

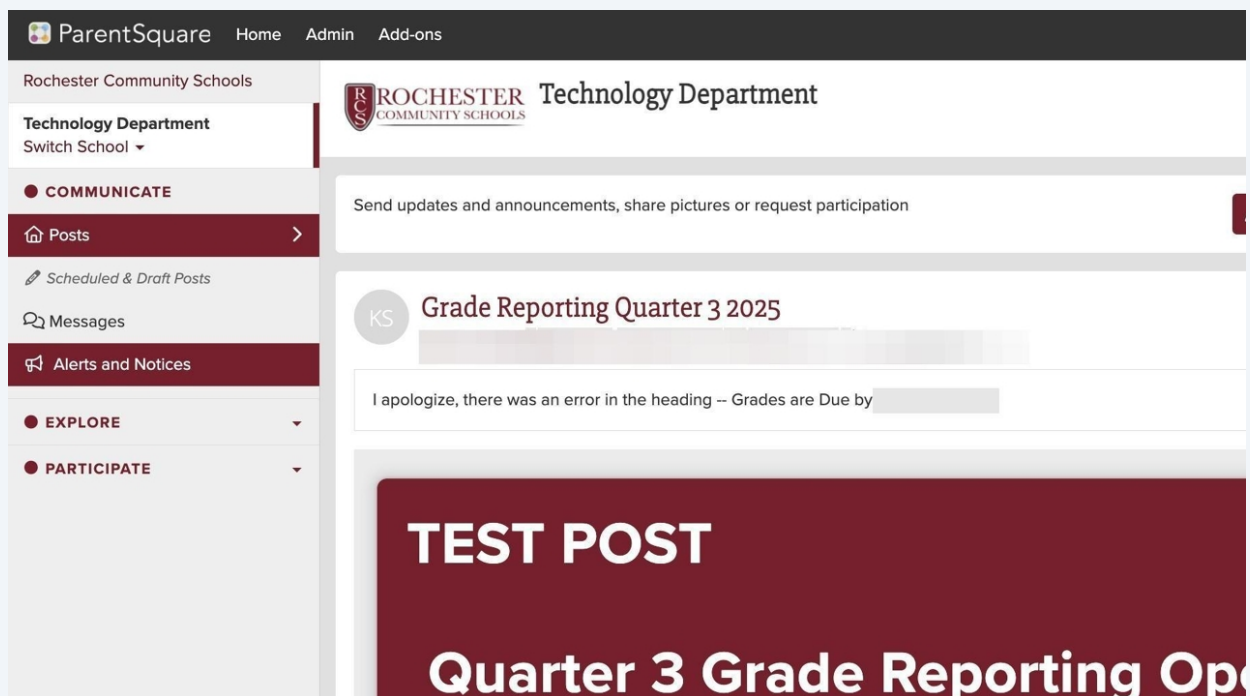
How To Create A Smart Alert In ParentSquare



This guide provides a step-by-step process for creating Smart Alerts in ParentSquare, enabling effective communication with schools, classes, and groups.

