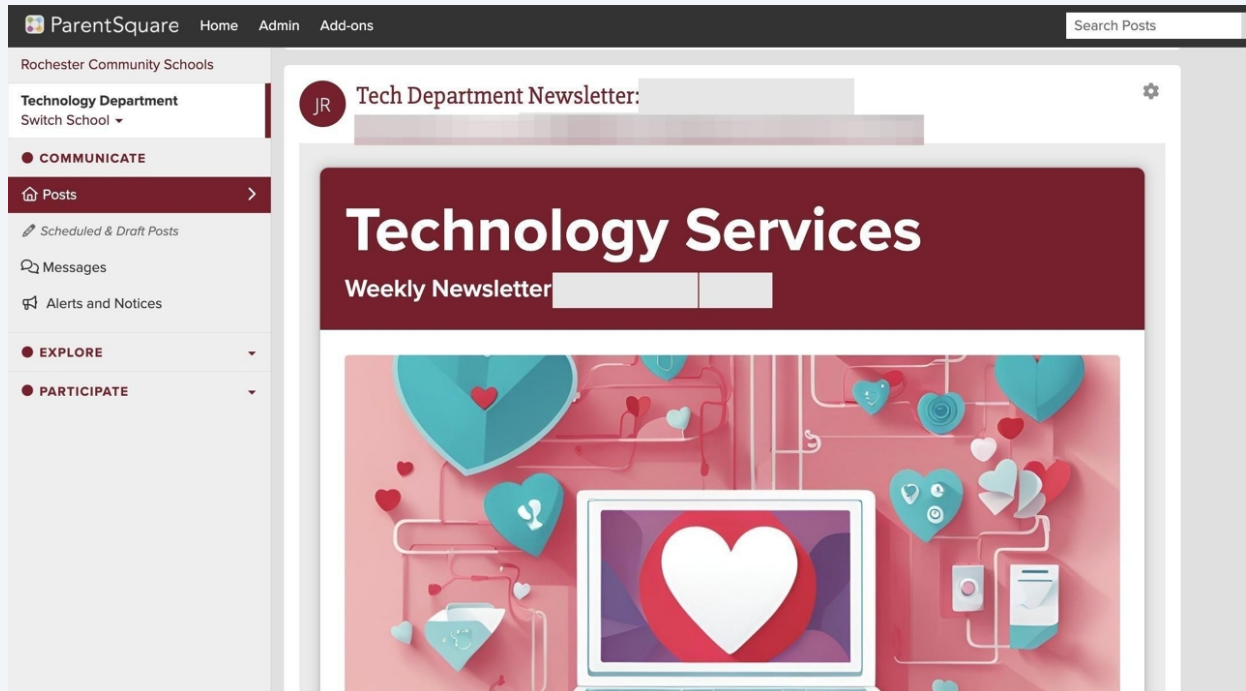


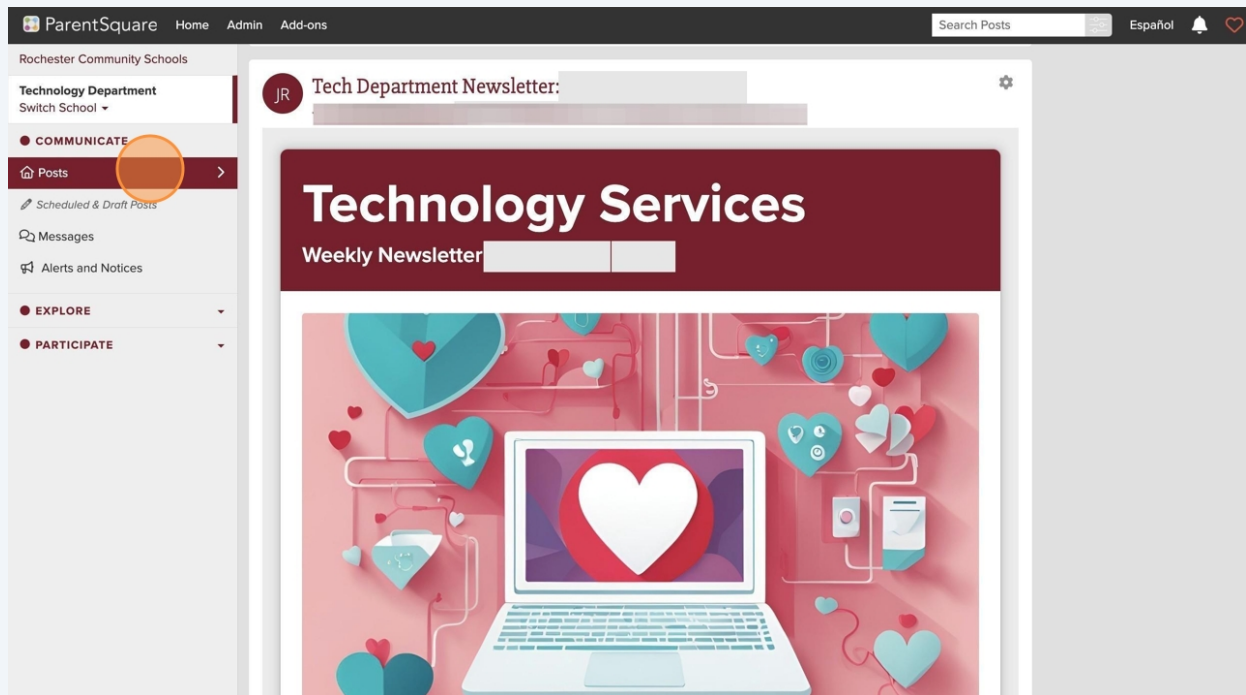
Collaborating on a Shared Post

This guide provides a straightforward process for collaborating on