

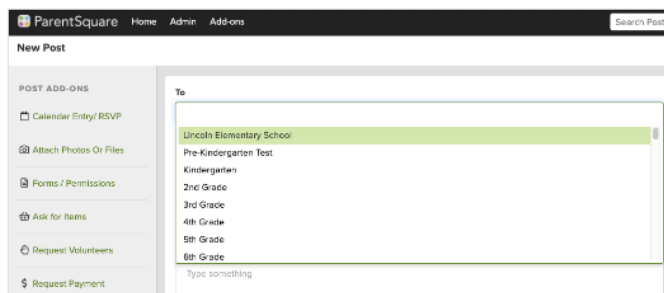
How to Create a Post - <https://vimeo.com/575144941/5e7534f0cc>

Create a New Post

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



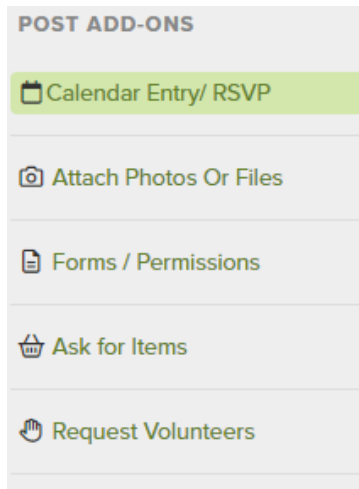
2. Click To field: enter names of class, group, grade, or school and select from list.



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.

A screenshot of the 'New Post' form in ParentSquare. The 'To' field is set to 'Lincoln Elementary School'. The 'Post as' field is set to 'Principal Lincoln'. The 'Who should see this?' dropdown is set to 'Staff and Parents'. The 'Subject' field is set to 'Back-to-School Night'. The 'Description' field is a rich text editor with a toolbar containing icons for bold, italic, text color, background color, bulleted list, numbered list, link, unlink, image, video, and code. The description text reads: 'Greetings LES Parents/Guardians: I am excited to welcome you all to Back-to-School Night. We hope you have made plans to attend this Wednesday, September 5th. This is a great opportunity to meet with your student's teachers, learn more about our instructional programs, and hear about the exciting developments planned for our campus.'

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



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.

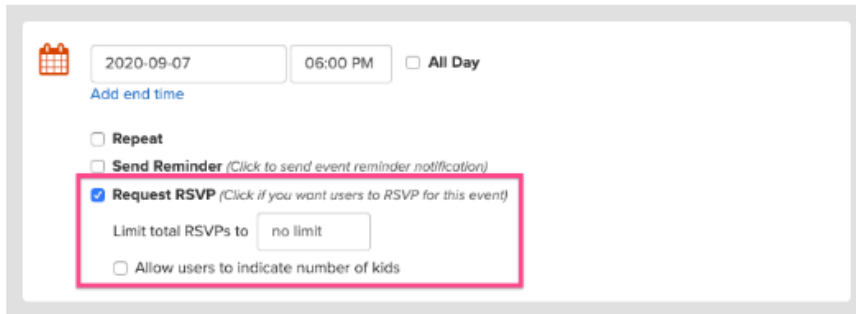
In the Calendar/RSVP section, fill in the **date** and **time**. Select **Add end time** below the date field if desired. Click to add options:

- **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.)

A screenshot of a web form for creating an event. A calendar pop-up for September 2020 is open, showing the 7th as the selected date. Below the calendar, the date field is populated with "2020-09-07" and the time field with "06:00 PM". There is an "All Day" checkbox. Below these fields, there are three checkboxes: "Repeat", "Send Reminder" (with a note "Click to send event reminder notification"), and "Request RSVP" (with a note "Click if you want users to RSVP for this event"). An "Add end time" link is also visible.

When you click Request RSVP, you have additional options:

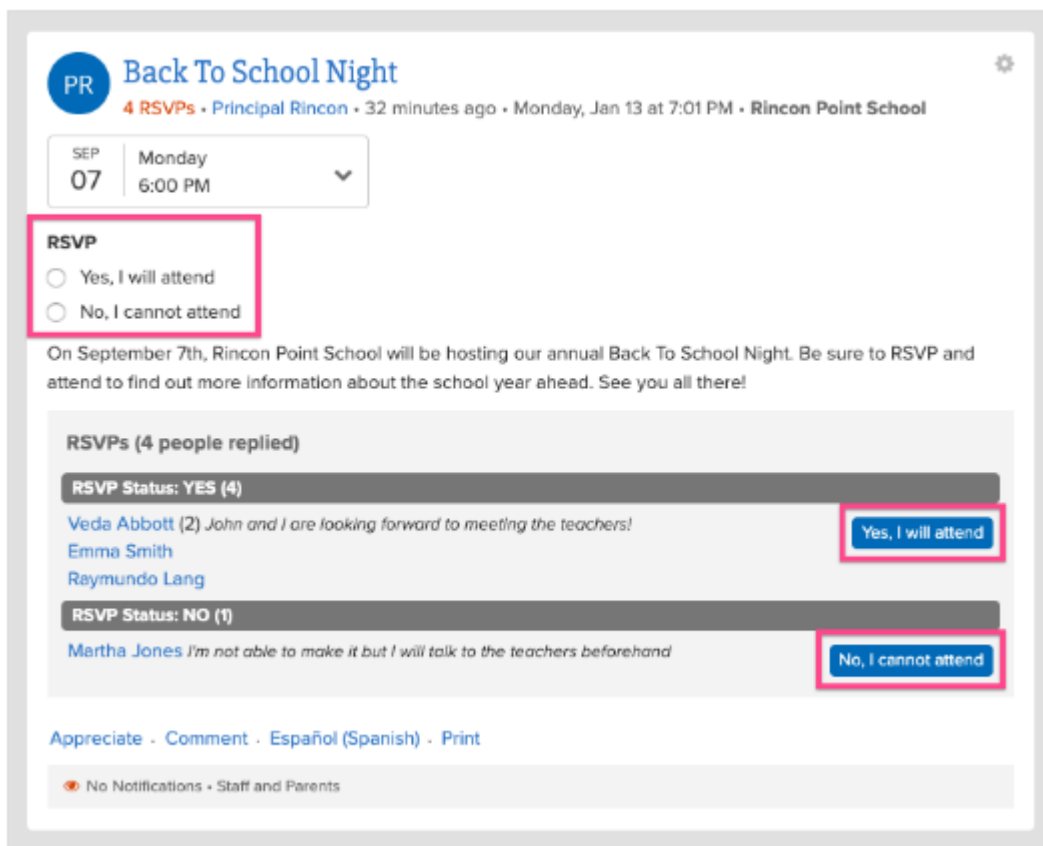
- Limit the total number of RSVPs (limit total includes responding user, their guests, and children.)
- Allow parents to indicate the number of kids they are bringing.