Getting Started

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



2 Click "Alerts and Notices"

Rochester Community Schools

Technology Department
Switch School ▾

COMMUNICATE

Posts >

Scheduled & Draft Posts

Messages

Alerts and Notices

EXPLORE ▾

PARTICIPATE ▾

ROCHESTER COMMUNITY SCHOOLS Technology Department

Send updates and announcements, share pictures or request participation

KS **Grade Reporting Quarter 3 2025**

I apologize, there was an error in the heading -- Grades are Due by

TEST POST

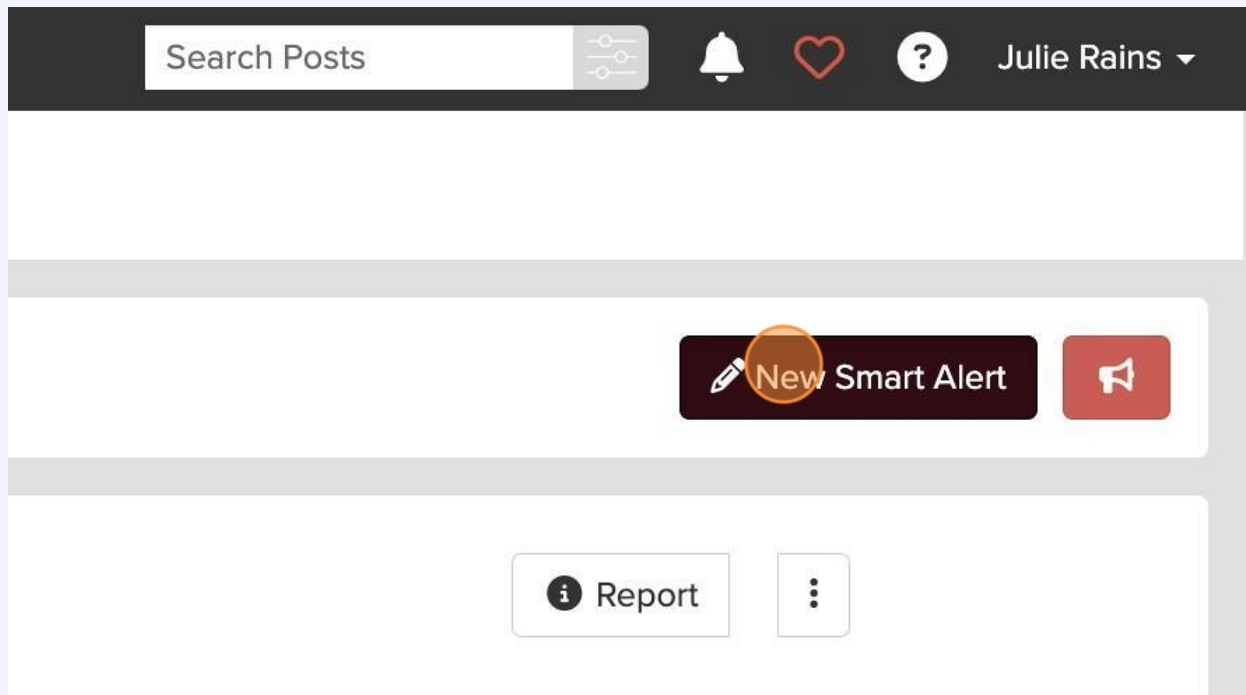
3 Click "Manage Alerts"