shared posts within ParentSquare, making it easy to manage and engage with your community.

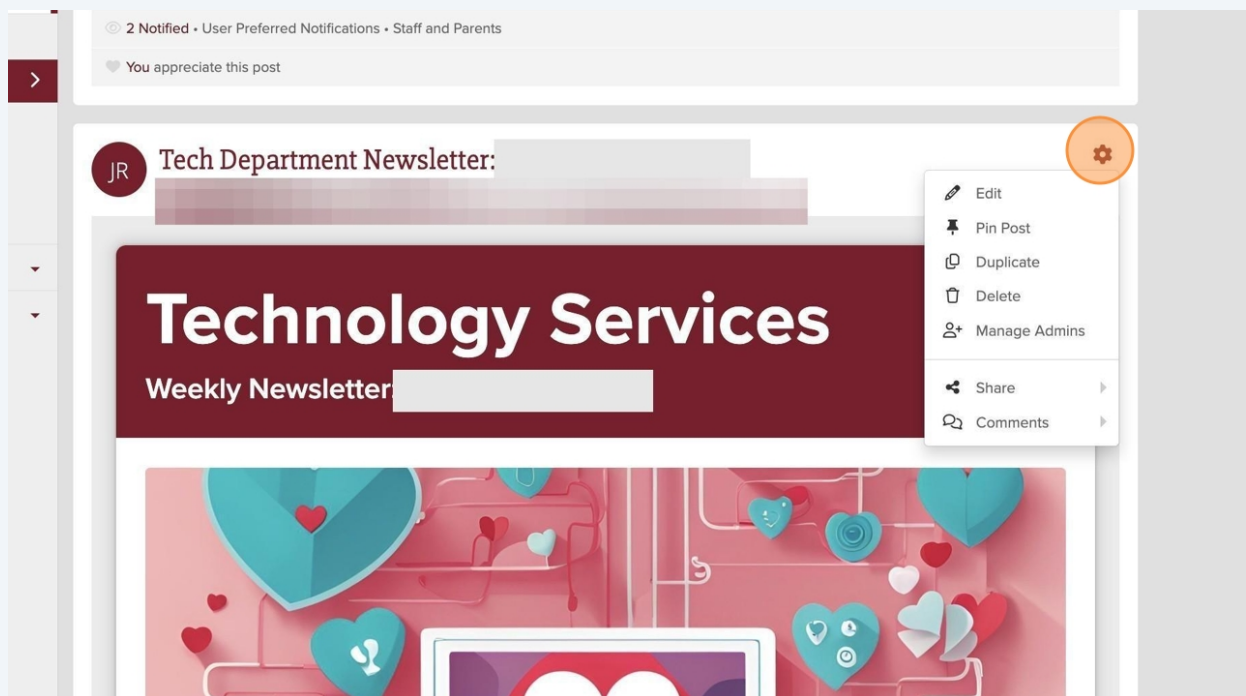
1 Navigate to <https://www.parentsquare.com>



