

A GECKO GUIDE

SCHOOLS & GROUPS

HOW TO JOIN

HOW TO IMPORT YOUR CONTACTS

- ON MOBILE
- ON WEB
- DIRECTLY INTO A CANVAS

HOW TO CREATE A CANVAS

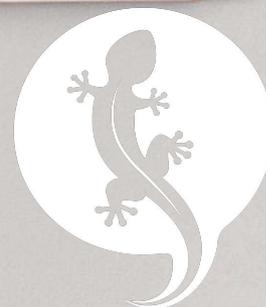
HOW TO SEND A MESSAGE

CANVASES

MESSAGES

HOW TO USE GROUPS

HOW OTHERS ARE USING GECKOLIFE





GeckoLife - More than Messaging. Better than Email.

How to join

On Web

Go to www.geckolife.com and click "Take Control".

Fill in the information fields under the "Organizations" tab.

Check your email inbox for a verification email from GeckoLife. This email will contain a link to complete your profile registration.

Upload your logo as your profile picture, select a background picture and start inviting your audience to follow you!

On Mobile/Tablet

Download the GeckoLife app, from the AppStore (for iOS users) or from the Google Play Store (for Android users).

Click on the "Register" button.

Enter your information under the "Organizations" tab and submit.

Check your email inbox for a verification email from GeckoLife. This email will contain a link to complete your profile registration.

Upload your profile picture, background picture and start creating canvases!



How to import your contacts...

...on Mobile

Go to "Contacts & Groups".

Click on the "Mobile" icon. GeckoLife will import the contacts from your mobile contact list, but we will not send your contact any message or notification unless you choose to send them an invite.nect me automatically when they join GeckoLife". We recommend you tick this box.

...on Web

Go to "Contacts".

You can choose between 3 options:

- Invite via Email
- Import via Yahoo
- Import via Gmail

...directly into a canvas

In the canvas click on the members icon.

Click on the "Invite" tab.

There are a number of ways that you can invite new users to join your canvas. You can either:

- Type in their email addresses
- Select a contact from your contact list

How to create a canvas



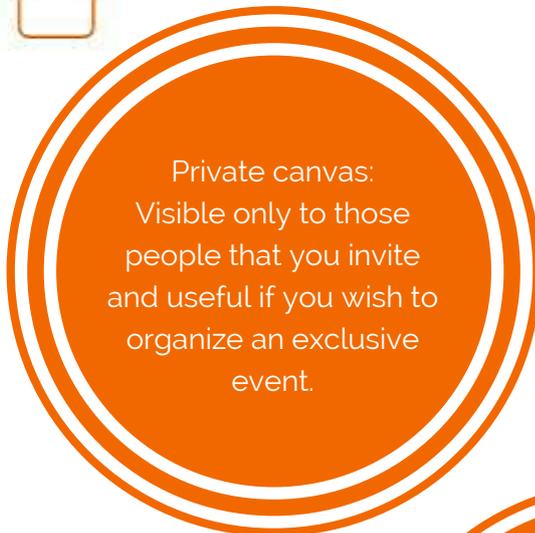
Click on the + button.

Fill in the canvas details (title, description, image).

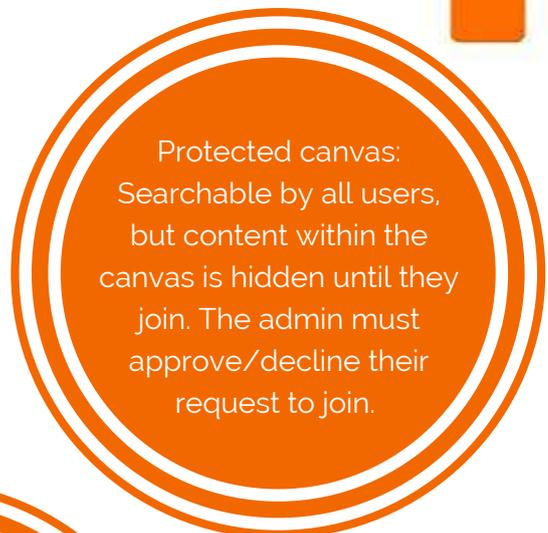
Select your privacy and permission settings.

Select a canvas background (this can be changed at any time by the canvas owner or an appointed admin).

Once your new canvas has been created you can upload content into it (photos, notes, documents, pdf's, PowerPoints, videos etc.) by clicking on the Add a Post icon.



Private canvas:
Visible only to those people that you invite and useful if you wish to organize an exclusive event.