Search Posts

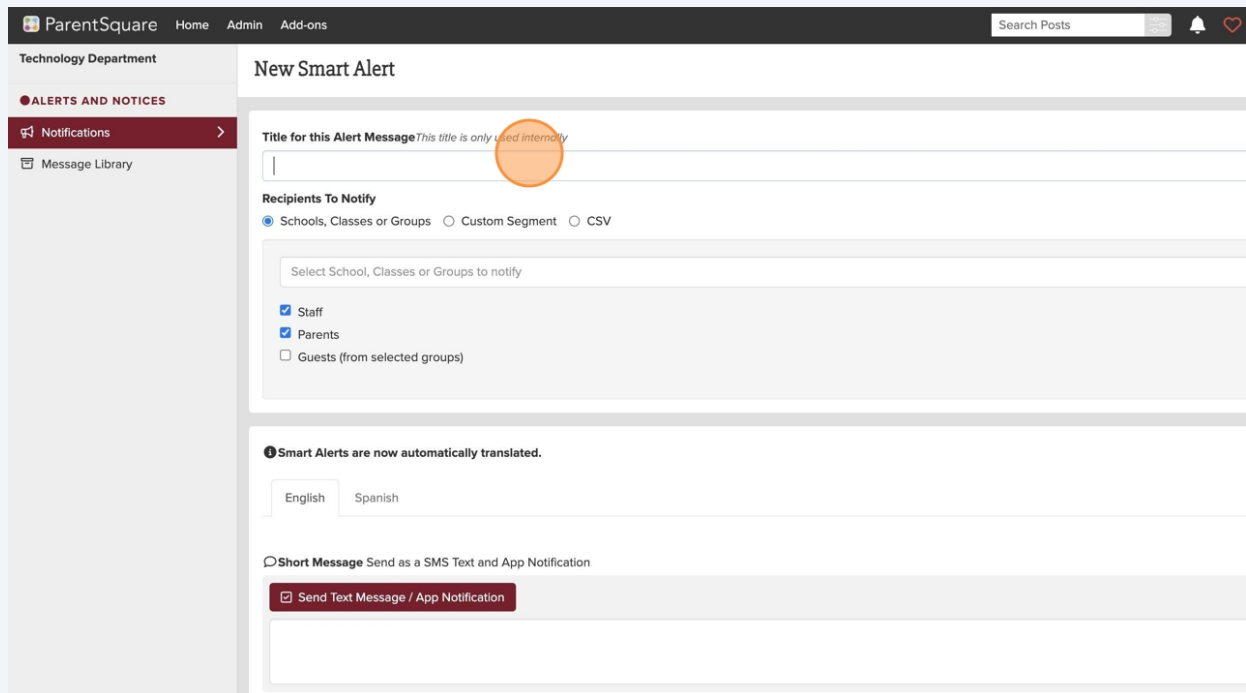
Julie Rains ▾

Manage Alerts

4 Click "New Smart Alert"



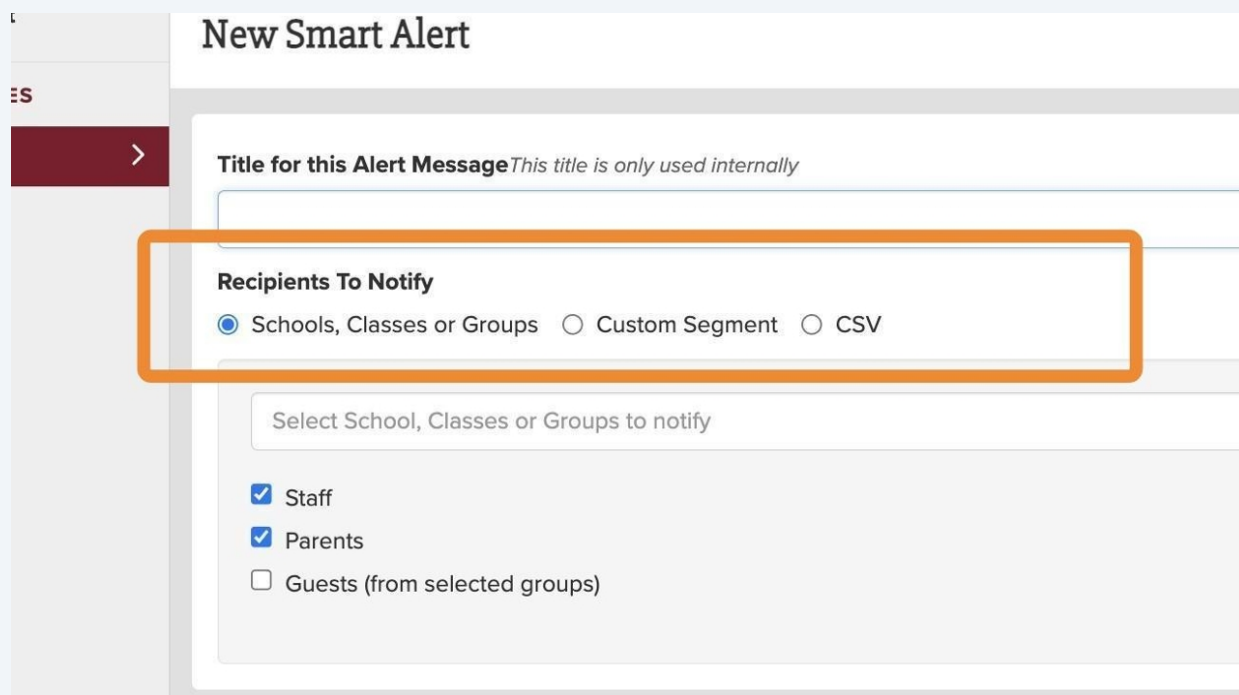
5 Add a title for your Smart Alert message



Selecting Recipients

6

Select the recipients you'd like to notify, which will be "Schools, Classes or Groups" most often



