

Parent Training

It's "Hip to be Square!"

Barbara Giese,
Executive Director of Communications,
Community Services, Registration, & Grants





Training Agenda

What is ParentSquare?

Good to Know for Parents

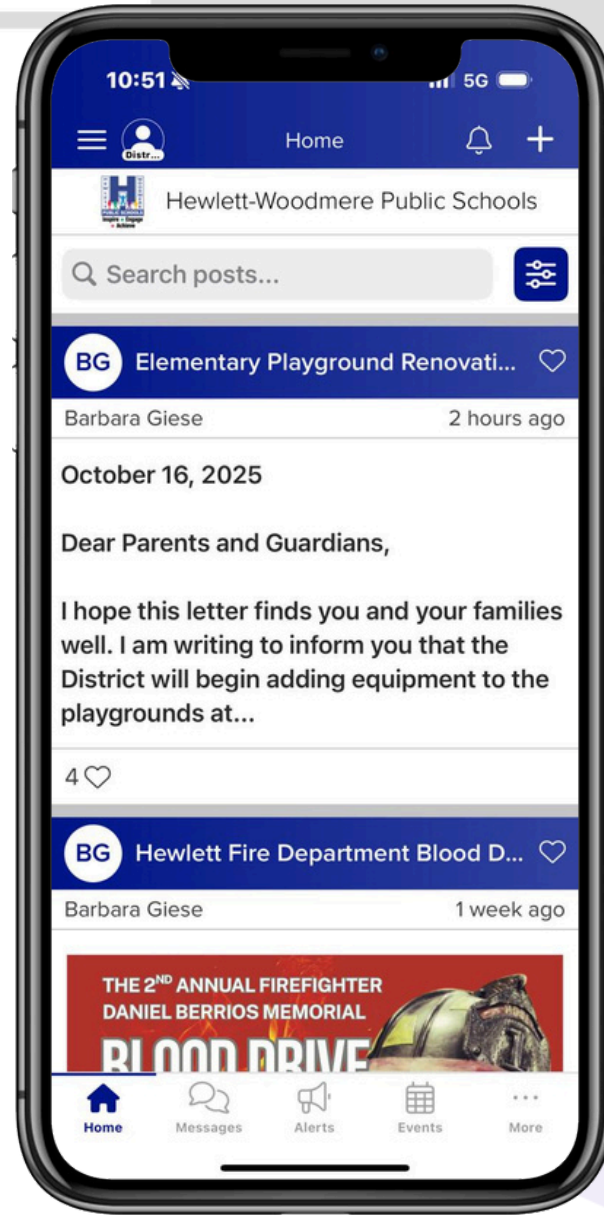
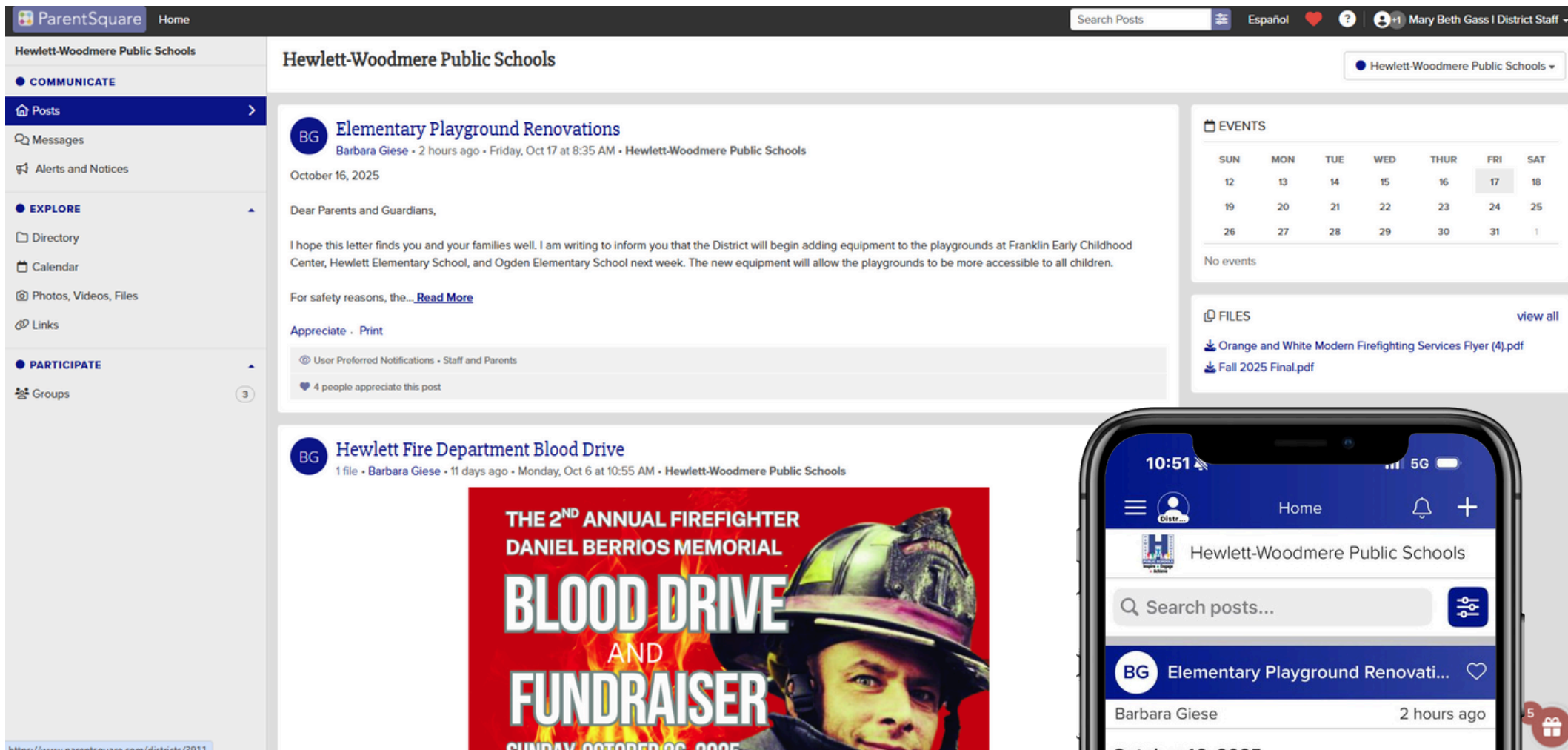
3 Ways to Communicate in ParentSquare

