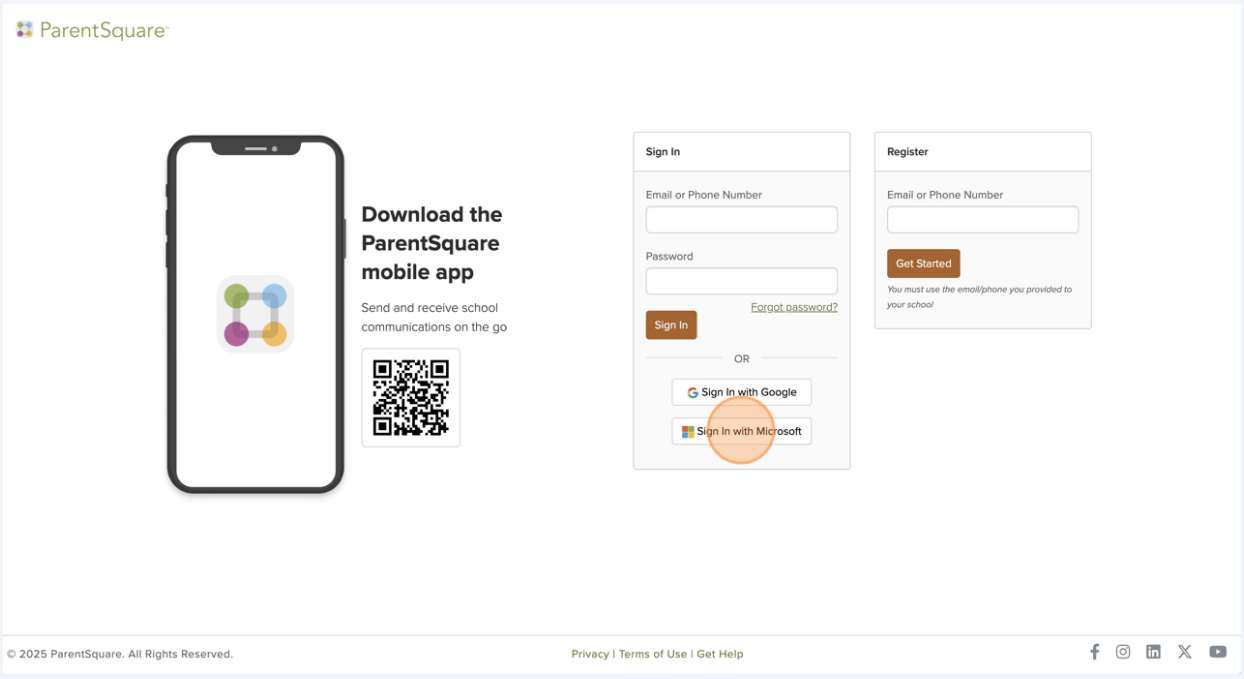
Creating a post from a department, school, organization or principal.

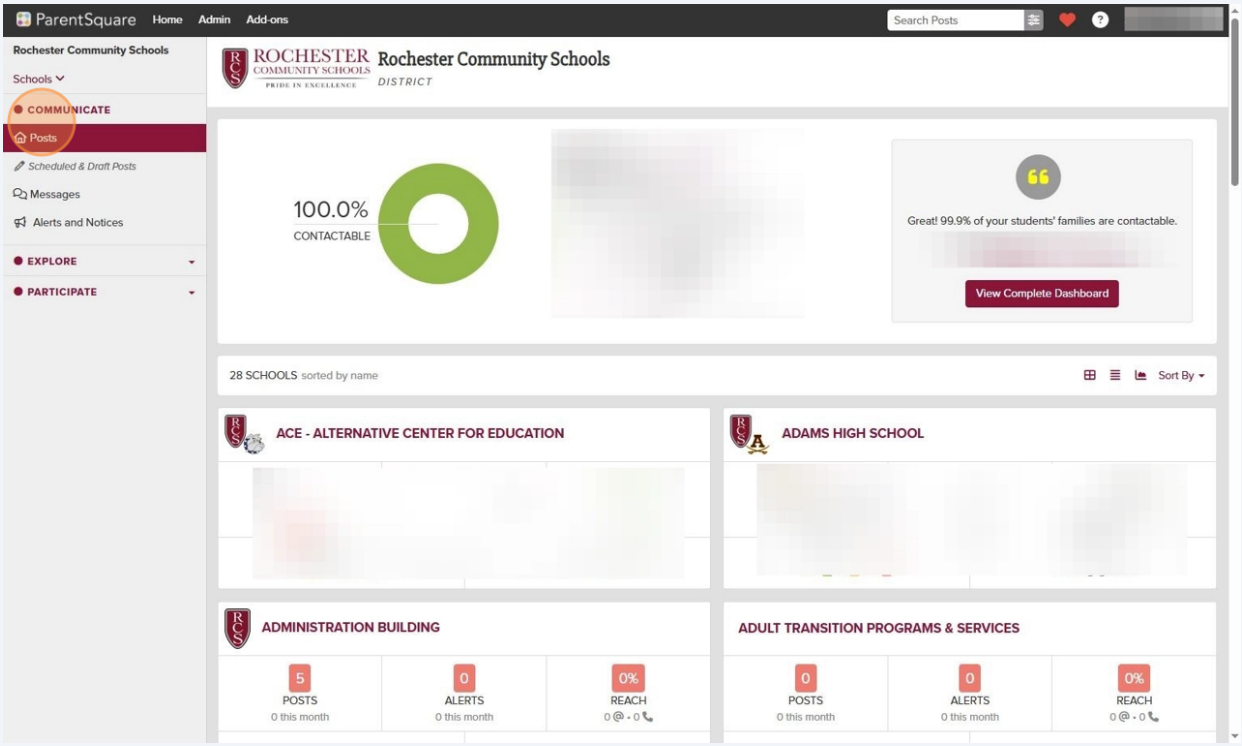
This overview will explain how to send a post on behalf of a department, school, organization or the principal.