New Smart Alert

Title for this Alert Message *This title is only used internally*

Recipients To Notify

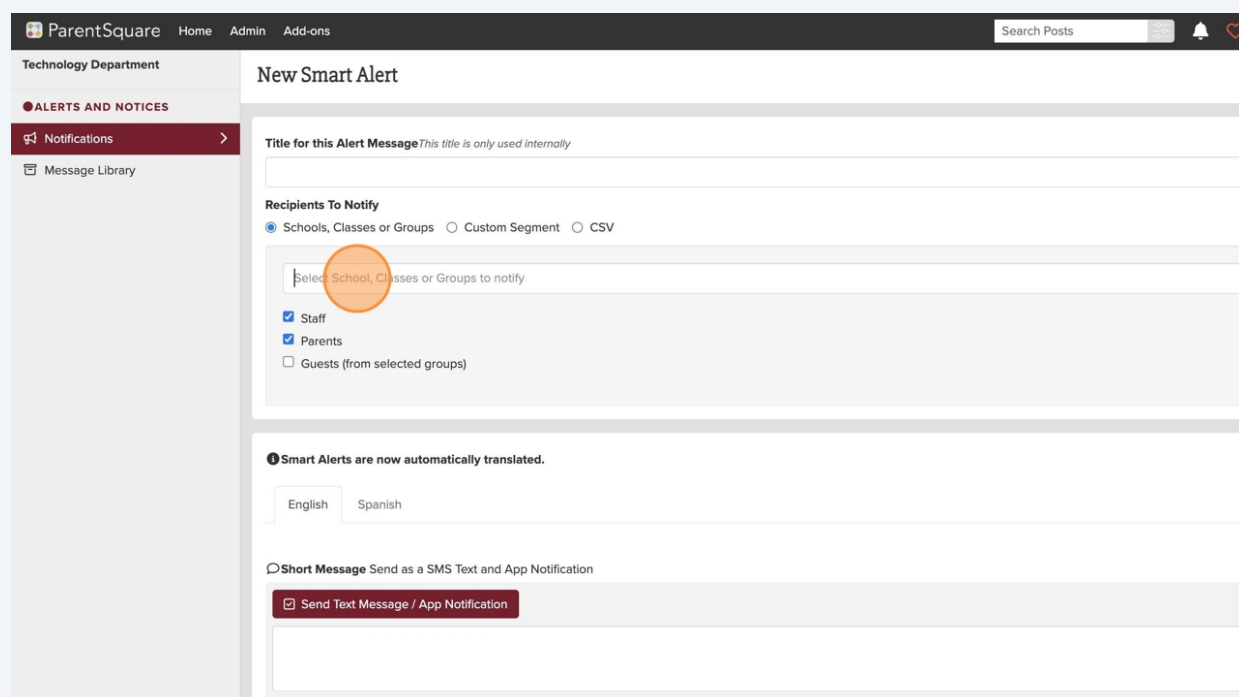
☒ Schools, Classes or Groups ☐ Custom Segment ☐ CSV

Select School, Classes or Groups to notify

☒ Staff
☒ Parents
☐ Guests (from selected groups)

7

Click the "Select School, Classes or Groups to notify" field.



ParentSquare Home Admin Add-ons Search Posts

Technology Department

ALERTS AND NOTICES

Notifications >

Message Library

New Smart Alert

Title for this Alert Message *This title is only used internally*

Recipients To Notify

☒ Schools, Classes or Groups ☐ Custom Segment ☐ CSV

Select School, Classes or Groups to notify

☒ Staff
☒ Parents
☐ Guests (from selected groups)

Smart Alerts are now automatically translated.