- Posts
- Direct Messages
- Smart & Urgent Alerts

Account Setup & Contact Verifications

Notification & Language Preferences

ParentSquare Overview



One Central Tool

One spot to access information and get in touch with key personnel.

Quick Translations

Automatic translations in over 180 languages.

Two-Way Communication

Stay up to date and engaged with the content by completing forms, offering to volunteer, and much more right from inside of ParentSquare!

Text, Email, App, Voice

Receive notifications in a variety of ways. Users can set notification preferences for communication.



Multiple Ways to Communicate

Franklin Early Childhood Center
Switch School ▾

1st Grade • Franklin ...
5th Grade • Ogden ...

COMMUNICATE

Posts
Messages
Alerts and Notices

EXPLORE
PARTICIPATE

Franklin Early Childhood Center

My School, Classes and Groups ▾

GP ParentSquare Meeting Reminder
Gerard Petrocelli • 5 hours ago • Friday, Oct 17 at 8:55 AM • Hewlett-Woodmere Public Schools

Reminder! Join us for an important meeting on **Monday, October 20 at 7:00 PM at WEC.**

Starting **November 1, 2025**, ParentSquare will be our only communication platform. Learn how to use it so you don't miss important updates from the District or our schools! Can't join in person? [Click [HERE](#) to join via Google Meet.]

Learn How to Use ParentSquare
Because it's "Hip to be Square!"

Monday, October 20 • 7:00 PM
Woodmere Education Center Auditorium
One Johnson Place, Woodmere, NY

ParentSquare is the new central hub for all communications between the District, our schools, and parents/guardians

Get ready to

- build better school-home connections
- receive alerts through a user-friendly mobile app

EVENTS

SUN	MON	TUE	WED	THUR	FRI	SAT
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

Oct 17 FECC Play Day Kickoff Day
Oct 17 Day 6
Oct 20 Day 1
Oct 21 Day 2

FORMS / PERMISSIONS view all

2025-2026 Required Notifications ...

