the instructions below.

Downloading the d6 School Communicator App

Step 1: Go to your phone's app store

Android: [Google Play Store](#)

iOS: [Apple App Store](#)

HarmonyOS: [Huawei AppGallery](#)

- ▶ Search for "d6 School Communicator"
- ▶ Tap Install



Step 2: Register or Log In

Enter your **email address** or **mobile number** and tap continue

 **Your login credentials remain the same if you already used the d6 app; no need to re-register!**



Welcome

Please enter your email address

Continue

[Use Mobile Number Instead](#)

[Need Help?](#)

101.1.0  Android 13

Step 3: Insert OTP

After inserting your login credentials, you'll receive an OTP via SMS or Email

Insert **OTP**

Confirm OTP

Please enter the OTP sent to zanitae@d6.co.za

Having trouble? Request a new OTP in 00:07

By entering the OTP you accept the Terms & Conditions

Step 4: Choose your Community

The app will automatically detect any communities (such as your school) linked to your profile.

You'll see them listed — for example:

- ▶ Communication Standalone
- ▶ d6 Group
- ▶ d6 School
- ▶ The d6 Update Forum

✓ You can keep the communities you want to stay connected with.

✗ Tap the X next to a community if you want to remove it.

Add a New Community (if needed)

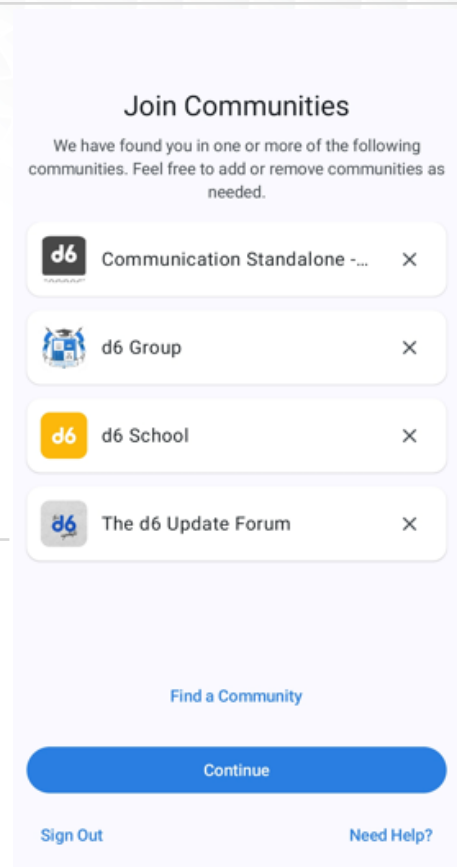
If your school or community is not listed:

1. Tap Find a Community
2. Type the name of your school in the search bar
3. Select your school from the list to add it

Confirm Your Selection

Once you've added or removed communities, tap the blue "Continue" button at the bottom of the screen.

You're Connected!