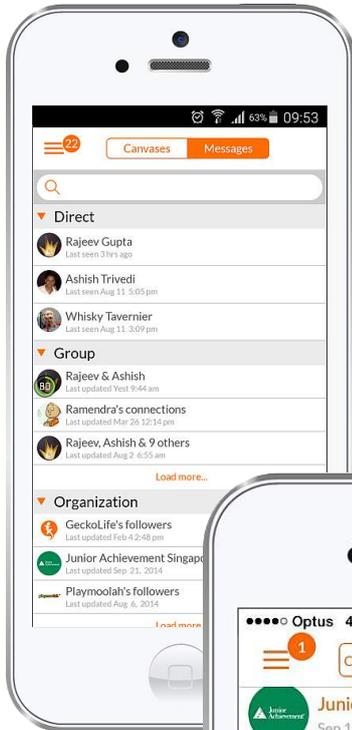


Protected canvas:
Searchable by all users, but content within the canvas is hidden until they join. The admin must approve/decline their request to join.



Public canvas:
Open and visible to every user and the best way to reach a broad, global audience.

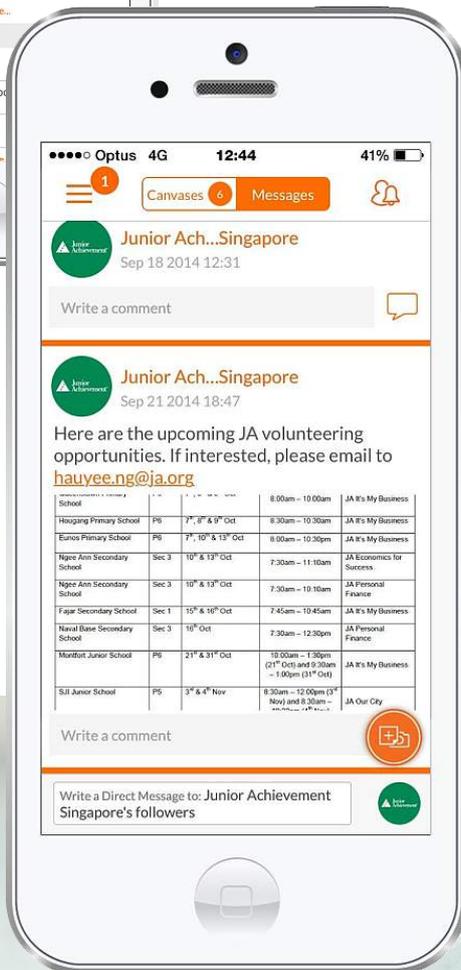
How to send a message



On Web



Click on the messaging icon to go to your message page, then type in your message and select who you'd like to send it to.



On Mobile/Tablet

Open the mobile menu and click on "Messages".

Click on the orange create icon at the bottom right of the screen.

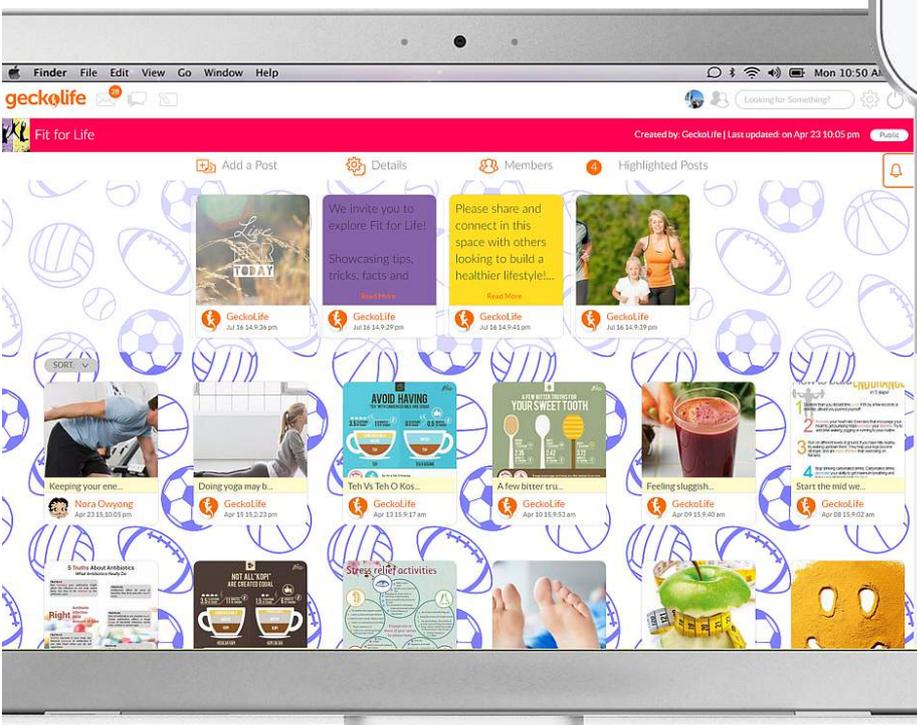
Type your message, add photos or video if you like, select who you'd like it to go to and then click on the tick icon to submit.

