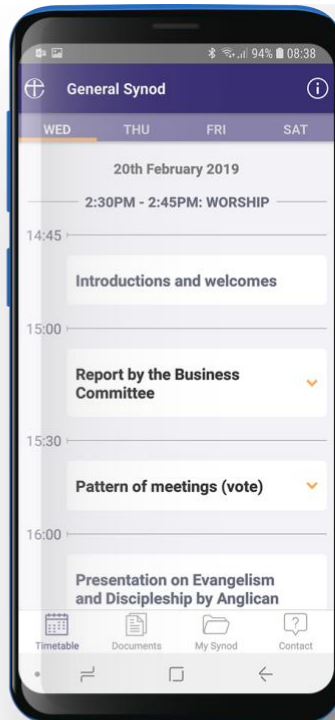


How to use the General Synod app

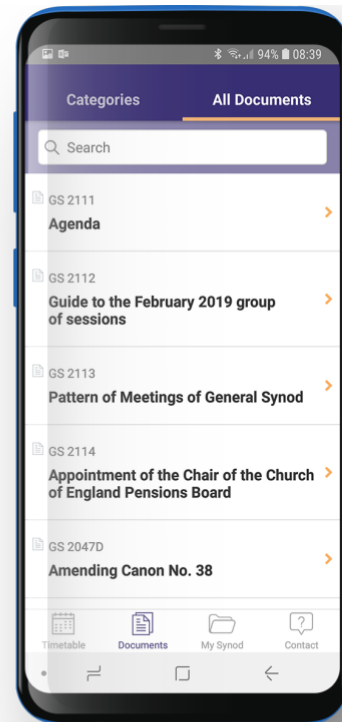
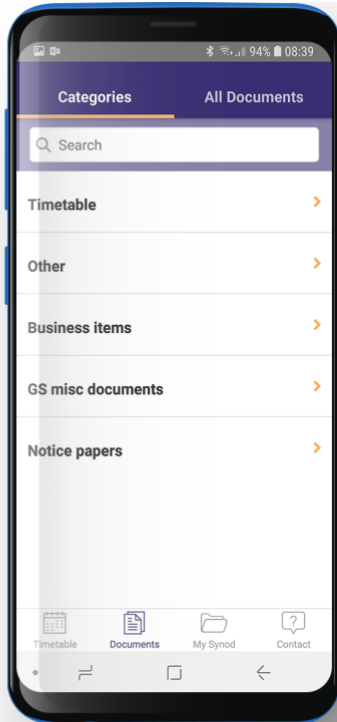
1. Once you've downloaded the app on your device, you can open it by tapping on the icon on that should now be on your home screen. It will look something like the below screenshot:



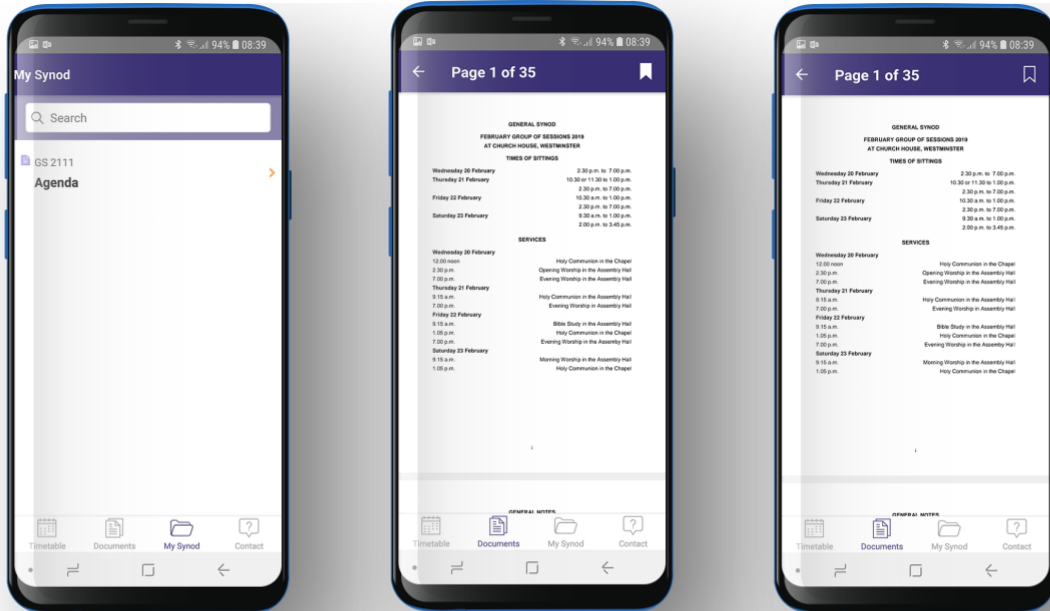
2. The app will launch, and you'll be presented with the timetable of the current session of General Synod.
3. At the bottom of the screen, you'll see four separate tabs: **Timetable**, **Documents**, **My Synod** and **Contact**.
 - The **Timetable** tab shows the running schedule for the current session of General Synod. You can scroll up and down to view the day's proceedings and left and right to switch day. The current day you are viewing is displayed towards the top of the screen. If a document(s) is linked to an item on the timetable, you can find it linked below the listed item.



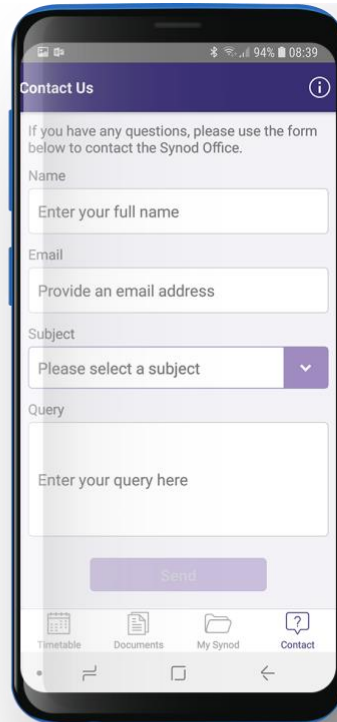
- The **Documents** tab shows documents from the current session of General Synod. You can scroll through all documents via the **Categories** tab at the top to help filter by the type of document you are looking for e.g. GS misc documents, Notice papers and others, or simply browse **All Documents** alphabetically. The documents are automatically downloaded when you first launch the app so that if you go offline, you still have access to them.



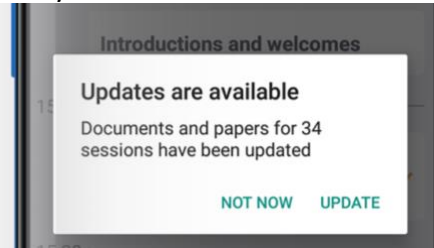
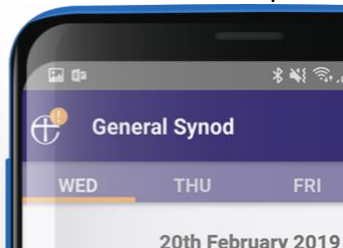
- The **My Synod** tab shows any documents that you have marked in the **Documents** tab. This feature allows you to mark documents you want to be able to jump to quickly and are available here. You can unmark a document simply by tapping the **Bookmark** button in the top right-hand corner when you have the document open.



- The **Contact** tab shows a webform which you can use to contact the Synod Support team. Fill in your details and your query or message and it will be sent to the Synod Support teams email address.



4. At the top of the screen, there are two buttons on the left and right: the **CofE Symbol** and **information Symbol**.
 - The **CofE Symbol** alerts you to any updates to existing documents or if there are new documents available to download. This is represented in the form of a gold ! overlaid on the top of a white CofE Symbol.



- The **Information Symbol** takes you to a page giving information about the General Synod app.