A screenshot of a form for setting up an event. At the top, there is a date field set to '2020-09-07', a time field set to '06:00 PM', and an 'All Day' checkbox. Below these is a link 'Add end time'. Further down are checkboxes for 'Repeat', 'Send Reminder (Click to send event reminder notification)', and 'Request RSVP (Click if you want users to RSVP for this event)'. The 'Request RSVP' option is selected and highlighted with a red box. Below it is a text input field for 'Limit total RSVPs to' with the value 'no limit'. At the bottom is an unchecked checkbox for 'Allow users to indicate number of kids'.

When ready, click **Post Now**.

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



A screenshot of a social media post titled 'Back To School Night' by 'Principal Rincon'. The post shows the date 'SEP 07' and time 'Monday 6:00 PM'. It has '4 RSVPs' and was posted '32 minutes ago'. The post text says: 'On September 7th, Rincon Point School will be hosting our annual Back To School Night. Be sure to RSVP and attend to find out more information about the school year ahead. See you all there!'. Below the text is a section for 'RSVPs (4 people replied)'. It shows two groups: 'RSVP Status: YES (4)' with users 'Veda Abbott (2)', 'Emma Smith', and 'Raymundo Lang'; and 'RSVP Status: NO (1)' with user 'Martha Jones'. Each user has a button to 'Yes, I will attend' or 'No, I cannot attend', which are highlighted with red boxes. At the bottom, there are links for 'Appreciate', 'Comment', 'Español (Spanish)', and 'Print', and a notification bar for 'No Notifications • Staff and Parents'.

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.

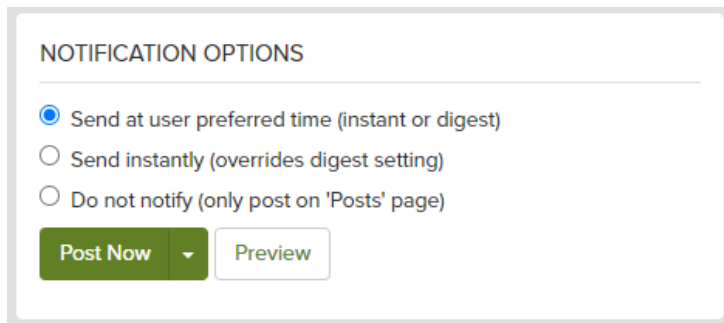
Ask for Items

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).



The screenshot shows a section titled "NOTIFICATION OPTIONS" with three radio button choices. The first option, "Send at user preferred time (instant or digest)", is selected with a blue dot. The other two options are "Send instantly (overrides digest setting)" and "Do not notify (only post on 'Posts' page)". Below the radio buttons are two buttons: a green "Post Now" button with a small downward arrow, and a white "Preview" button with a green border.

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**.

ParentSquare Home Admin Add-ons Search Posts Principal Rincon

New Post

POST ADD-ONS

- Calendar Entry/ RSVP
- Attach Photos Or Files
- Forms / Permissions
- Ask for Items
- Request Volunteers
- Request Payment

To: 1st Grade

Who should see this? Staff and Parents

Subject: Children's Museum Field Trip 6/3

Description

The first grade will go to the Children's Museum on June 3. Don't forget to have your child wear their school t-shirt.

NOTIFICATION OPTIONS

- Send at user preferred time (instant or digest)
- Send instantly (overrides digest setting)
- Do not notify (only post on 'Posts' page)

6	27
Email	Email
Immediate	Evening Digest tonight
3	1
Text	App Notification

Post Now Preview

Schedule

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

NOTIFICATION OPTIONS

- Send at user preferred time (instant or digest)
- Send instantly (overrides digest setting)
- Do not notify (only post on 'Posts' page)

6	27
Email	Email
At scheduled time	Evening Digest
3	1
Text	App Notification

Schedule Date and Time

yyyy-mm-dd h:mm AM

Schedule Preview

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

Publish Post

Please confirm that you wish to publish this post. You have selected this post to be sent

at user preferred time (instant or evening digest)

The following notifications will be sent

Instant		
473	0	16
Staff & Parents	Students	Guests
Digest		
155	0	0
Staff & Parents	Students	Guests

Cancel Post Now