How to Create a Post - https://vimeo.com/575144941/5e7534f0cc
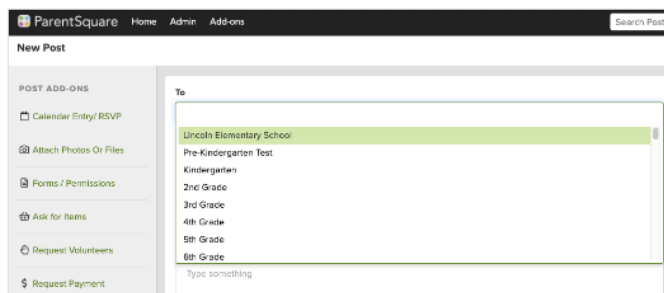
Create a New Post

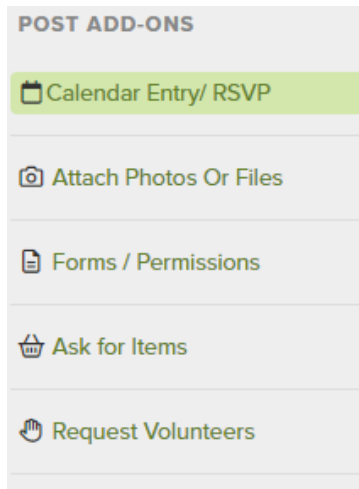1. From **Home**, click **New Post**.

2. Click To field: enter names of class, group, grade, or school and select from list.

3. Confidential post (optional): click the Eye Slash icon on the upper right.

4. Who should see this?: filter your recipients even further. If you want teachers and staff associated with your class or grade level to be able to read your post, please send to staff as well as parents.

5. Subject: enter subject of message.

6. Description: use the text editor control panel to alter text formatting. Add an image, hyperlink to a website, embed a video, or insert a table.

7. You can choose to use Post Add-ons by clicking on the options in the left menu bar.

POST ADD-ONS

📅 Calendar Entry/ RSVP

📷 Attach Photos Or Files

📄 Forms / Permissions

🧺 Ask for Items

✋ Request Volunteers

Calendar Entry/RSVP
If your post is about an upcoming event, use this button to add a date and time to your post. Users can also RSVP to the event.
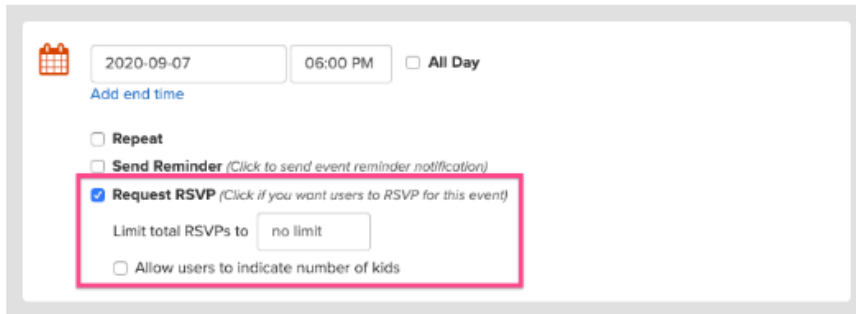
In the Calendar/RSVP section, fill in the **date** and **time**. Select **Add end time** below the date field if desired. Click to add options:

- **Repeat** (to schedule repeating event daily, weekly, or monthly)
- **Send Reminder** (to send event reminder notification 1, 2, or 3 days before event.)
- **Request RSVP** (if you want users to RSVP for event.)