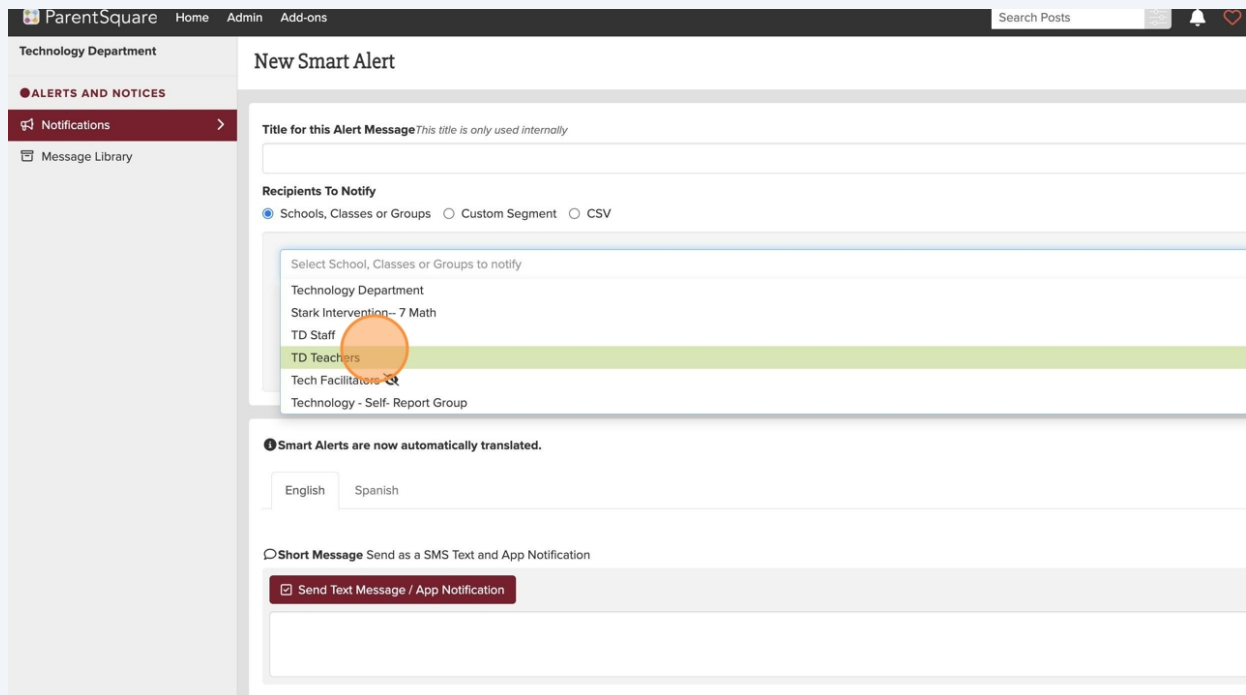
English Spanish

Short Message Send as a SMS Text and App Notification

☒ Send Text Message / App Notification

8

This will reveal a dropdown menu of possible recipient "Schools, Classes or Groups"



ParentSquare Home Admin Add-ons Search Posts

Technology Department

ALERTS AND NOTICES

Notifications >

Message Library

New Smart Alert

Title for this Alert Message This title is only used internally

Recipients To Notify

☒ Schools, Classes or Groups ☐ Custom Segment ☐ CSV

Select School, Classes or Groups to notify

- Technology Department
- Stark Intervention-- 7 Math
- TD Staff
- TD Teachers**
- Tech Facilitators
- Technology - Self-Report Group

Smart Alerts are now automatically translated.

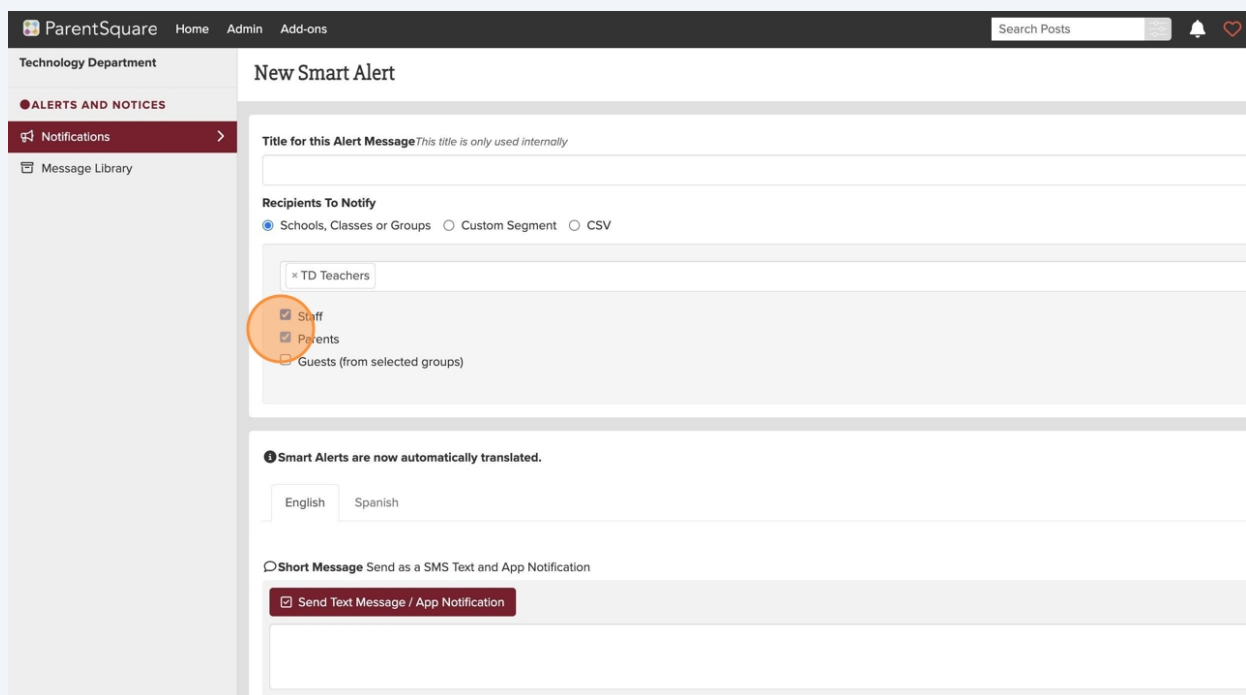
English Spanish

Short Message Send as a SMS Text and App Notification

☒ Send Text Message / App Notification

9

Decide if you would like "Staff, Parents or Guests" from those selected groups above to be notified



ParentSquare Home Admin Add-ons Search Posts

Technology Department

ALERTS AND NOTICES

Notifications >

Message Library

New Smart Alert

Title for this Alert Message This title is only used internally

Recipients To Notify

☒ Schools, Classes or Groups ☐ Custom Segment ☐ CSV

× TD Teachers

☒ Staff

☒ Parents

☐ Guests (from selected groups)

Smart Alerts are now automatically translated.