School	Level	Dates	Time	Topic
Hougang Primary School	P6	7 th , 8 th & 9 th Oct	8:00am - 10:00am	JA's My Business
Eunos Primary School	P6	7 th , 10 th & 13 th Oct	8:00am - 10:30pm	JA's My Business
Ngee Ann Secondary School	Sec 3	10 th & 13 th Oct	7:30am - 11:00am	JA Economics for Success
Ngee Ann Secondary School	Sec 3	10 th & 13 th Oct	7:30am - 10:10am	JA Personal Finance
Fajar Secondary School	Sec 1	10 th & 16 th Oct	7:45am - 10:45am	JA's My Business
Natal Base Secondary School	Sec 3	10 th Oct	7:30am - 12:30pm	JA Personal Finance
Mondoff Junior School	P6	21 st & 31 st Oct	10:00am - 1:30pm (21 st Oct) and 9:30am - 1:00pm (31 st Oct)	JA's My Business
SJI Junior School	P5	3 rd & 4 th Nov	8:30am - 12:00pm (2 nd Nov) and 8:30am - 12:00pm (3 rd Nov)	JA Our City

Canvases

Manage discussions with various groups, based on different activities, events or topics.

Whether you're just looking for a place to brainstorm a new project or share updates around a specific subject, GeckoLife's approach of co-creating canvases naturally fosters greater participation and collaboration between members.



A canvas is a shared space dedicated to a specific topic, activity or event. Within a canvas you can post notes, share images, videos and upload files or documents.



Messages

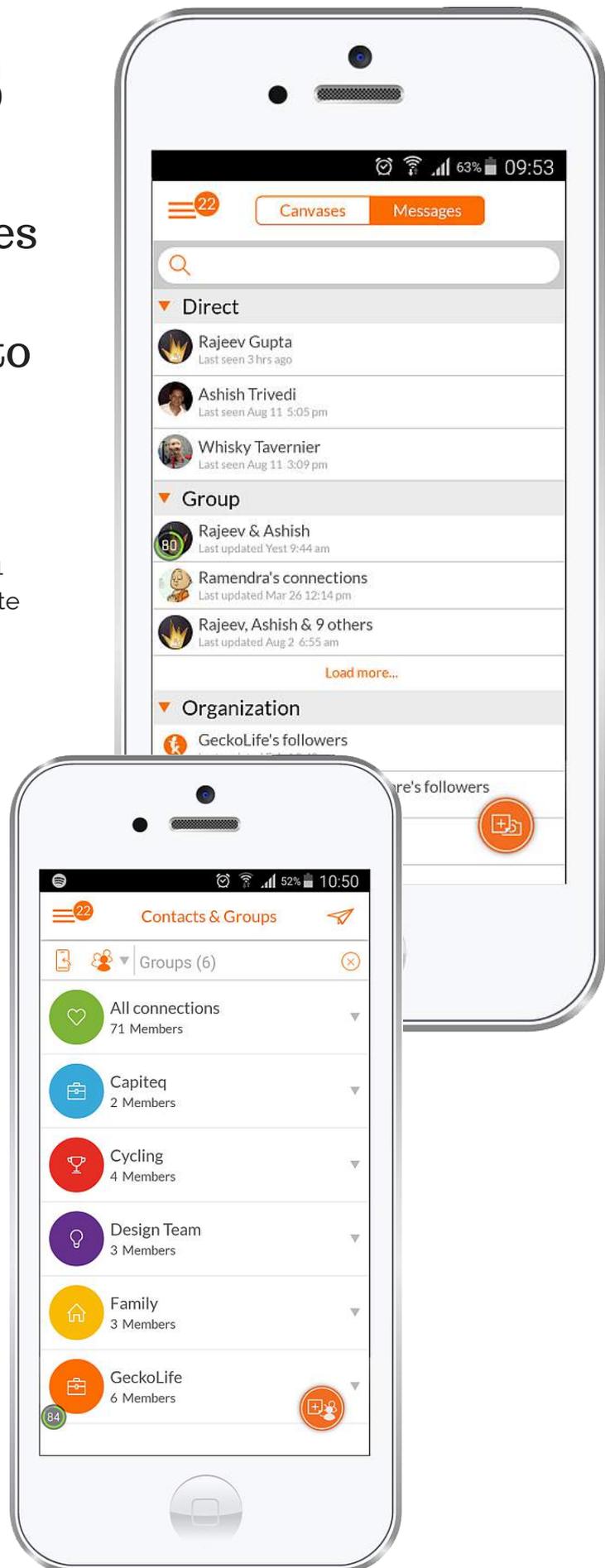
Send direct messages to individuals or create chat groups to communicate as a team.

