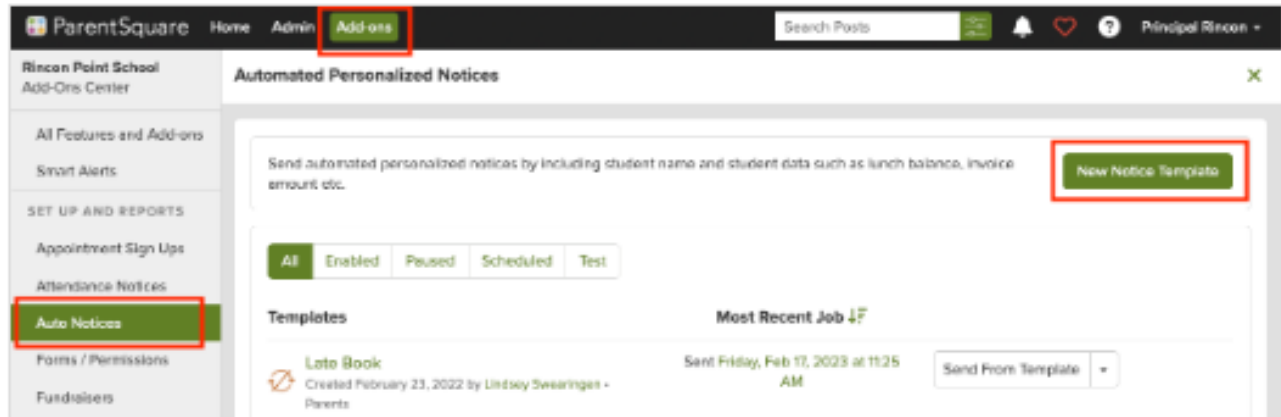


How to Create a New Auto Notice Template

You can only use merge tags with auto notices. To create a new template, go to Add-ons, click on Auto Notices, and then New Notice Template.

A screenshot of the '1. Define Template' form. It has a title '1. Define Template' with a document icon. Below the title is a text input field for 'Title for this Notice' with a subtitle 'This title is used externally'. Underneath is a dropdown menu for 'Who should receive this?' currently set to 'Parents'. The 'Notice Type' section has radio buttons for 'Attendance', 'Grade Notification', 'Lunch Balance', 'Health', 'Transportation', and 'Custom' (which is selected). At the bottom, there is a section for 'CSV File' with a subtitle 'Provide a sample file that has all the merge fields you need. The file must have a column with student IDs.' It includes an 'Upload CSV File' button and a link 'See an example file'. A 'Next' button is at the very bottom.

Enter the Title for this Notice (this title is used externally). Then select who should receive this and then Notice Type. You will most likely choose the Custom type.

Then, you must upload a sample file with the merge fields you need for the message. One column header must be a student id.

For most messages, you will likely just need the student id. However, if you want to communicate something specific to each student, you'll likely need a custom column. The custom could be a teacher, room number, etc., or anything you want to link to the student id in the row.

The example file is a blank .csv file with only the headers. However, it has to match the headers exactly to what you will be uploading when you use the template. Here are the most common examples:


	A	
1	student_id	
2		


	A	B	C
1	student_id	custom	
2			

Upload a CSV file with all of the headers you will need. Values in the file are optional.

- The first column must be for student id numbers: student_id.
- Additional columns that will be used in your message as merge fields must be present. Columns for student's name, school, and grade level are not needed, as ParentSquare can pull them from the student ID. Do not name any column headers "school" or "student." If you are going to be automating this file, the template csv file you upload does not have to contain any values in the columns.
- Do not use any spaces in column headers in the file.

Then, you will set your options. I always choose Critical Notice because recipients cannot opt-out. If you want replies, you can also click Allow responses. Then click Next.

**1. Define Template**

**2. Set Options**

From Phone Number Used for outgoing voice calls and to populate the merge variable {{from.phone}}.

Everett Public Schools (425-385-4000) ▼

[View Recipient Filtering](#)

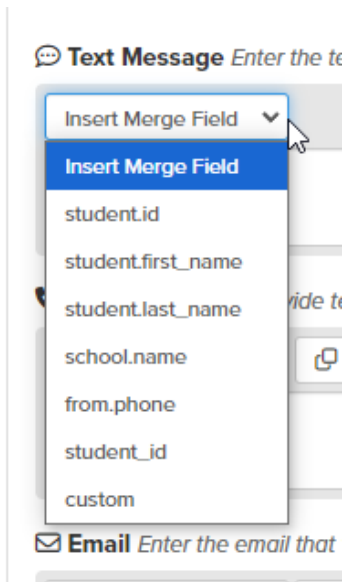
☐ **Allow responses** Inserts a link in email and text messages to allow recipients to respond to the message.

☐ **Critical Notice** Recipients cannot opt out. Intended for attendance, transportation alerts and other critical notices.

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Then, you will define your message. Auto Notices do not automatically translate to the top five languages like a Post or Smart Alert. If you want to include other languages, finalize the English version and have someone translate or use Google Translate.

You can use merge tags in text messages in ParentSquare. The fields the system knows from the id number are below. The custom field would be whatever you include in your spreadsheet.



When you add the merge tag, it will paste at the bottom of your message, and you'll have to copy it and paste it where you want it in your message. This is what they look like:

```
{{student.id}}  
{{student.first_name}}  
{{student.last_name}}  
{{school.name}}  
{{student_id}}  
{{custom}}
```

Once you finalize your text, voice message, and email (remember the Email Subject), click Finish. You don't need to worry about Next because you're using the "Send From Template" option, not an automated message.

Send notifications by selecting an option:

- Click **Next** to [save and automate to define an automation schedule via SFTP.](#)
- Click **Finish** to [save template to send at another time.](#)

The message will then appear in your Automated Personalized Notices. When you want to use it, you'll click on the title and then "Send From Template" and upload your populate .csv file.