English Spanish

Short Message Send as a SMS Text and App Notification

☒ Send Text Message / App Notification

Drafting Short, Long & Audio Messages

10

Draft the "Short Message," which will appear via text message or on the ParentSquare App

[illegible]

11 Draft a "Long Message," which will be sent as an email

Message Library

English Spanish

Short Message Send as a SMS Text and App Notification

☒ Send Text Message / App Notification

Create message

☒ **Long Message (en)** Send as an Email to families with English as their home language.

☒ Send Email

Email Subject

B *i* U AA       Copy fr

Type something

Audio Message (en) Can be sent as a Text-To-Speech or Pre-Recorded message to families with English as their home language.

☐ Send Audio Message

This alert will not be delivered via the following channels:

- Voice Message

☒ Automatically translate to the recipient's language.

 Edit Translations

12 Click "Send Audio Message" if you would like to send a voice message

Message Library

Create message

☒ **Long Message (en)** Send as an Email to families with English as their home language.

☒ Send Email

Email Subject

B *i* U AA       Copy fr

Create message

Audio Message (en) Can be sent as a Text-To-Speech or Pre-Recorded message to families with English as their home language.

☐ Send Audio Message

This alert will not be delivered via the following channels:

- Voice Message

☒ Automatically translate to the recipient's language.

 Edit Translations

Next Save Draft

13

This will reveal your audio message options. You can use "Text-To-Speech" to automatically generate an audio recording or "Record Message" to generate an audio message with your own voice.

✉ **Long Message (en)** Send as an Email to families with English as their home language.

☒ Send Email

Email Subject

B *i* U Aa ▾ ▸ ▸ ▸ ▸ ▸ ▸ ▸ ▸

Create message

 **Audio Message (en)** Can be sent as a Text-To-Speech or Pre-Recorded message to families with English as their home language.

☒ Send Audio Message ☒ Text-To-Speech ☐ Record Message

Enter your message

▶ Preview Message

☒ Automatically translate to the recipient's language.

 Edit Translations

14

If you choose to "Record Message," there will be a list of options for how you'd like to record. Select whichever method you'd prefer and follow the prompts to record.

ParentSquare

HomeAdminAdd-ons

Technology Department

ALERTS AND NOTICES

Notifications

Message Library

EnglishSpanish

Search Posts

Julie Rains

Short Message

Send as a SMS Text and App Notification

Send Text Message / App Notification

Create message

Long Message (en)

Send as an Email to families with English as their home language.

Send Email

Email Subject

B*U*A

Font Size

Text Color

Background Color

Text Color

Background Color

Text Color

Background Color

Text Color

Background Color

Copy from short message

Create message

Audio Message (en)

Can be sent as a Text-To-Speech or Pre-Recorded message to families with English as their home language.

