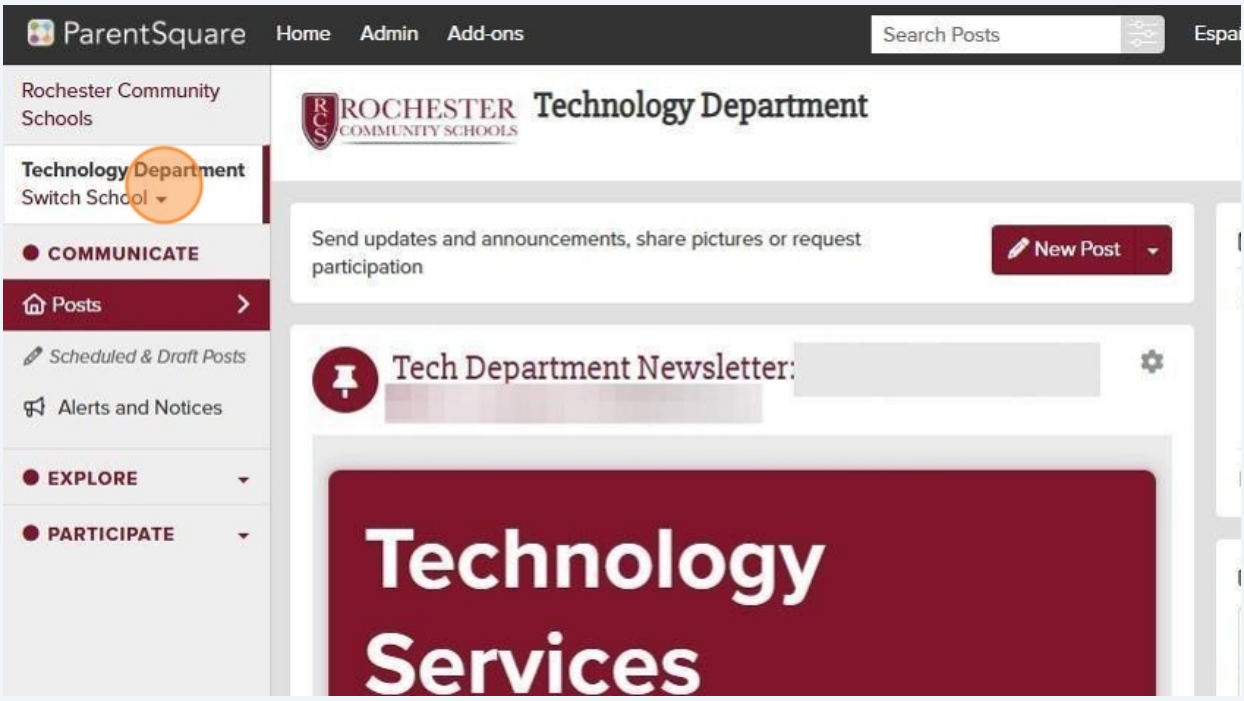
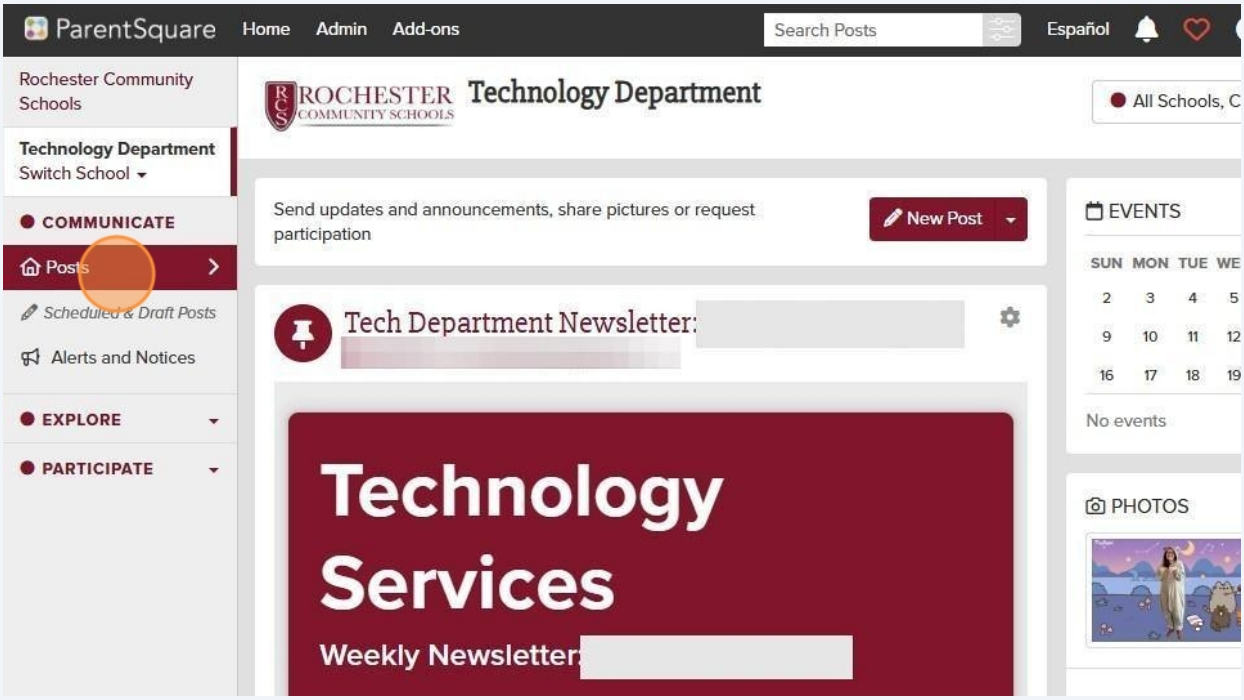
How To Create A New Post On ParentSquare

This guide offers a straightforward process for creating a new post on ParentSquare, making it easy for users to engage with their school community.