On GeckoLife you can message 1-on-1 with your connections or you can create a messaging group to chat as a team.

We allow users to collaborate and share using Canvases, and communicate using Messages. All in one place!

Groups

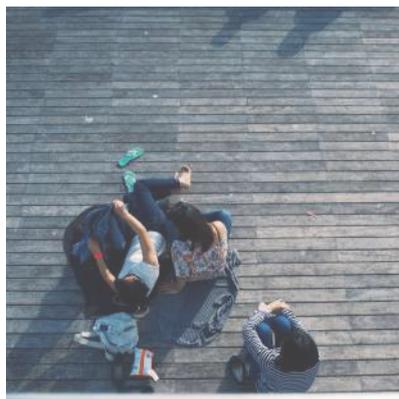
We also allow users to organize their contacts into Groups, making it easier to send out an invite or a message to a fixed set of users. These groups are like contact lists, and visible only to you.



How to use 'groups'



For example, a sports organizations might benefit from grouping their followers according to team rosters, so that they can quickly send invitations or messages to a specific group of users with one click. Similarly, a school could organize their users according to classes, clubs or activities, eliminating the need to invite users into a canvas one-by-one.



How others are using GeckoLife

Teachers: Term planning

PROBLEM:

Multiple lines of communication about different ongoing activities and projects. LMS/enterprise solutions tend to be over complicated and less user-friendly.

CHALLENGE:

Finding a platform that works across all devices, that marries the ease of real-time communication with the ability to easily organize and review shared documents and files.

SOLUTION:

Creating dedicated canvases to discuss and plan different projects, and creating messaging groups for quick updates across different faculty teams.





Family holiday photos & family chats

PROBLEM:

Finding a platform that can be used safely by children, as well as adults.

Finding one solution that can be both a repository for shared photos, videos and files, as well as a messaging platform.

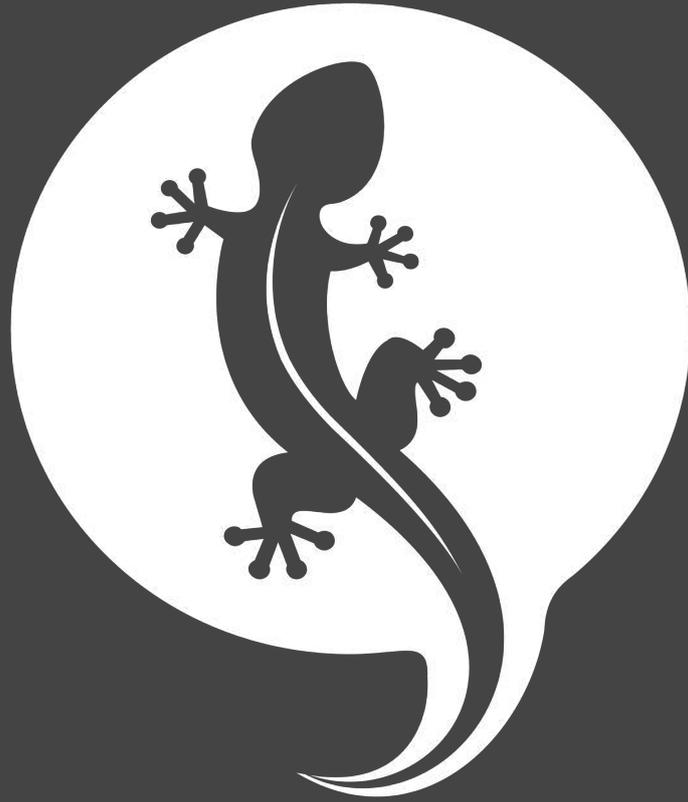
Organizing all the photos and videos stored in cloud platforms.

CHALLENGE:

Finding the right combination of email/WhatsApp/Facebook Groups.

SOLUTION:

On GeckoLife, you can organize your content as you upload it, by placing photos or videos directly into canvases. Create a family message group to quickly send updates to your loved ones. Parents can oversee their children's Connections and Media Uploads, preventing strangers from making contact with their children.



If you have any questions, contact us at:
enquiry@geckolife.com

gecko**life**

www.geckolife.com