PHOTOS view all

Youth Art Month: The Young Artists Play Design Contest

[Franklin] Justin Williams, was absent from 1st Period today, Oct 25.
Call 555-622-3634 x 1011 or click <http://psqr.io/ZNeCYi2YH> to excuse.

Mobile-Friendly and Familiar Website

Email and Push Notifications

Text Notifications

Franklin] First meeting this Friday <http://psqr.io/ANeCRTi6>

Home

Hewlett-Woodmere Public Schools

Search posts...

BG Elementary Playground Renovati...
Barbara Giese 2 hours ago

October 16, 2025

Dear Parents and Guardians,

I hope this letter finds you and your families well. I am writing to inform you that the District will begin adding equipment to the playgrounds at...

4

BG Hewlett Fire Department Blood D...
Barbara Giese 1 week ago

THE 2ND ANNUAL FIREFIGHTER DANIEL BERRIOS MEMORIAL BLOOD DRIVE

Native iOS and Android Apps 4

Home

Hewlett Elementary School

Search posts...

GP ParentSquare Meeting Re...
Gerard Petrocelli 4 hours ago

Reminder! Join us for an important meeting on **Monday, October 20 at 7:00 PM at WEC.**

Starting **November 1, 2025**, ParentSquare will be our only communication platform. Learn how to use it so you don't...

0

BG Elementary Playground R...
Barbara Giese 5 hours ago

October 16, 2025



Good to Know: For Families

Notifications

- You choose how and when!

What to Expect

- What was on paper is now on your phone.

You can reach out too!

- Message school staff.



District Posts & School Posts

Everyday Communication

Newsletters, announcements, and updates to keep you in the know. Content is automatically translated into over 180 languages.

Engage with Posts

RSVPs, Volunteer Sign Ups, Forms, and more!

Appreciate and Comment

Interact further by appreciating Posts!

Description ⓘ

B I U T↓ A: ≡ ¶ ☺ 🖼 📺 🔗 +

↶ ↷ </>



Welcome to our 11th grade English Class! I am excited to get to know you. Please see the information below as it pertains to some important information for us to start our year our successfully. |

Semester Plan of Action:

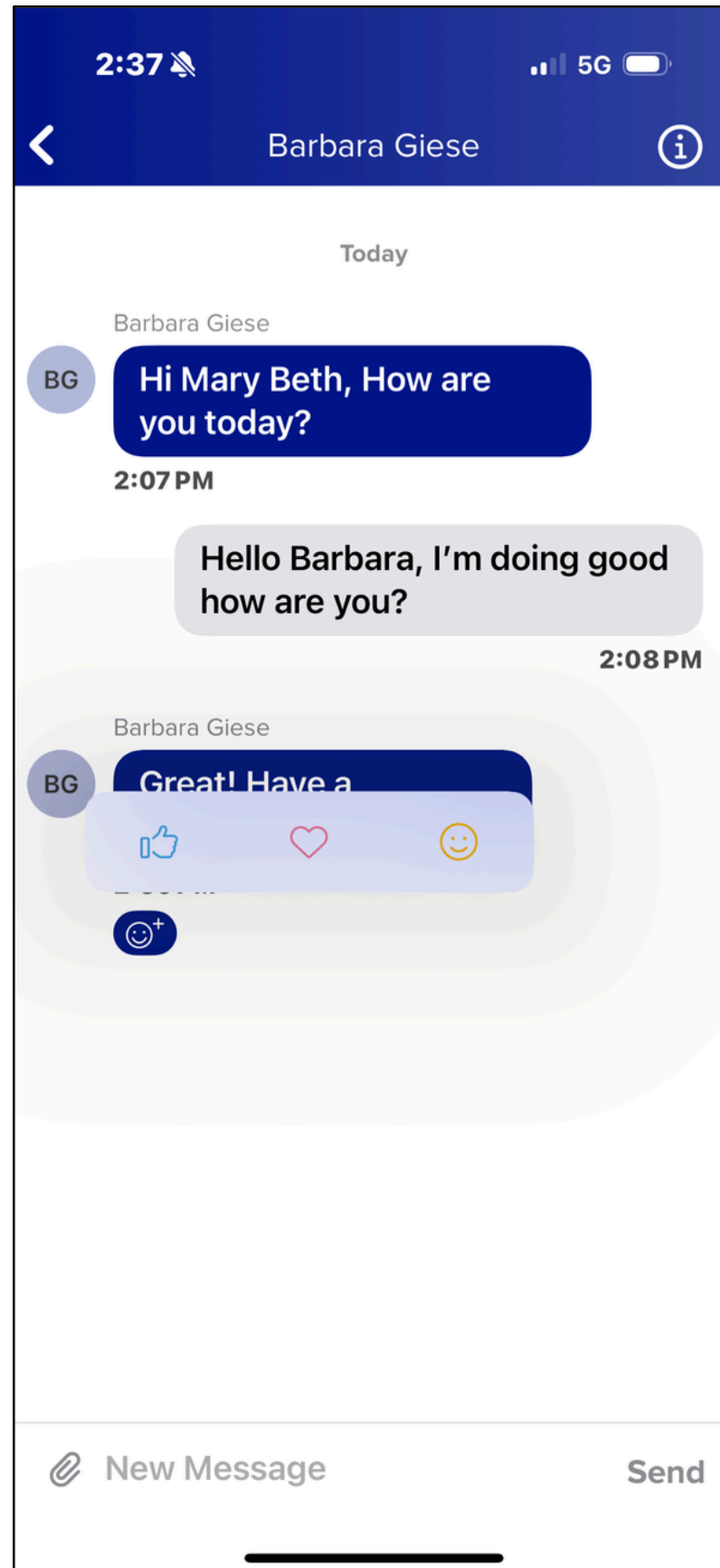
1. Fiction and Short stories
2. Nonfiction stories
3. Novel
4. Poetry (Poetry Booklet Project)
5. Research Paper/Project
5. Drama/Tragedy

Novels and Plays include:

1. Maya Angelou's I Know Why the Caged Bird Sings (nonfiction novel)
2. Elie Wiesel's Night (nonfiction novel)



Direct Messages



Instant Real-Time Chat

Send and receive Direct Messages over text, email, web, or app.

Private or Group Conversation

Send a single message privately to all recipients (BCC) or hold a group conversation.

Two-Way Translation

All messages are two-way translated.