Tip! Only the users with administrative access have the ability to see who authored the actual post. The rest of the users will see who was selected as the "sender."

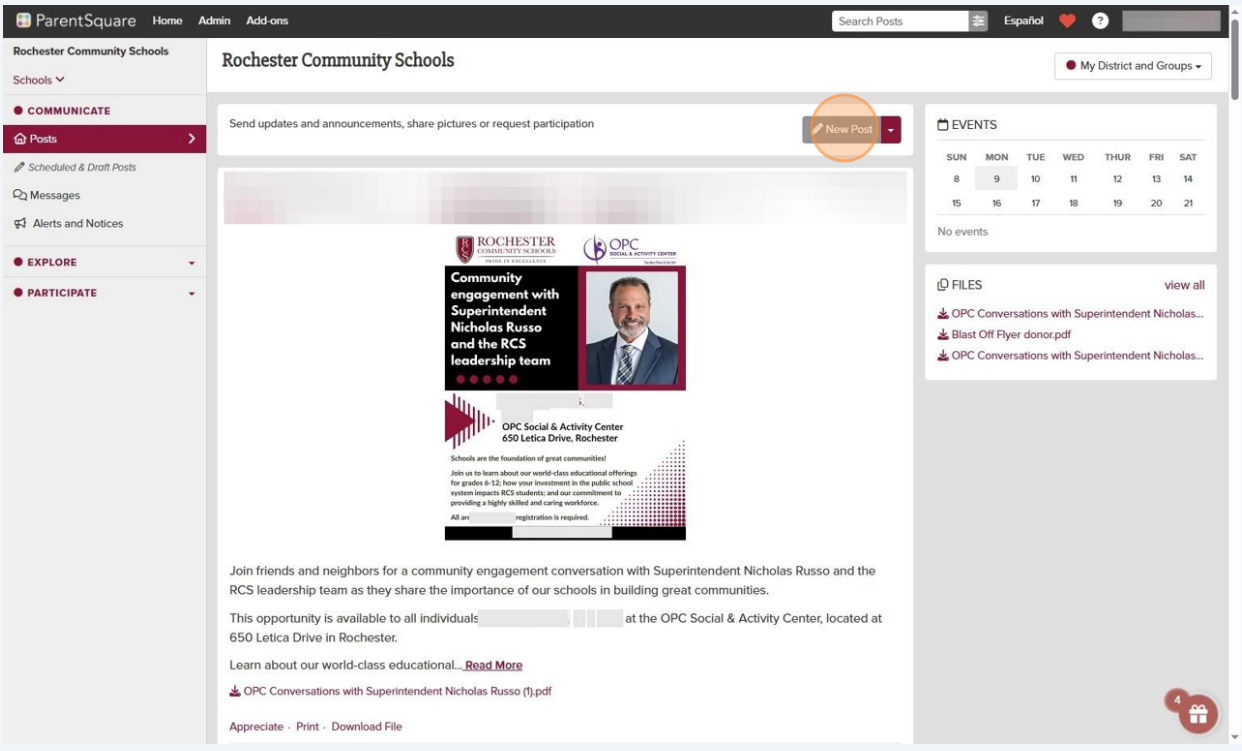
1 Sign into https://www.parentsquare.com



