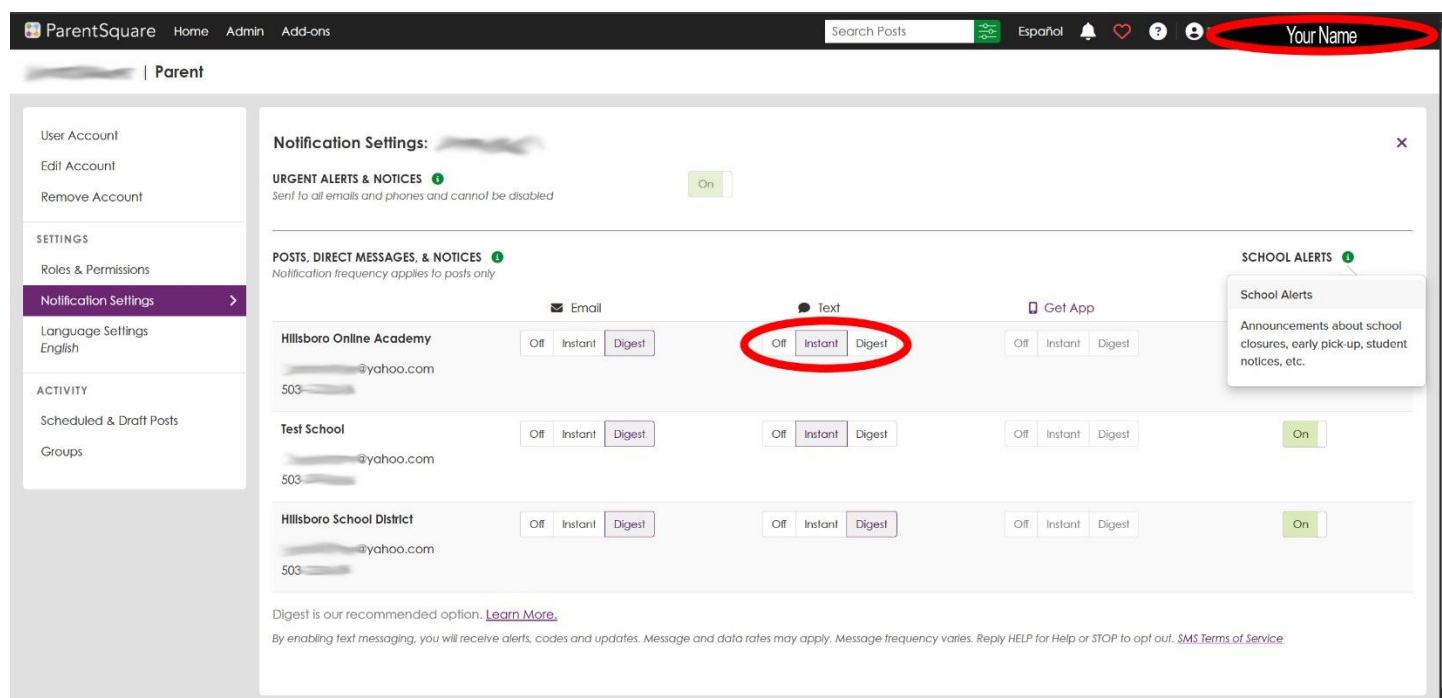


Managing the amount and frequency of ParentSquare notifications

Please note that regardless of the method/frequency that you choose, you will still receive safety alerts or emergency notifications (i.e. school closures), as they override the notification preferences.



1. Log in on the web at ParentSquare.com
2. Click your name in the upper right corner
3. Choose “Manage account”
4. Select “Notification Settings”

You will see three communication methods: Email / Text / App

Each with three message frequencies:

Off – Non-essential notifications will not be delivered using that method.

Instant – All of the messages and posts as they happen in real time.

Digest – A one-time grouped message summary of all the post activity for the day (sent around 6 p.m.).

Example 1 - If you only want one email of the days activity, select:

Email = Digest | Text = Off | App = Off

Example 2 - If you only want text notifications anytime there is activity, select:

Email = Off | Text = Instant | App = Off

5. If you are a staff member, select “Office Hours” and set the days and time you would like receive notifications.