Alerts

Alerts

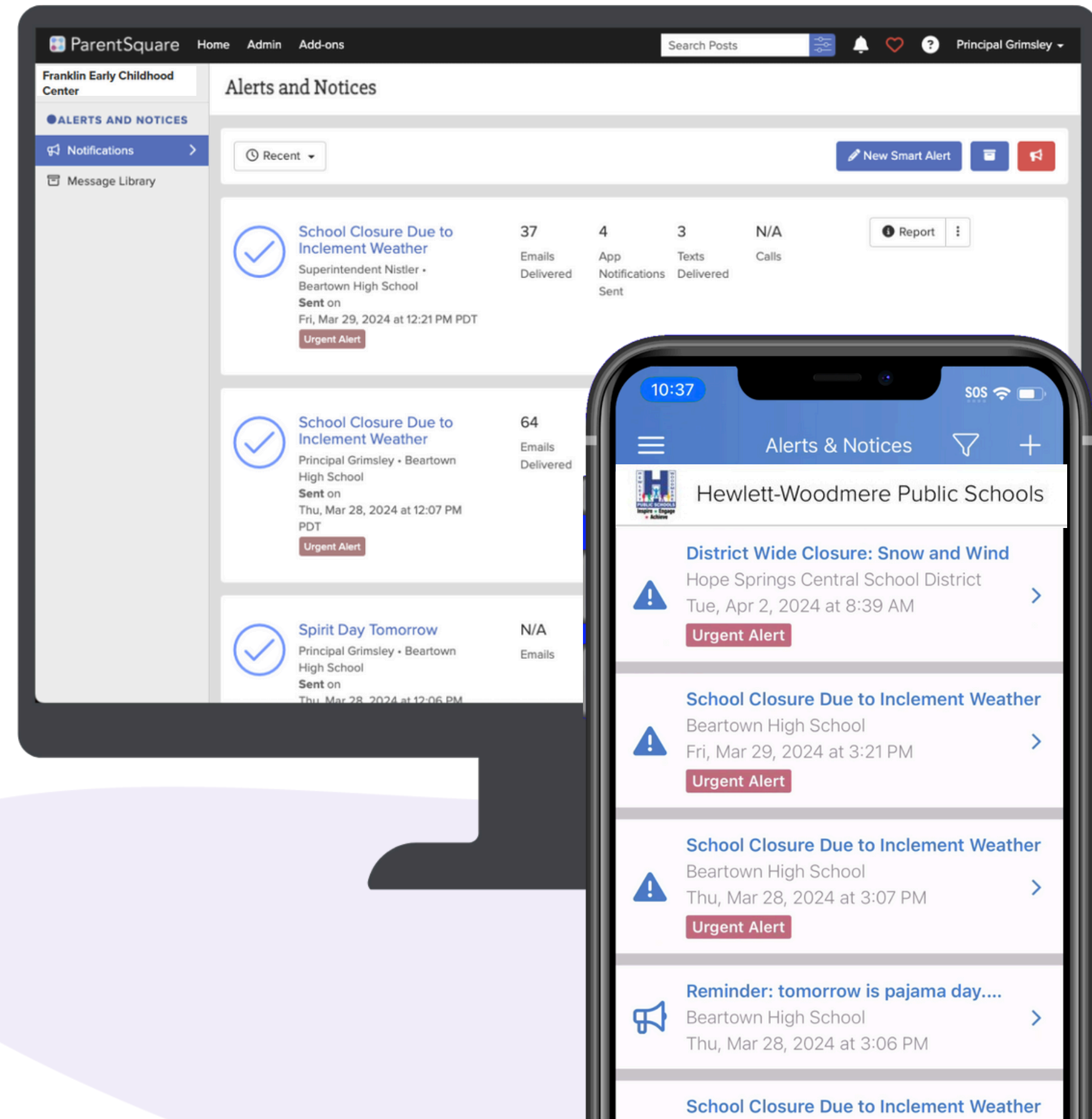
- One-way messages sent over email, text, app, and voice.
- Visible in the Alerts & Notices section

Smart Alerts: important, but not critical.

- School updates & announcements

Urgent Alerts: reserved for dire, critical situations.

- School closures, lockdown, etc.





School Invitation

1. Open the invitation email or text. Click **Activate your account** or tap the link to activate your account.

Activate your account **1**

invites you to join ParentSquare at Baxterville Middle School. To activate your account and confirm that we have the correct email for you, please click the link above.

If you do not have a child at Baxterville Middle School or are not associated with the school, please contact Baxterville Middle School at 555-555-1234.

