- 1.) Login to https://smyrna.parentlink.net/
- 2.) Choose the Create A Message icon.

Create a Message	Messages Sent	Bad #s / Emails 731	System Status Normal results descind
Get the Admin App Merup you compared to free roles being	Tips and Tricks		What's New
Erec a noble phone number to prime acc 555-555-5555 Send Text			Training Options
C 2017 Maildowed Ver.	143	Dised Help Delk 34 Your Support 305 821	1

3.) Choose the Subject for the Message, The Recipients that will receive the communication, the Start date and time of the message, and whether you would like to use a saved message for

OAA MESSAGES ACCOUNTS REPORT	ts settings Help	O. Norman Impeti-
ed the later least Area	entitionen Serry Usay NeorgeSolling	0
9 Apresident.	🔁 Template	×
¥ Reports Chine.	Type text	
Type to search for recipients		
Ø Start Time 400 PM		
13 Savet Messages		
N tepape		
C Advanced Options		
▲ Integrity □	0 1	
	0	
Contraction of the	Reduct Instant Street and (2020)	

Continued...

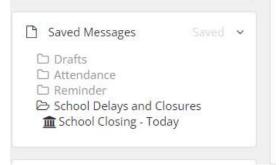
4.) When Choosing Recipients, you may Type in All Parents or All Staff to obtain a list by building or district list in the search bar, or by hitting the Choose icon and browsing through the building/districts group lists.

		Contraction of the second	C Template
	C. Inclusion	· toport	test dream
Neuroine Room	9	Arthur.	All you'r ecsantelau stantelau faraini All ywar ecsantelau strantel
	O di tadi eri formit i antine si più lanci di eri vigiti	D HurtTime 44076	O Minute Statistics
arba ap	O 1114 at 1000 has been a fait but the second	D. Sever Manager	Al Auff at Coylest terrenelials latitud
last mage	0	1 organ	All Alaff all pakes Wassed: Wassel Wassel and tachani Int Intel [®] ad any Report Wassel Analytic and Analytic Analytics
Angeogen Monorest Typicon	O stad an beneficiente d'ante de la trans de la trans	et annot lynna	Al shaft at has the beginner the sectory to the set at shaft at has the beginner the Scholar
inspire .		A investory 2	
	0	- C	0
	•	-	

5.) The Start Time of the message is defaulted to 4:00pm the same day. By clicking on the Start Time section, a window appears to adjust the start date and start time of the message. Note that your sending organization will reflect your building or district level.

SMITHINGA SCHO	OL DISTRICT		¥			
Start Time Ø						
Mar 17, 2023	4:00 PM	0				
Send meisa	ges during blac	kout time	(10:30 PM	- 05:00 AI	M3	
Deliver to A	LL recipient de	livery addr	esses			
Do not play	header/footer	prompts d	uring outbo	ound callin	16	
Allow other	users to also si	end this m	nage (pub	ning (prin		
D use merge t	tags with record	ted audio (9			
Use custom	caller ID for ph	one delive	Y			
D Use custom	reply-to email	acidress ar	d name for	emañ de	RVery.	
Message Cat	egory					
Ci Miscellaneo	US					

6.) Templates of Saved Messages can be apply by expanding Saved Messages section and choosing the message template you are looking to use. Not using a Saved Message, move to step 7.



Continued...

7.) To send out a specific type of communication, Choose the icon on the median of communication you choose Phone, email, Text, website headline and announcement, website alert. Steps 8 – 12 share each individual communication type in the system. You can choose to use one, two, or many of these communication options. Each icon is color highlighted if being applied.

2 Enter Subject Here		🚺 Template		×
 Recipients 	Choose	Type text		
(All parents at SMYRNA SC	100L x			
Ø Start Time	4:00 PM			
Saved Messages	- 1000 A			
10 Languages	2			
OC Advanced Options				
▲ Emergency	0		0	
		0.00		Senid
1017 Blackbarr Dol. :		Buckhoo	st Herly Deals 24 hour suggest 1 000-829-0107 (185	of mention appointed that of the original states

8.) For Phone Communications, review the audio options on putting a phone communication together. Options include: Call me to record, Call in to record, Use microphone.

Recipients	Chilene	Audio Call me to record Triter phone # Call Me to Record
All parents at SMYRNA SCH	оон и 4	Type script Upbad audio file Text to speech Use microphone
Start Time	4:00 PM	
3 Saved Messages	$\cdots \rightarrow$	
a Languages	÷.	
Advanced Options		
Emergency	a	

Continued...

9.) For Email Communications, Choose the email icon and enter what will be shared in the body of the message.

Precipients	Choose		
		Good Morning Smyrna School District Staff and Families,	
All portiniti at 3MMINA SCI	00L x		
Start Time	4:00 PM		
C) Saved Messages	1000		
Canguages	÷		
06 Advanced Options			
A Emergency	ö	8	
			nd
		•	

10.) For SMS Text message, you are limited to 280 characters for this form of communication.

Recipients	Choose	Good Morning SSD Staff and families.,	
All parents at SM/RNA SCI	00 x .		
ð Start Time	4:00 PM		
3 Saved Messages	5-10		
tanguages	5		
Advanced Options			
Emergency	o	387280	4
		A 00 A 00	Send

Continued...

11.) To apply communications to the Headlines & Announcements section of your building/district website, Choose the website icon and apply what will be communicated in the body of the message on the website.

Ditter Subject Here		@ Website	
 Recipients 	Choose	Headlines & Announcements	
All pairwes at SAMINA SCI	юаь х) 3	Type text	
🗿 Start Time	4:00 PM		
C Saved Messages	territ A		
10 Languages	120		
Advanced Options			
▲ Emergency	D	۵	
			Sin

12.) To apply a communication to the Alert section of the building/district website, choose the final icon. This is common on School Closings or Weather Delays.

2 Some Subject Here:		I Alert	*
🗑 Recipients	Choose_	Stes	.0
		o ^p B / ⊻	
All parents at SMYRIA SCH	00L X ÷		
Start Time	4:00 PM		
🗅 Saved Messages	(() () ()		
3 Languages	3 5		
OF Advanced Options			
A Emergency	0		23
			Send
2017 Blackboard inc.		Backbourd Help Delic 34 hear support (800-821-810) Marries and Disking Long

Send

13.) Choose the Send button once have complete the steps above to schedule the comm.