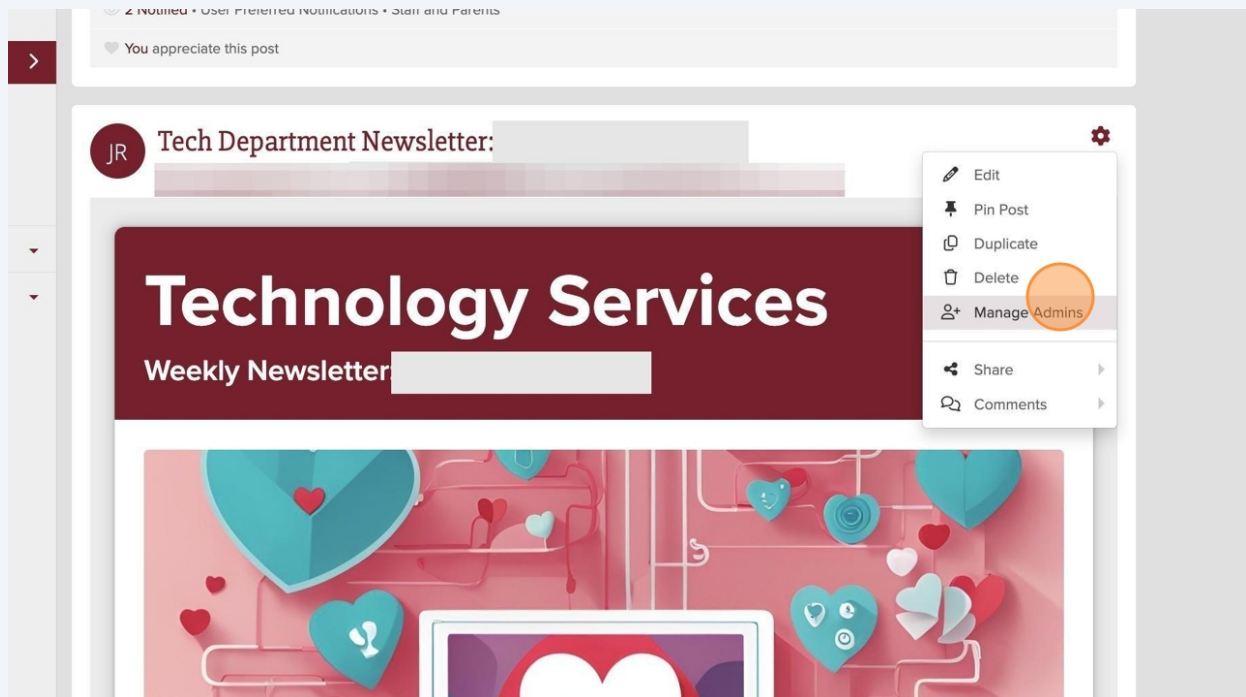
2 Click "Posts"