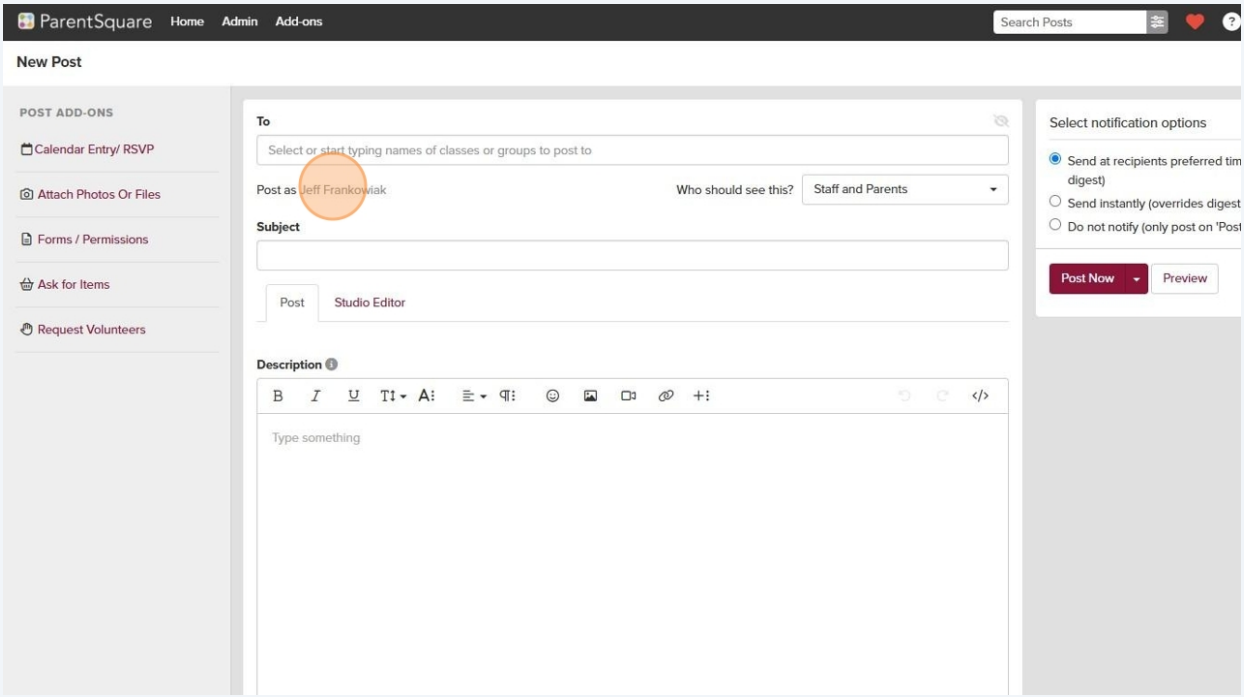
2 Click "Posts"



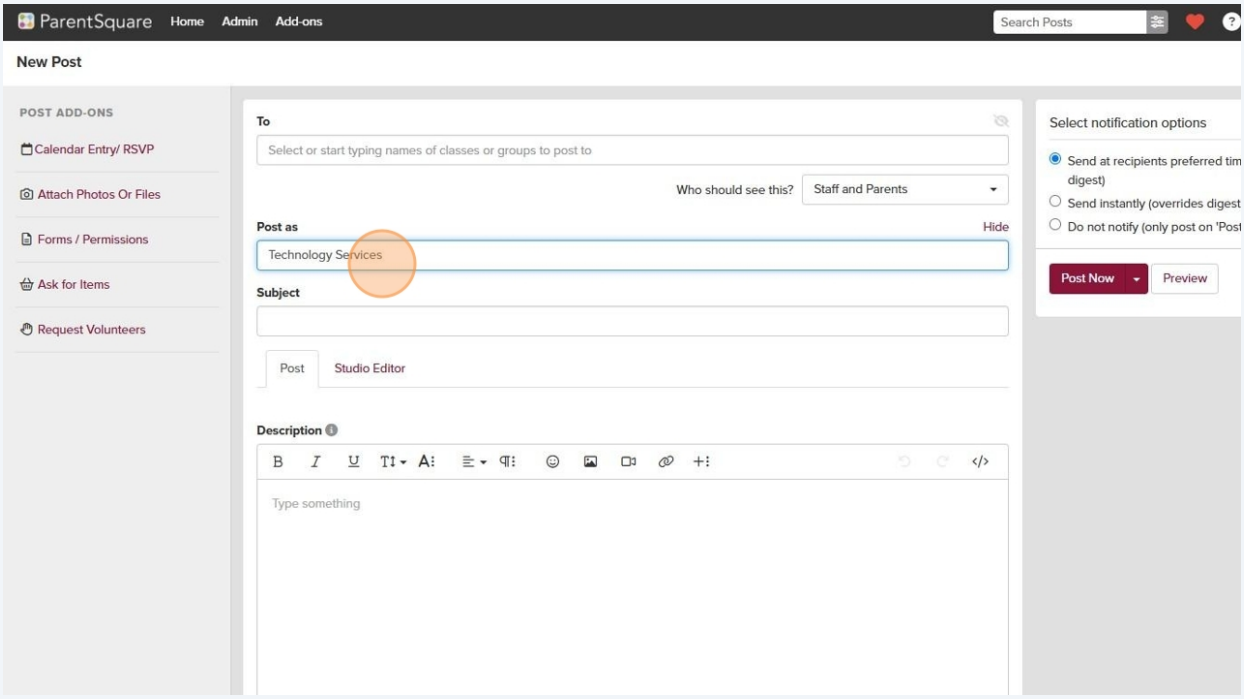
3 Click "New Post"



4 Click your name (NOTE: It will appear as a hyperlink) and a dropdown menu will appear.



5 Select the appropriate option for who the sender should be. Only the staff with administrative access can see who actually sent the post. It will appear to all recipients as the person who listed the "post as."



6 If you experience any issues, please fill out a tech ticket at https://rochester.incidentiq.com/ and someone from our Tech Team will get back to you as soon as we are able.