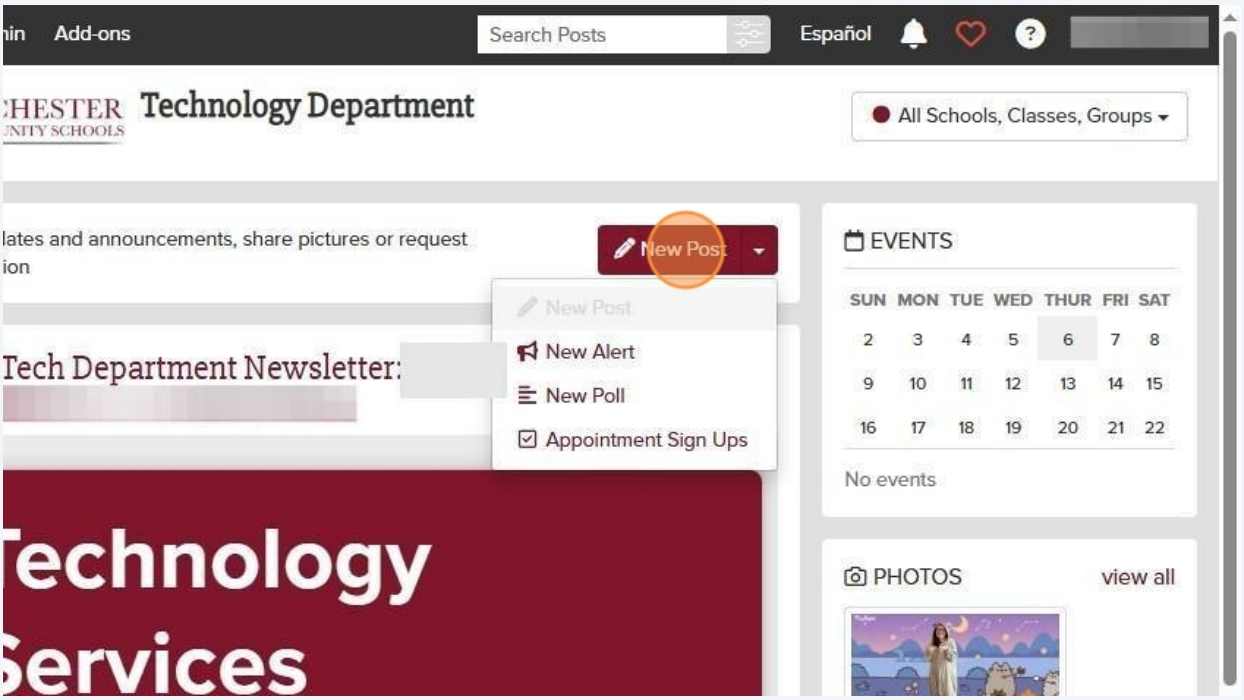
1 Navigate to the ParentSquare home page. If you have multiple schools, click on the dropdown menu to choose the correct school.