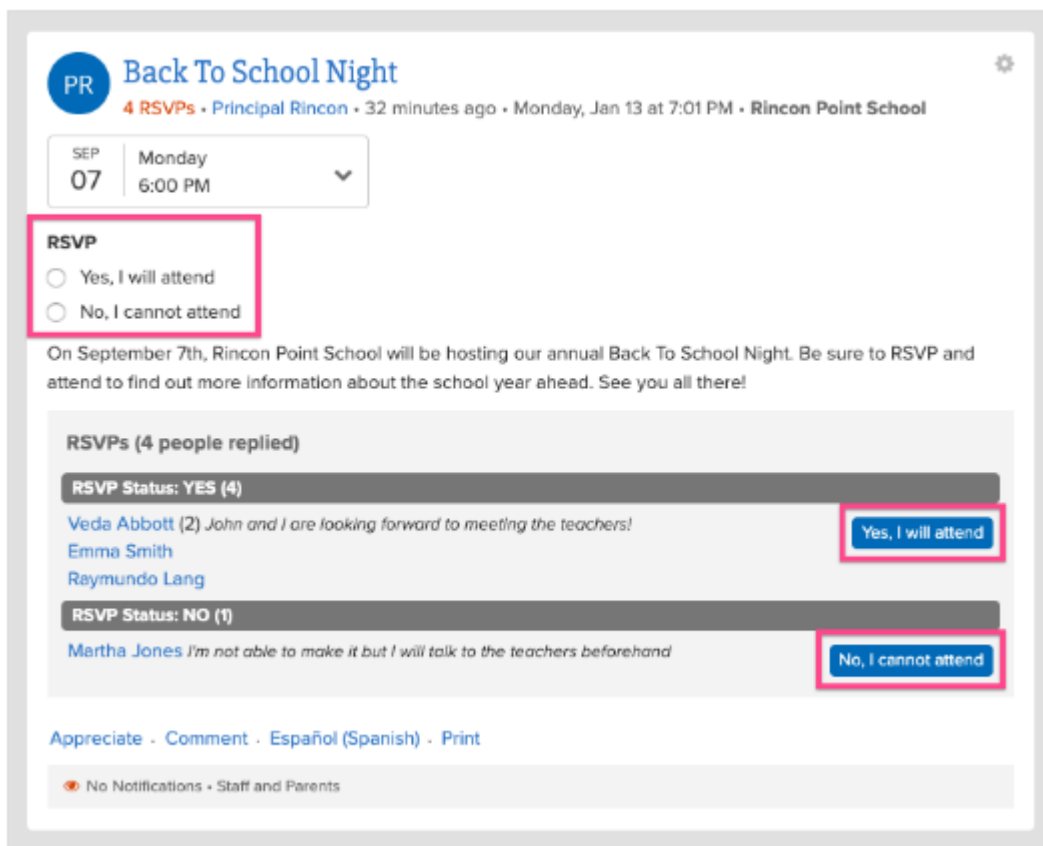When you click Request RSVP, you have additional options:

- Limit the total number of RSVPs (limit total includes responding user, their guests, and children.)
- Allow parents to indicate the number of kids they are bringing.

When ready, click **Post Now**.

Example of what the post looks like when a viewer sees it:

Attach Photos, Videos or Files
Add pictures or files to your post. You can select photos, videos or files from your computer, web, or Google Drive. When you add a picture or file, it will be saved in the **Photos, Videos** or **Files** section in the right sidebar for easy access.

Forms/Permissions
Whether you need signatures for a field trip, an electronic use agreement or confirmation of receipt of the parent handbook, you can add a form or permission slip to electronically create, send and receive approval from parents.
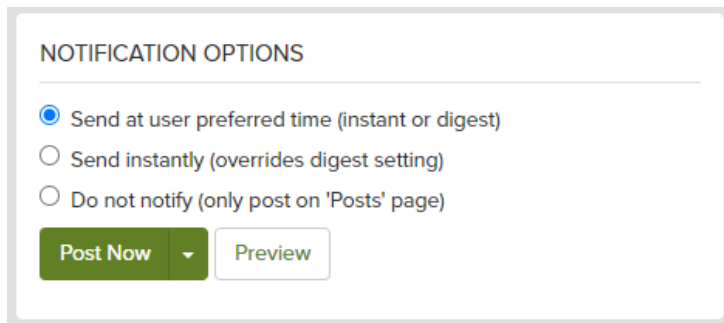
Ask for Items
Add this if you want parents to sign up to bring something – class and project supplies, staff appreciation breakfast items, tools for garden day and more. You can add items and dates if needed.

Request Volunteers
Add this to request volunteers for one or more days. Enter the task, time (optional), and how many volunteers are needed.

8. Select **Notification Options** for post. (should choose default of sent at user preferred time in most cases).

9. Click **Post Now** and a pop-up window asks you to confirm post, click **Post Now.**
OR, **Schedule** post to send at a later date, **Save Draft,** or **Preview** post. For details on these features, click links to go to other help articles.

Note: If it is after 6:00 pm and you want to send out a same-day post, click "Send instantly." Otherwise, digest email and text users will receive the post the following day.

To schedule, Click **Post Now** drop-down arrow and select **Schedule**.

Then select your preferred notification options, enter the date and time you want post to be sent, and click **Schedule**.

10. Confirm that your recipient numbers are correct and click **Post Now**.