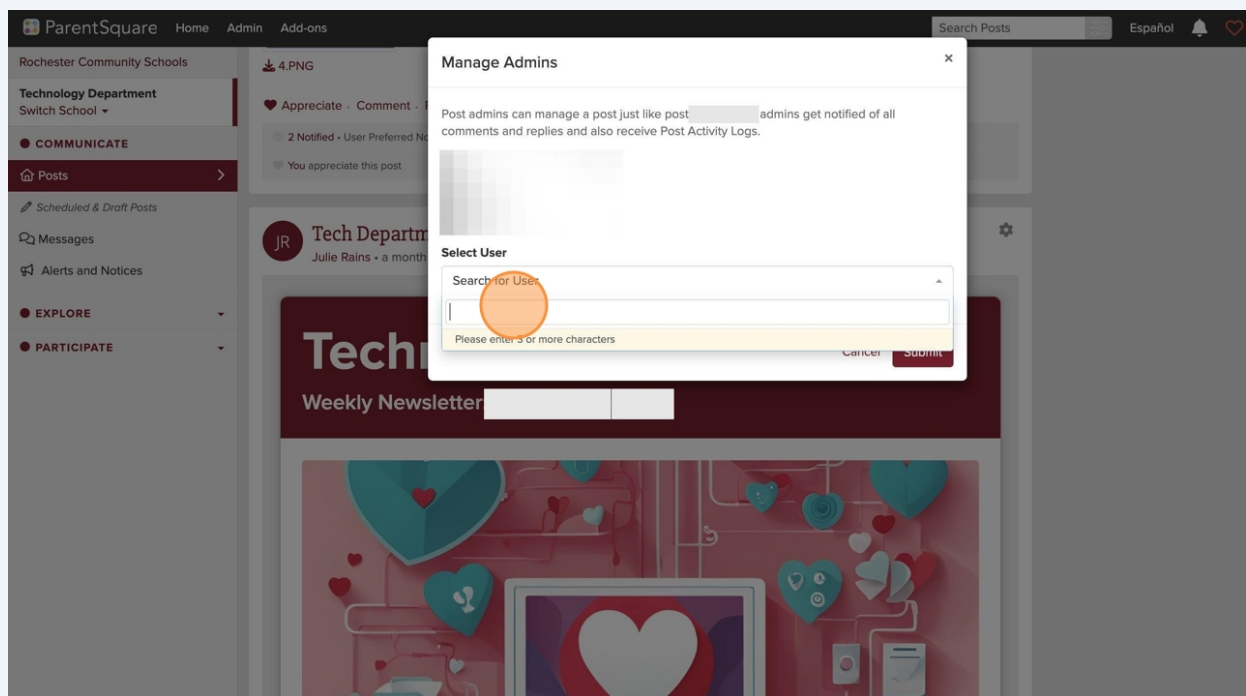
3 Click the gear icon. NOTE: This will show up if you have editing access to the post.



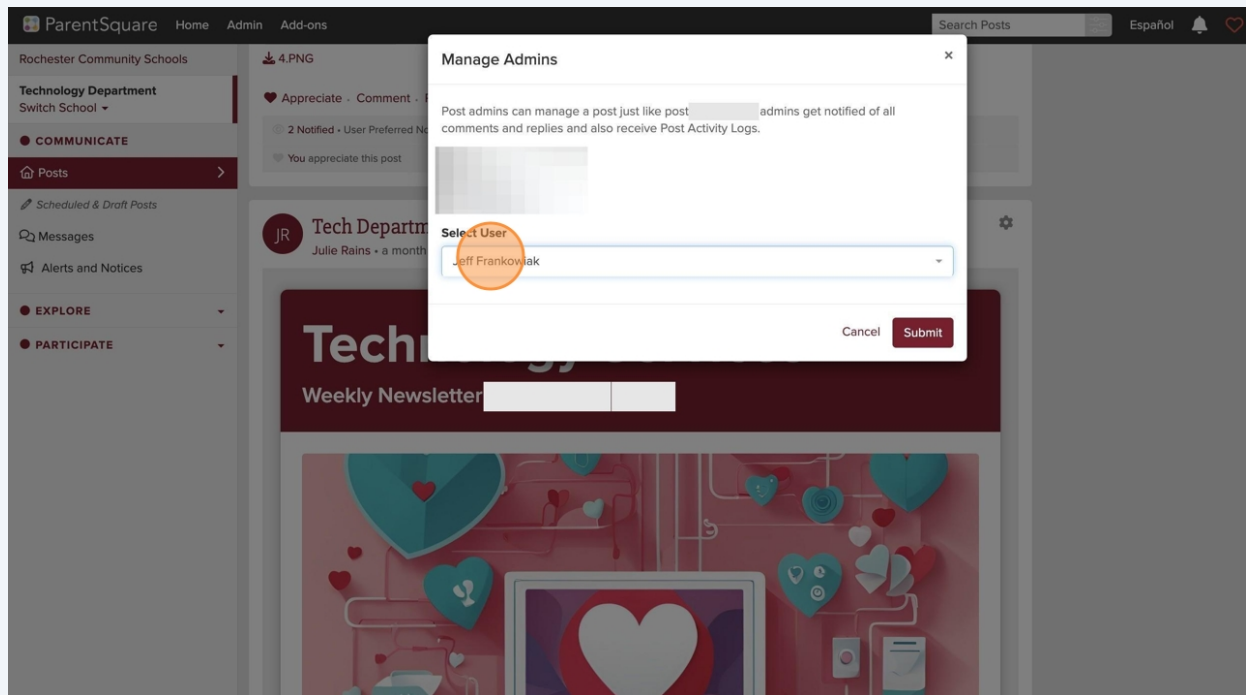
4 Click "Manage Admins"