2 Click "Posts"

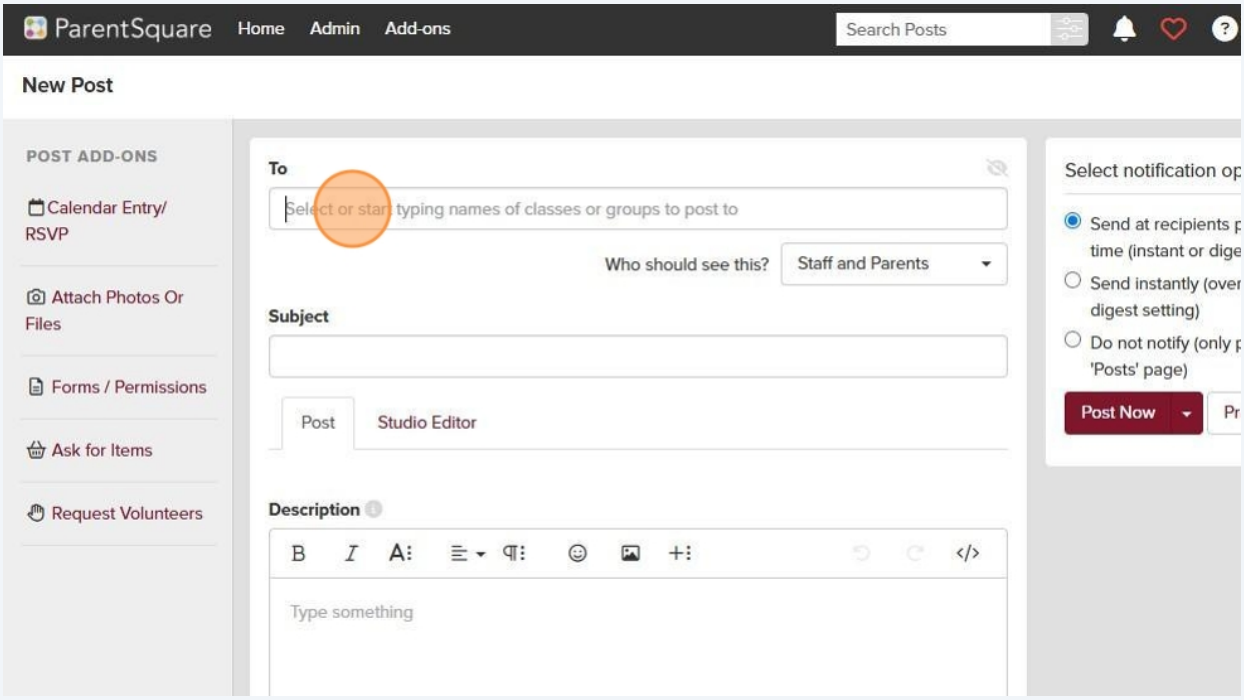


3 Click "New Post"

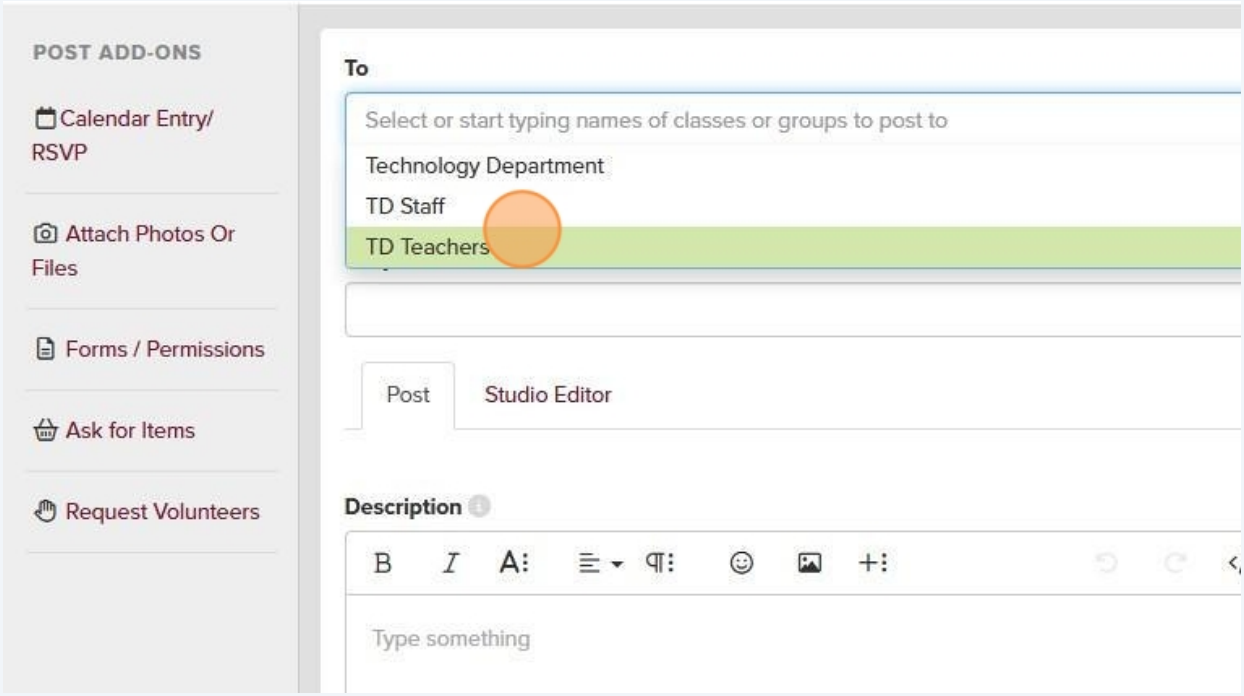


Tip! If you press the dropdown arrow next to "New Post" you will see other options like sending an alert, poll, or appointment. You **don't need those** to draft a basic post, however.