Using the d6 Communicator App

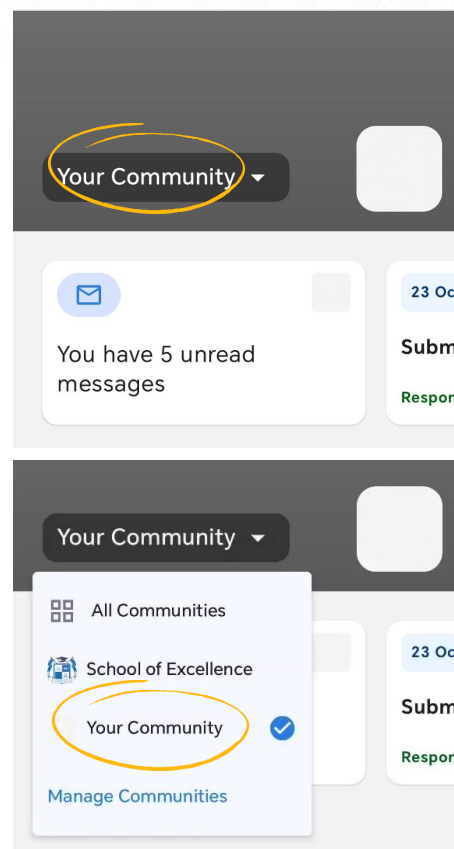
1. Managing Your Communities

Connecting to a New Community

- ▶ From the Home Screen, tap the “Your Community” dropdown at the top.
- ▶ Select “Manage Communities.”
- ▶ Tap the Search icon (magnifying glass) at the top right.
- ▶ Type the name of the school or community you wish to join (for example: ‘School of Excellence’).
- ▶ Select the correct community from the filtered list.
- ▶ Tap the right arrow or “Next” button at the bottom to connect.

Switching Between Communities

- ▶ On the Home Screen, tap the “All Communities” dropdown at the top.
- ▶ A list of your connected communities will appear (for example: ‘School of Excellence’, ‘Your Community’).
- ▶ Tap the name of the community you wish to view.



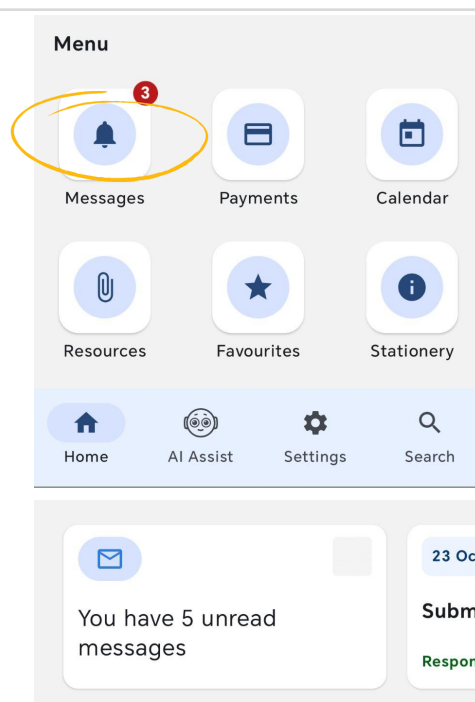
2. Managing Messages

Messages allow your school or community to share important notices, updates, and resources with you.

Accessing Messages

You can access messages by:

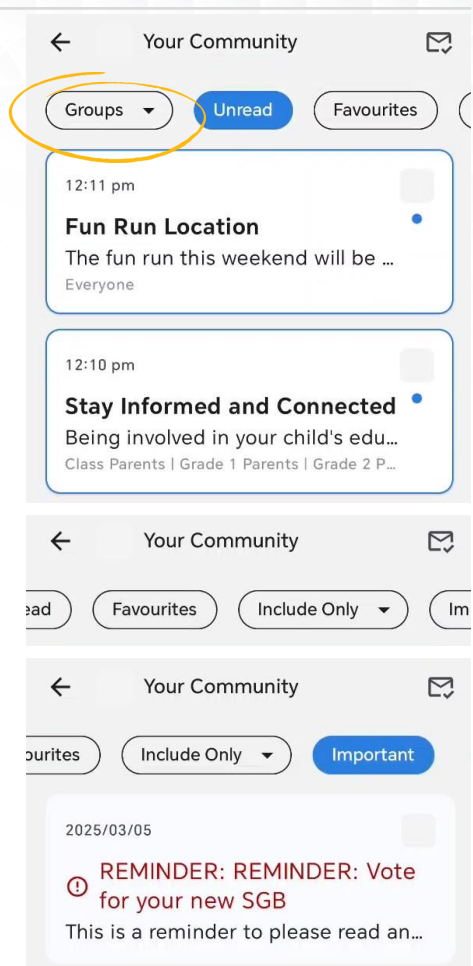
- ▶ Tapping the message summary on the Home Screen.
- ▶ Tapping the Messages icon in the main menu



Filtering Messages

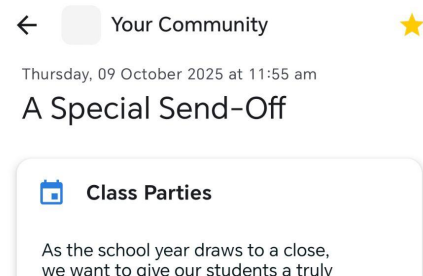
You can filter and organise messages as follows:

- ▶ **Groups** (Dropdown): Tap “Groups” and select one or more groups (for example: Junior Hockey Club, Grade 1 Parents). Tap “Reset” to clear your selection.
- ▶ **Unread** (Tab): Displays all messages you have not yet opened (default view).
- ▶ **Favourites** (Tab): Shows only messages you have starred.
- ▶ **Include Only** (Dropdown): Filter messages by content type, such as Links, Questionnaires, Videos, Events, or Contacts. Tap “Reset” to clear filters.
- ▶ **Important** (Tab): Displays only messages marked as important by the sender (such as reminders or due dates).



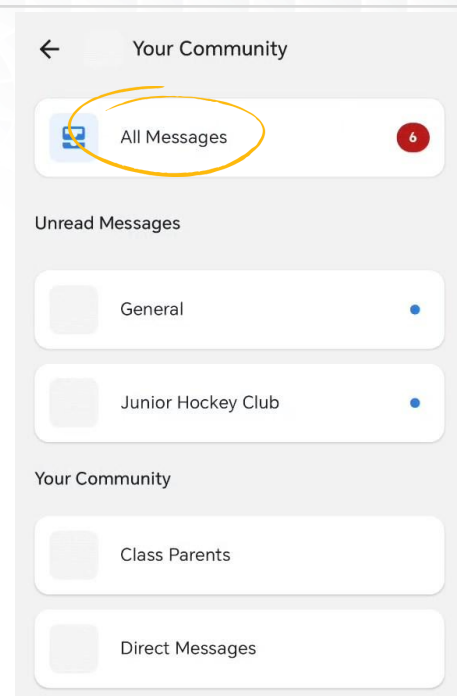
Reading and Favouriting Messages

- ▶ On the Message List screen, tap a message to open and read it.
- ▶ To mark a message as a favourite, tap the Star icon in the top-right corner of the message view.



Viewing Group and Direct Messages

- ▶ Tap the Messages icon on the Home Screen.
- ▶ Select “All Messages” to view group messages (for example: Class Parents, General, Junior Hockey Club).
- ▶ To view private messages sent only to you, select “Direct Messages.”



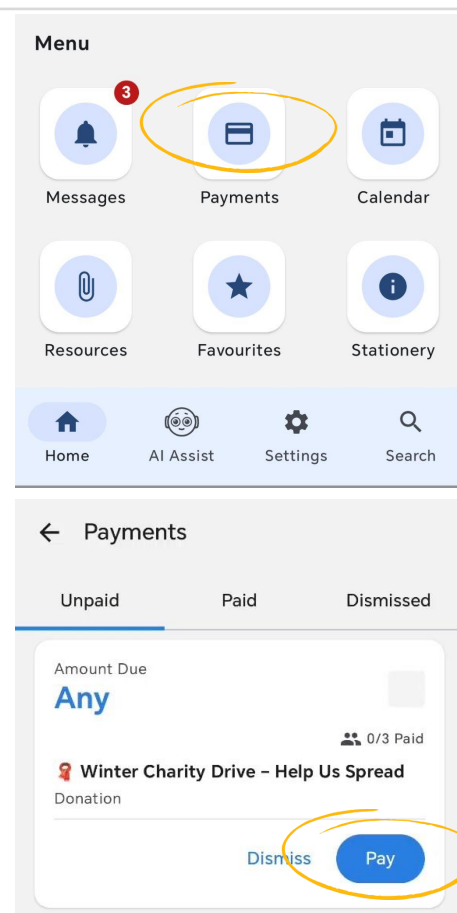
3. Making Payments

(d6 Pay powered by Sticitt)

The d6 Pay feature allows you to make secure online payments directly through the app.