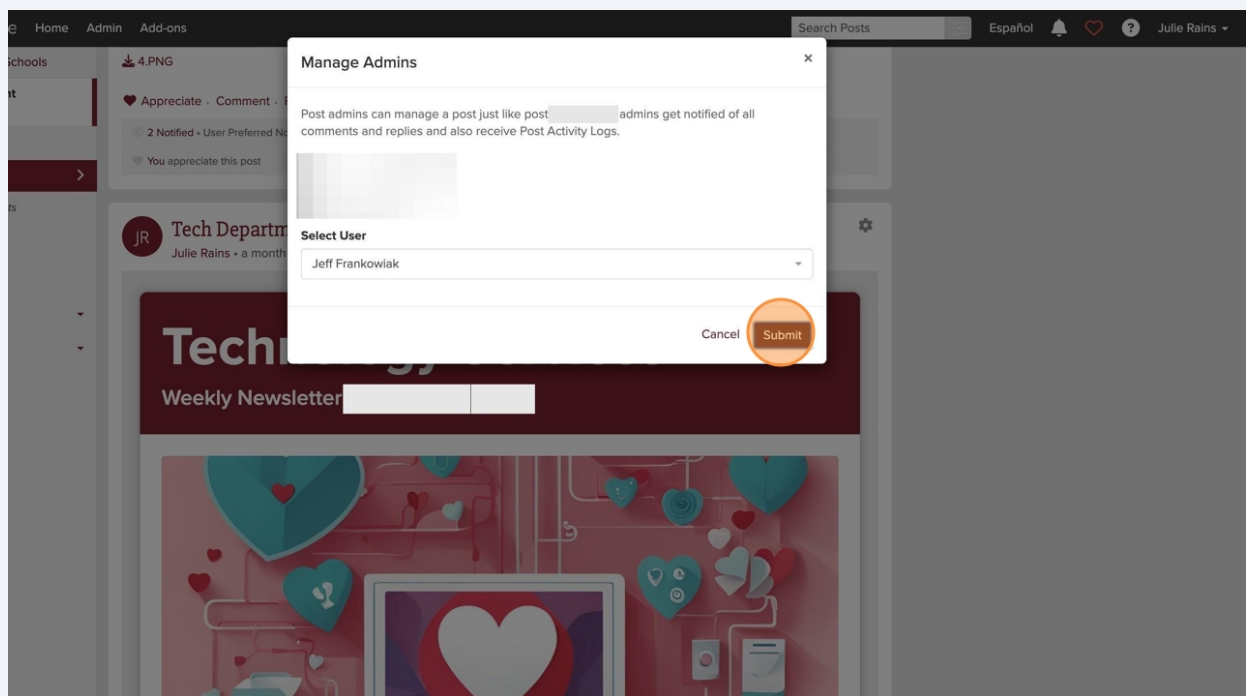
5 Click "Search for User"



6 Enter collaborator name(s) in the user field



7 Click "Submit"



8

The users you added should now have a gear icon next to the post you shared.