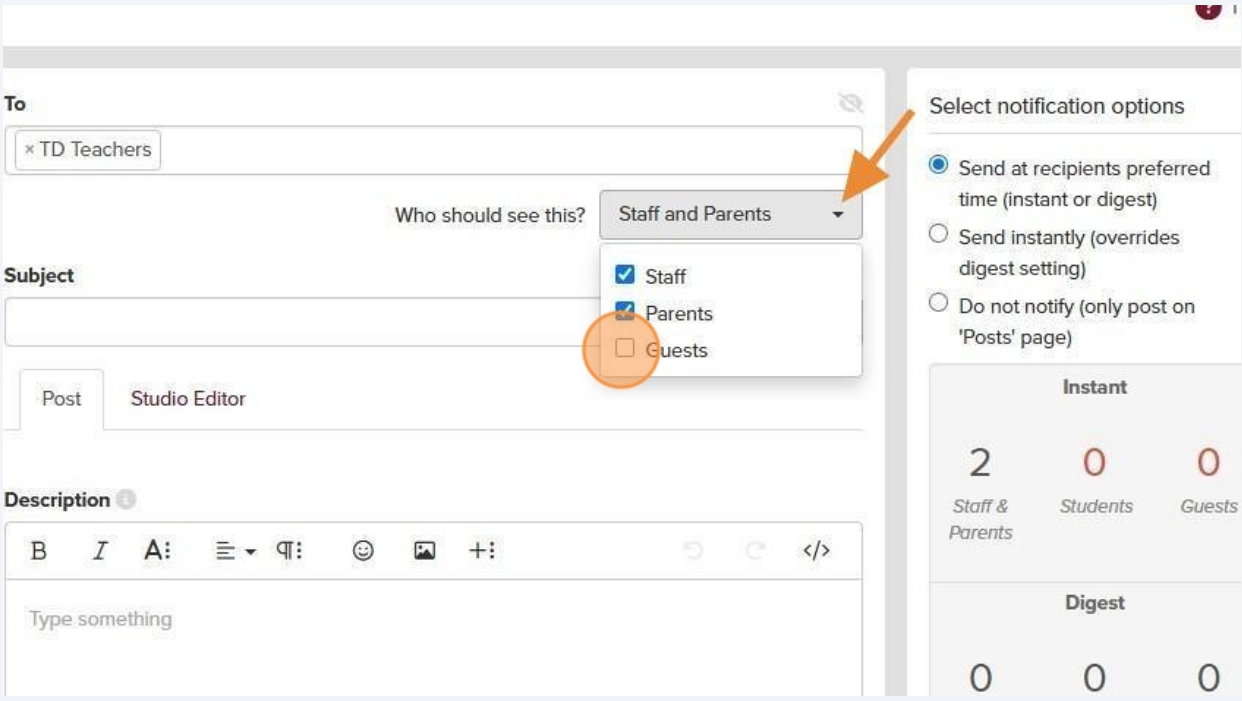
4 Click the "To" field. Teachers have the option of sending to their whole grade or specific class(es).



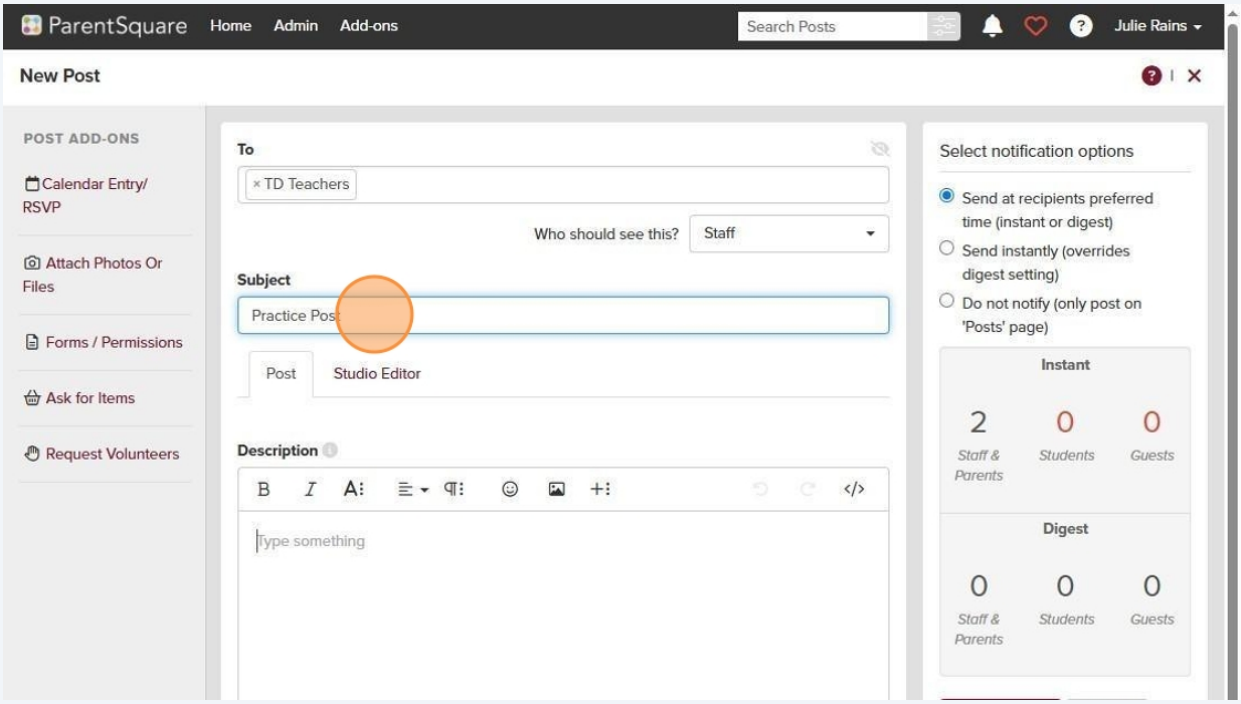
5 Select your preferred recipient group from the dropdown menu.



