

Parent Square Post for Board Members

Purpose: Inform users how to include board members and regional superintendents in building communications

Target Audience: Office managers, building administrators, and other staff responsible for sending school-wide communications

Directions:

To include a regional superintendent and school board director in ParentSquare posts from a building, the sender can choose one of the two following options.

1. Past practice: Send post to staff only. Then, forward the email notification of the post to desired recipients' email addresses.

Or...

2. New practice: Create a ParentSquare group with the two members and include this group as a recipient of the post. Instructions for creating groups in ParentSquare are found at the link below, followed by tips that guide you through the instructions:

<https://parentsquare.zendesk.com/hc/en-us/articles/204107145-How-to-Create-Groups>

- a) Create a "New Static Group."
- b) Give this new group a title such as Regional Superintendent and Board Member Representative.
- c) Choose "Confidential Group." The members will receive all communication addressed to them, but the group's name won't be visible on posts.
- d) The group creator (such as the OM) becomes the group owner and can add additional owners (such as principals and assistant principals) who will also be able to post to the group. No other person will be able to post to this group.
- e) Add your members by selecting "Enter guest members."
 - (1) Phone number is not required.
- f) Now that your group is created, you can add it as a recipient to your ParentSquare posts for school events and newsletters.
- g) Note: this process generates a "guest" account for the members of the group in your building. When sending Smart Alerts to your entire school, if you choose Guests in Recipients to Notify, these members will be included in the communication.

For additional information, please contact Dan Hansen at dhansen@everettsd.org or x4212.