Paying Outstanding Items

- ▶ Tap the Payments icon in the main menu.
- ▶ The unpaid tab opens by default.
- ▶ Find the item you want to pay for and tap “Pay”.
 - ▷ For donations, enter the amount before continuing.
- ▶ If multiple recipients are listed (for example: multiple children), select the correct recipient(s).
- ▶ Tap “Continue to Payment” to proceed to the payment gateway.
- ▶ Choose your preferred payment method:
 - ▷ Sticitt Wallet
 - ▷ Card Payment (Visa / Mastercard)
 - ▷ Instant EFT
- ▶ Follow the on-screen prompts to complete the payment.



Select Recipient 0/3 completed

This message was sent to several people. Who would you like to respond for?

 Not paid yet

 Not paid yet

 Not paid yet

Donation

Amount

R 100.00

R 100.00 **Pay**

Warm regards, FutureED Academy Staff

Use

 Sticitt Wallet (R 4,551.12)

 Card

 Capitec pay

 Instant EFT

Viewing Payment History and Receipts

- ▶ On the Payments screen, tap the “Paid” tab.
- ▶ Locate the payment you wish to view.
- ▶ Tap “Receipt” to view or download your proof of payment.

← Payments

Unpaid **Paid** Dismissed

Amount Paid

R300.00

✓ Paid on 09 Oct 2025 1/2 Paid

Holiday Camp

Camp

Receipt View

4. Other Key Features

Calendar Events

- ▶ Tap the Calendar icon in the main menu.
- ▶ View upcoming events grouped by month.
- ▶ Scroll down to see future events.

Menu

 3
Messages

 Payments

 Calendar

 Resources

 Favourites

 Stationery

Home

AI Assist

Settings

Search

Resources

- ▶ Tap the Resources icon in the main menu.
- ▶ Select a category (for example: School Resources, Sport Information).
- ▶ Tap on a resource (such as a PDF or link) to view it.

Menu

 3
Messages

 Payments

 Calendar

 Resources

 Favourites

 Stationery

Home

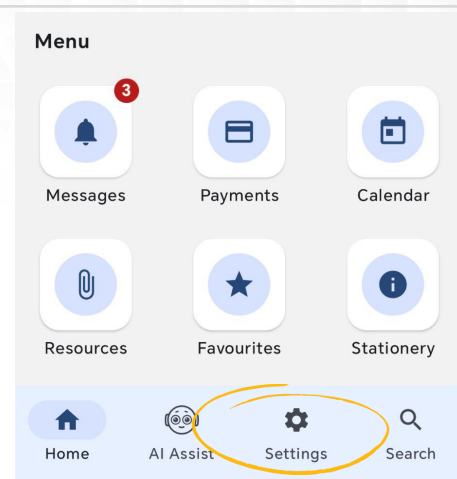
AI Assist

Settings

Search

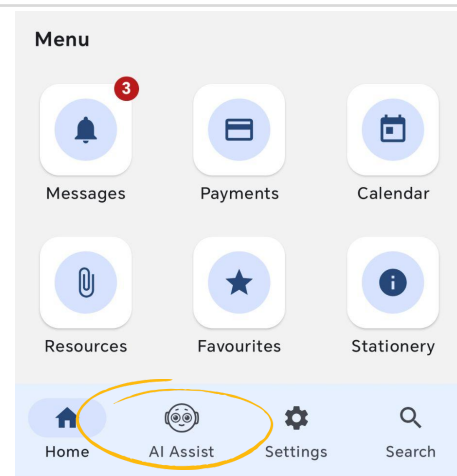
Profile Settings

- ▶ Tap the Settings (gear) icon in the bottom menu.
- ▶ On the Profile screen, update your personal information (name, email, mobile number).
- ▶ Tap “Save” to apply changes.
- ▶ This screen also allows you to:
 - ▷ *Sign out* of your account
 - ▷ Delete your account permanently



AI Assist *(This is an AI-powered feature)*

- ▶ Tap the AI Assist icon in the bottom menu.
- ▶ Type your question, such as:
 - ▷ “When is the holiday camp?”
 - ▷ “Where can I get app download links?”
- ▶ The assistant will respond with information from your connected community.



Need Help?

If you experience any issues while using the app, please contact your **school** directly, or email appsupport@d6.co.za for assistance.