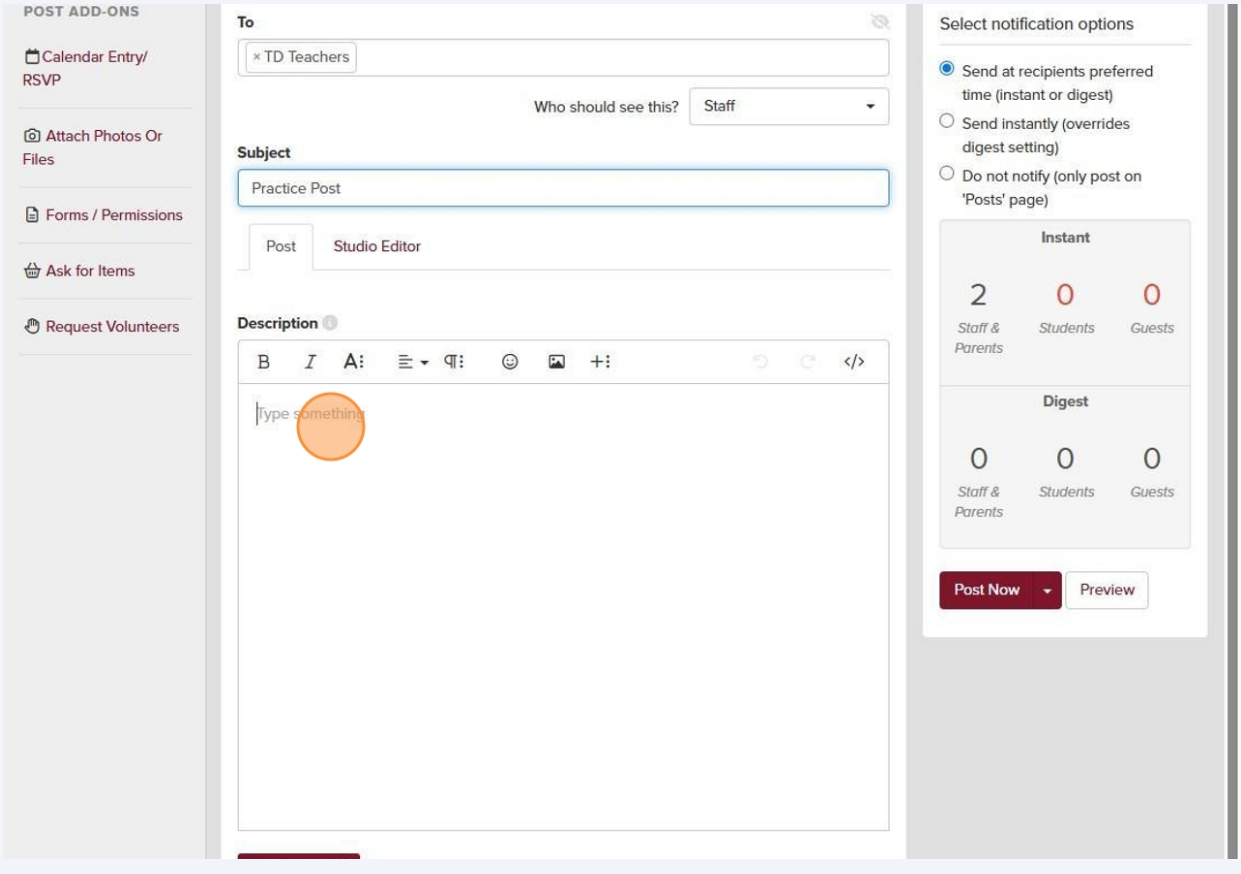
6 Click on the dropdown menu to select who you want to see this.



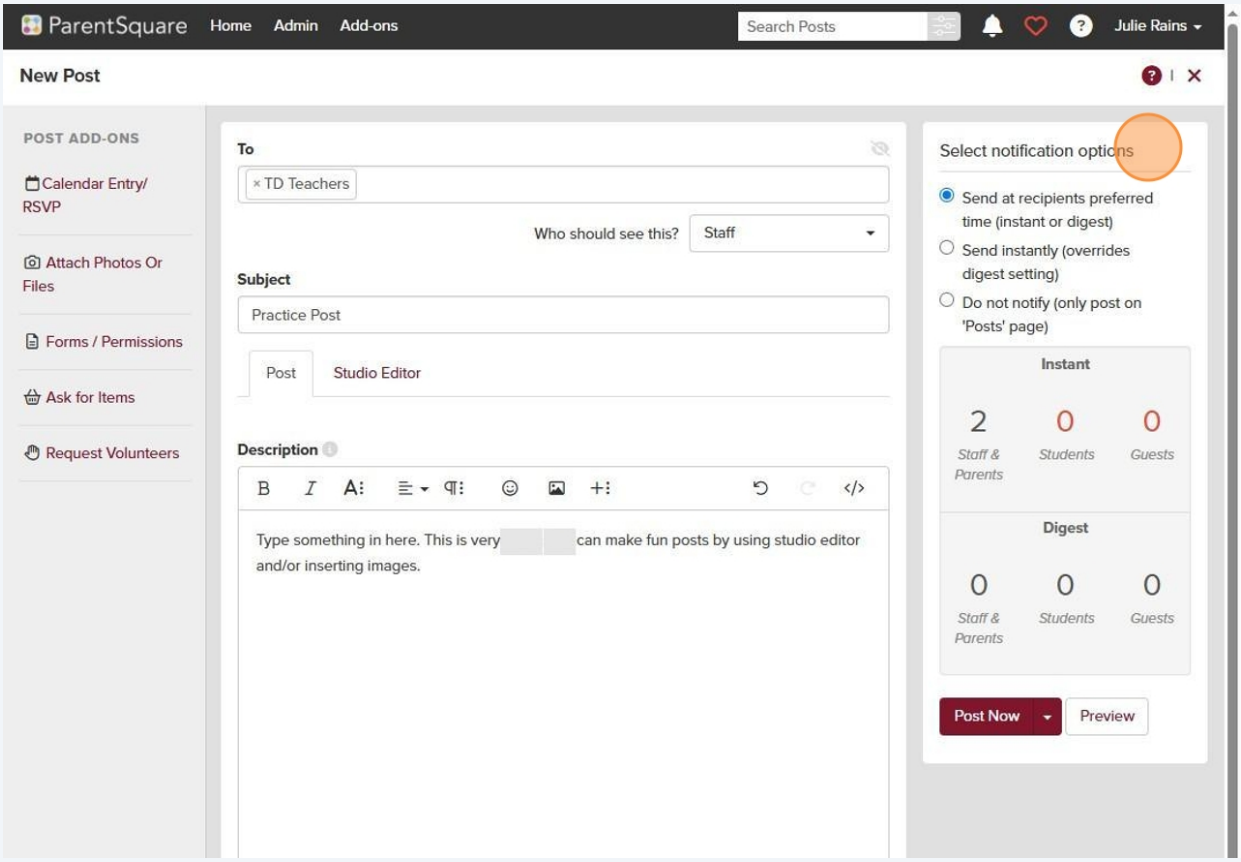
7 Enter a subject for your post.