Send Audio Message

Text-To-Speech

Record Message

Record From Phone

Record audio from your phone

Record From Computer

Record audio from your computer

Upload Recording

Upload an audio file from your computer

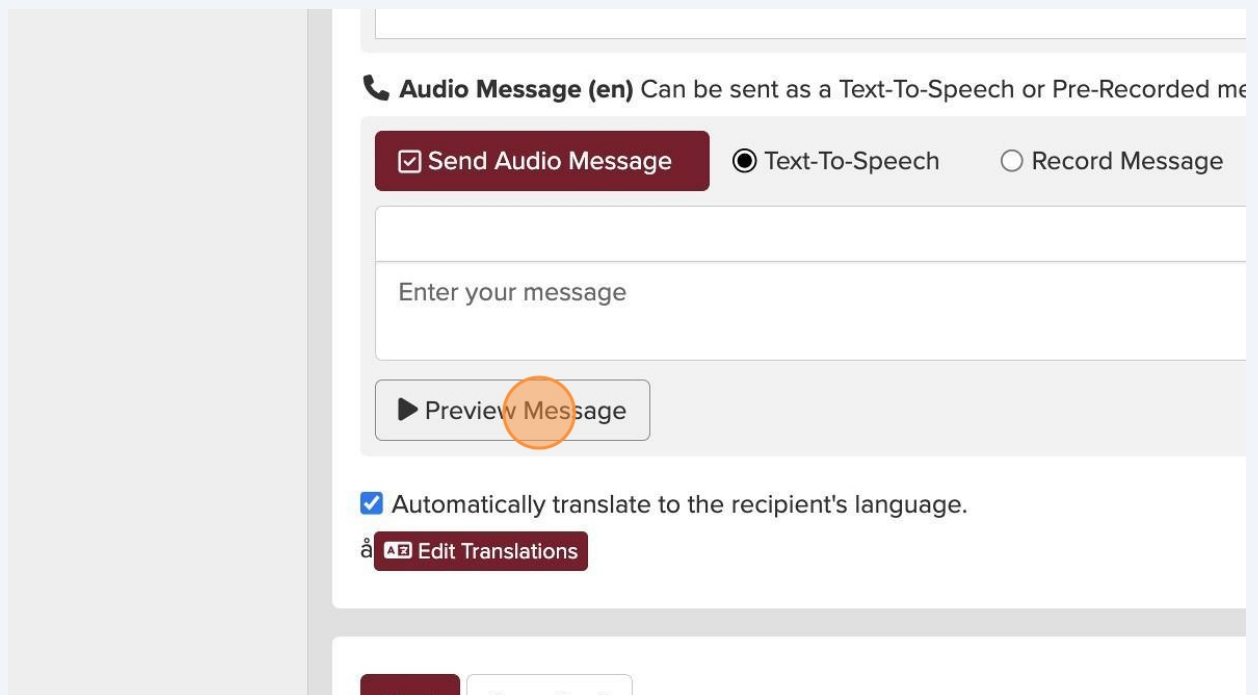
Automatically translate to the recipient's language.

Edit Translations

Next

Save Draft

- 15 Once you are done recording, click "Preview Message"



Audio Message (en) Can be sent as a Text-To-Speech or Pre-Recorded message

☒ Send Audio Message ☐ Text-To-Speech ☐ Record Message

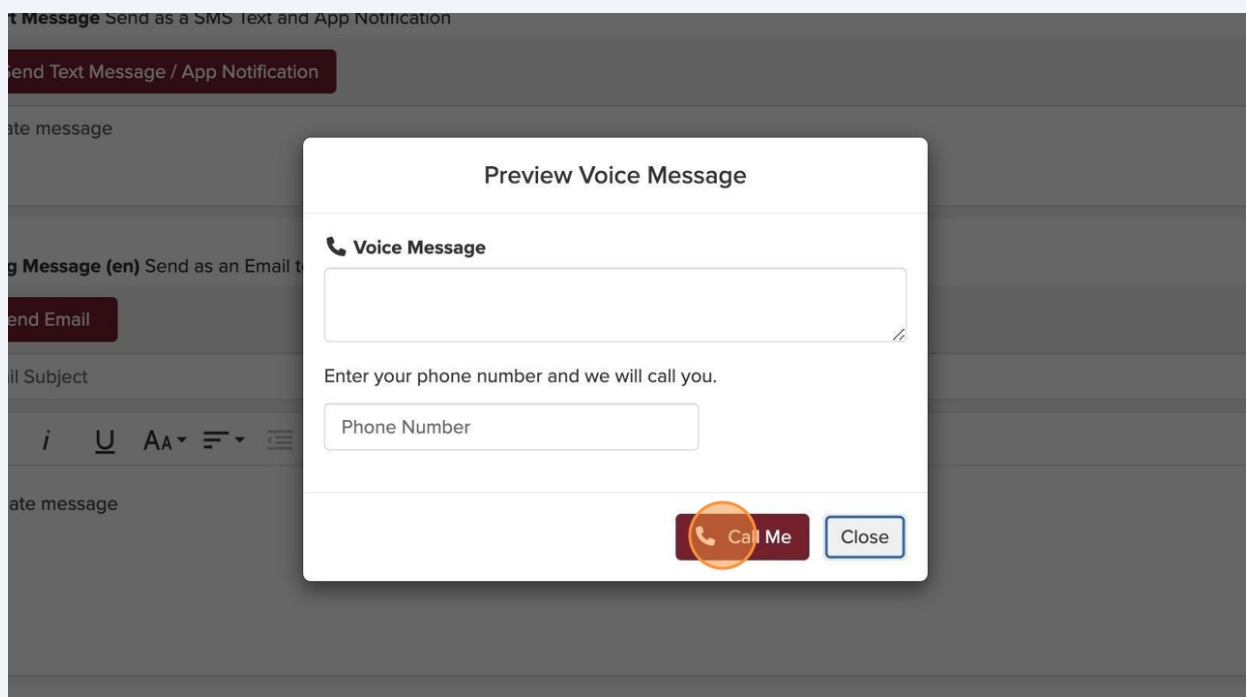
Enter your message

▶ Preview Message

☒ Automatically translate to the recipient's language.