8 Click in the "Description" section to enter a basic message. You can use the editor tools to change the font size and features.



9 Click "Select notification options"



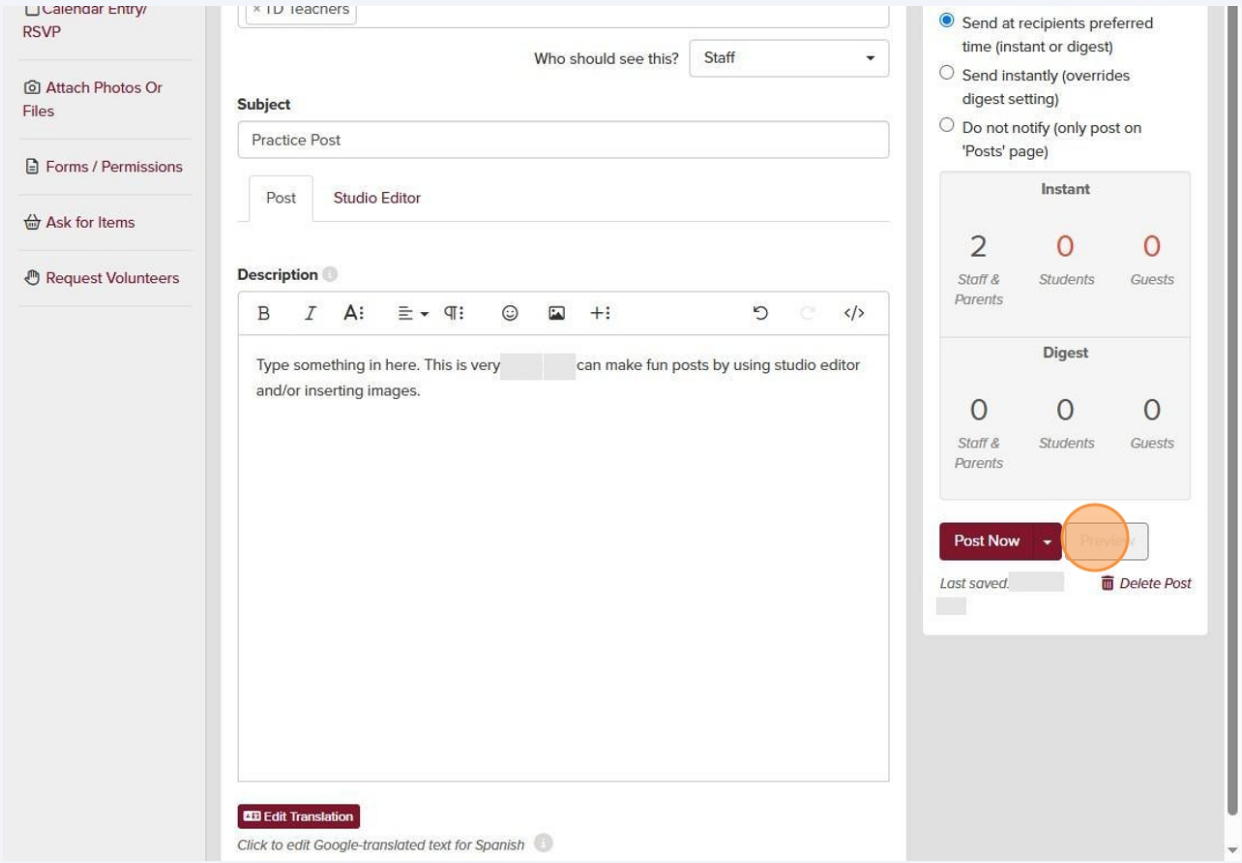
Tip! You have **3 notification options** here.

Send at recipients preferred time: This will send the message in accordance with the recipient's choice in their notification settings. Some will get the message right away while others will not get it until the evening or end of week.

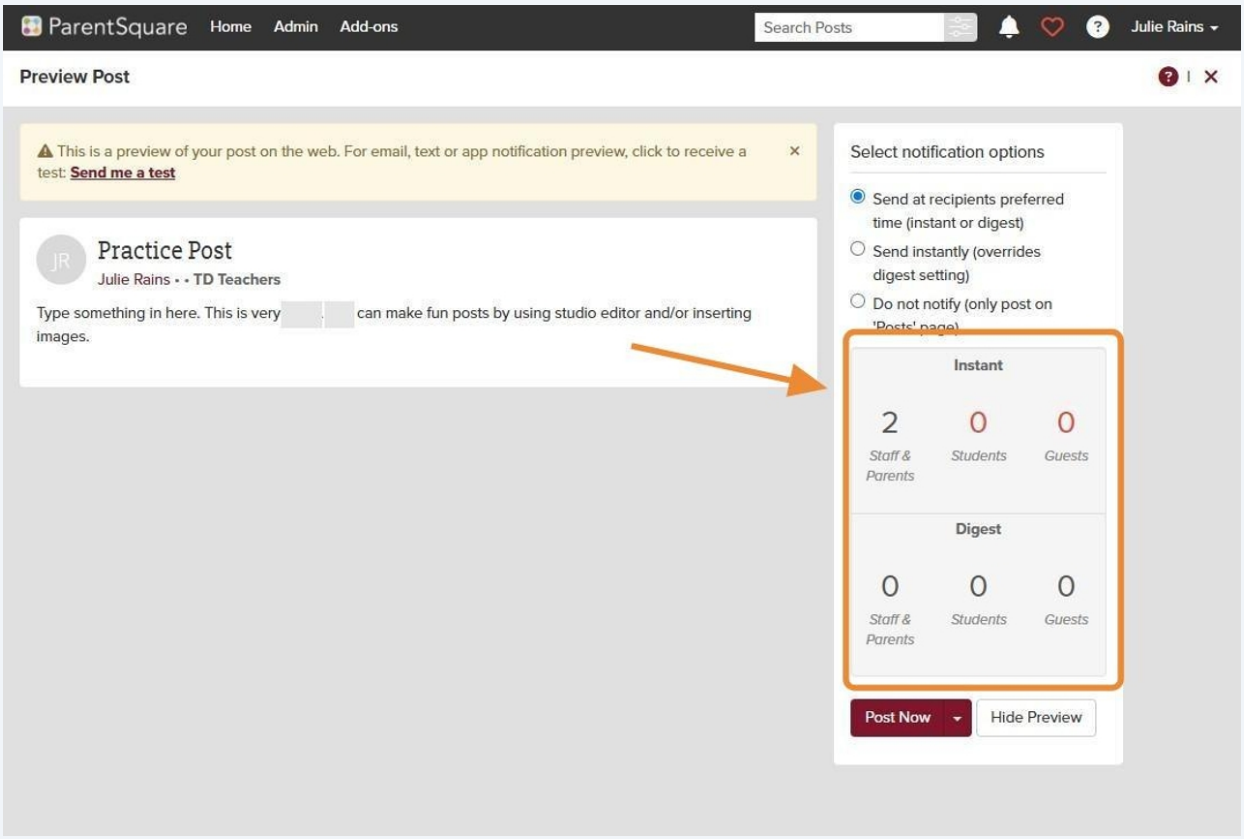
Send instantly: This overrides recipient's notification setting and will send immediately.

Do not notify: This will simply allow you to post on your main feed without sending a specific notification letting everyone know you posted it.

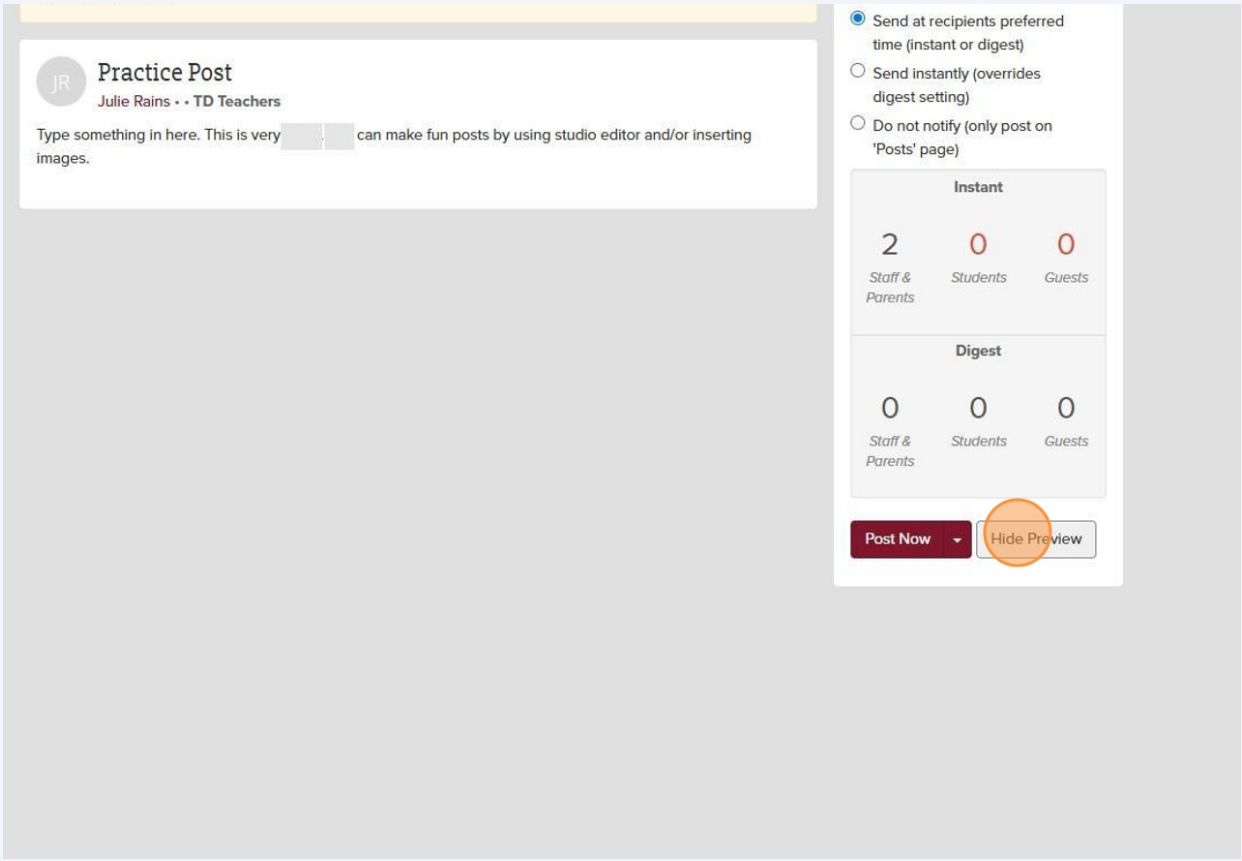
10 Click "Preview" to see what your message will look like before sending.