Edit Translations

- 16 If you enter your phone number and click "Call Me," the system will call you to hear a preview of your audio phone message



Preview Voice Message

Voice Message

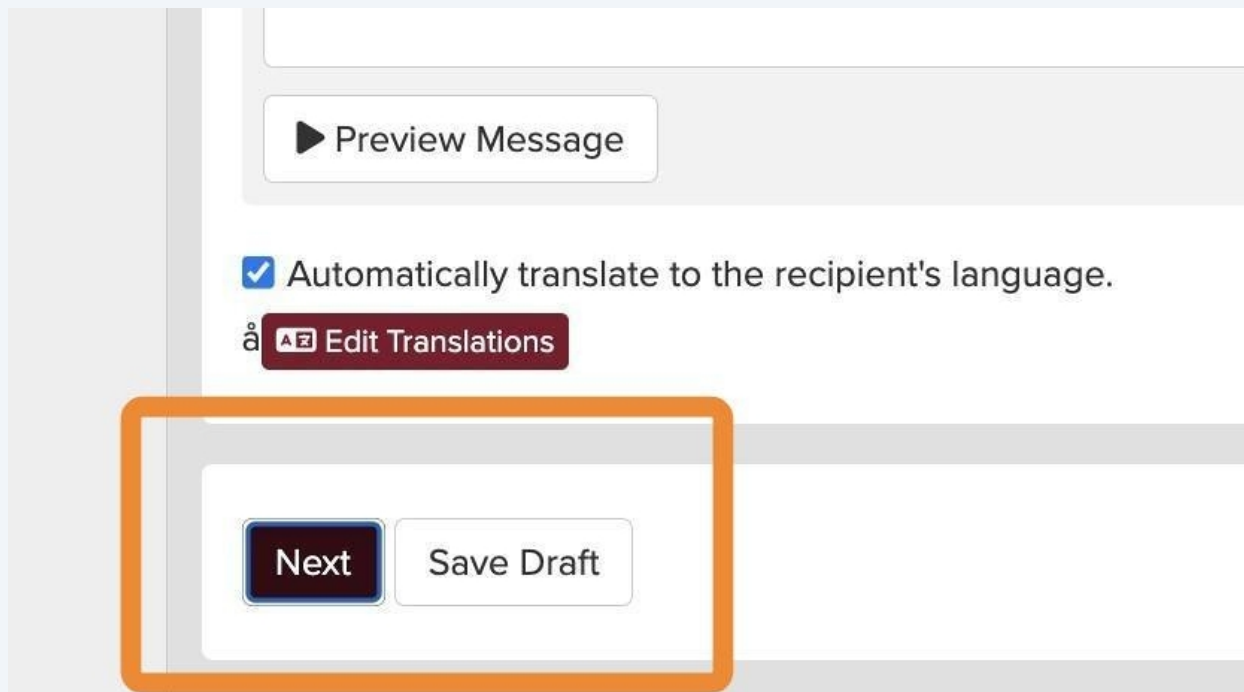
Enter your phone number and we will call you.

Phone Number

Call Me **Close**

Sending or Scheduling Your Message

- 17 Click "Next" to send your message or "Save Draft" to save the message for later



18

The system will show you a summary of who will receive your message and how they will receive it. This is a good place to check if the numbers and groups make sense with what you intended.

ParentSquare Home Admin Add-ons Search Posts Julie Rains

Technology Department

ALERTS AND NOTICES

Notifications

Message Library

Email subject must be present along with email body

This is a Test
To: TD Teachers
Total recipients: 1
Send to: Staff

Recipients ready

Text Message View Message

Email Message View Email

Phone Users 1

Email Users 1

Notify Schedule Back

19

Click "Notify" to send immediately, "Schedule" to send at a later date and/or time, or "Back" to make additional changes.

Email Message

Phone Users

Email Users

Notify Schedule Back