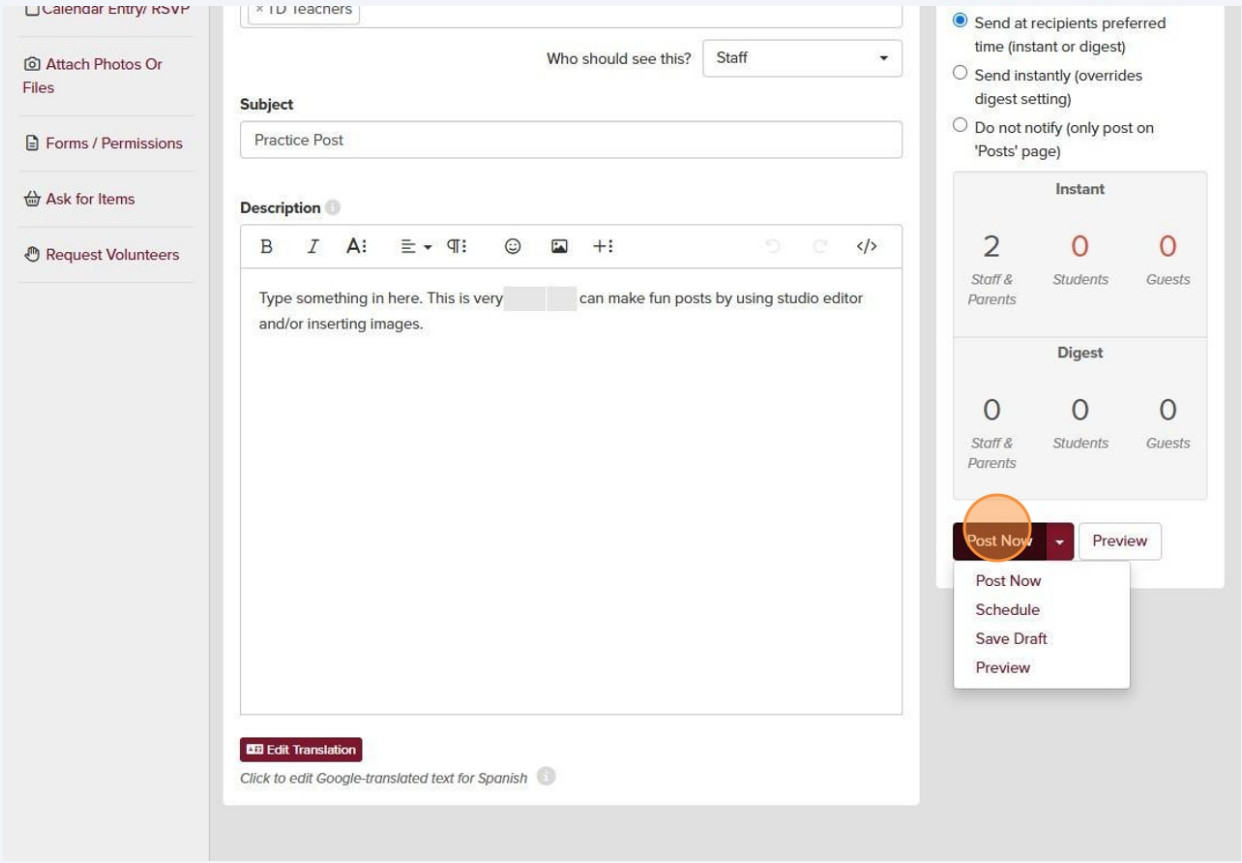
11 You can double check to make sure that you are sending to the correct groups, that the numbers make sense (like you aren't accidentally sending it to 100 people if you mean to post to 1 class), and see how quickly recipients will see your post.



12 To make additional edits, click "Hide Preview" and go back to make changes.



13 When you're ready to send, click "Post Now"



Tip! You can schedule posts in advance by date and time if you don't want to send them right away.