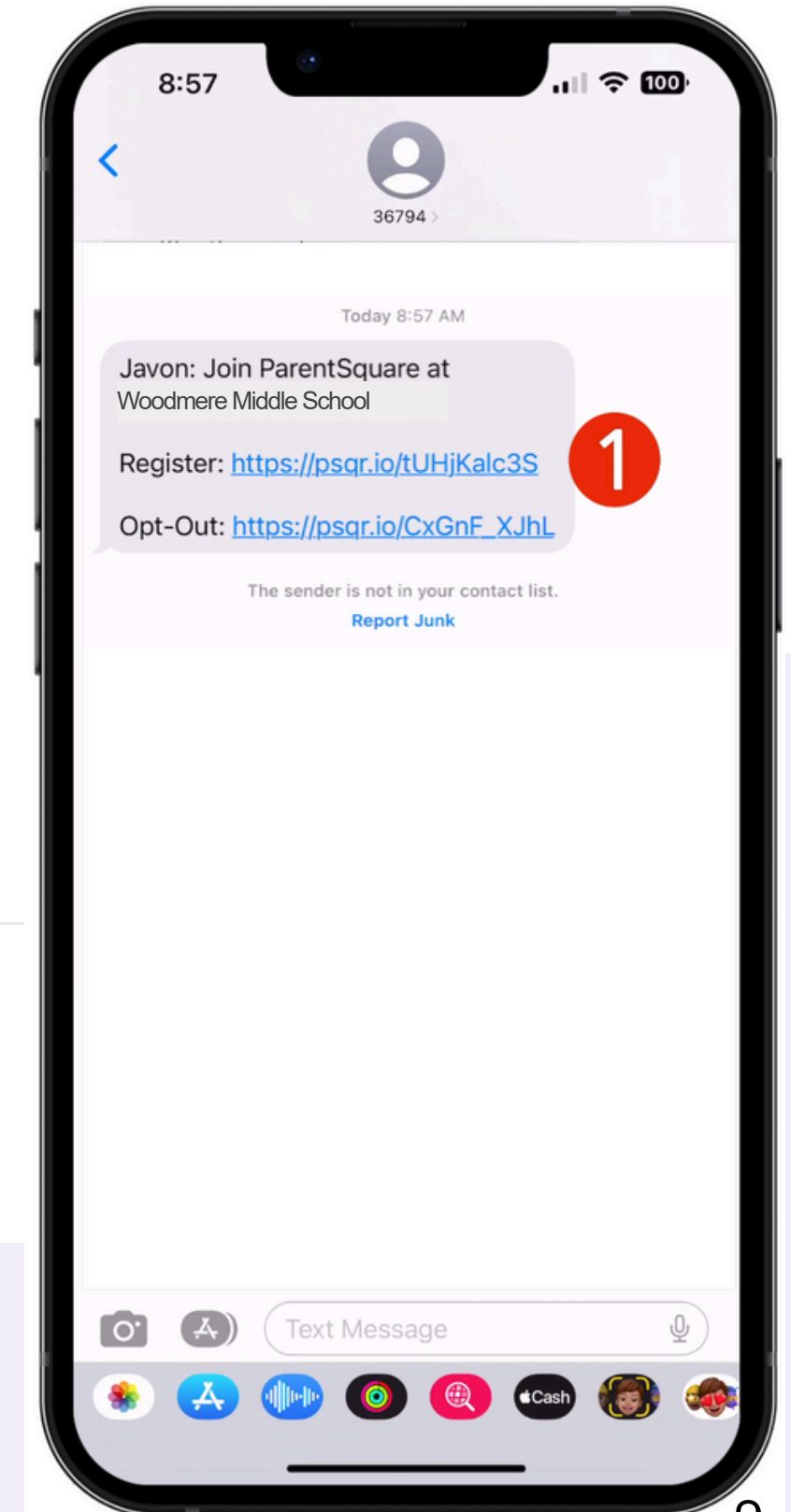
We are very happy to have you on board. Thank you for joining!

Please do not reply to this email.

Stay involved with your child's learning and activities at school.

 Download on the App Store  GET IT ON Google Play

You received this email because you are a ParentSquare user in Baxterville Middle School. If you received this email in error or wish to disable your account, [click here to unsubscribe](#).





School Invitation

Notification Settings Sign In

Already have a ParentSquare account?
[Sign In to Combine Existing Account](#)

OR

Create a New Account

Name
Gloria Hernandez

Email

Password

2 Confirm Password

By proceeding, you are confirming that you agree to ParentSquare's [Terms of Use](#)

Register

9:01
parentsquare.com

ParentSquare

PUBLIC SCHOOLS
Inspire Engage
Achieve

Woodmere Middle School

Please complete your registration to begin using ParentSquare in Baxterville Middle School.

Already have a ParentSquare account?
[Sign In to Combine Existing Account](#)

OR

Create a New Account

Name
Javon Harmeyer

Cell Phone

Password

2 Confirm Password

By proceeding, you are confirming that you agree to ParentSquare's [Terms of Use](#)

Register

2. Create a Password for your ParentSquare account and click **Register.**



Download the App



Android



iOS



Activate or Sign In



Download the ParentSquare mobile app

Send and receive school communications on the go



Sign In

Email or Phone Number

Password

[Forgot password?](#)

Sign In

OR

Sign In with Google

Sign in with Microsoft

Register

Email or Phone Number

Get Started

You must use the email/phone you provided to your school

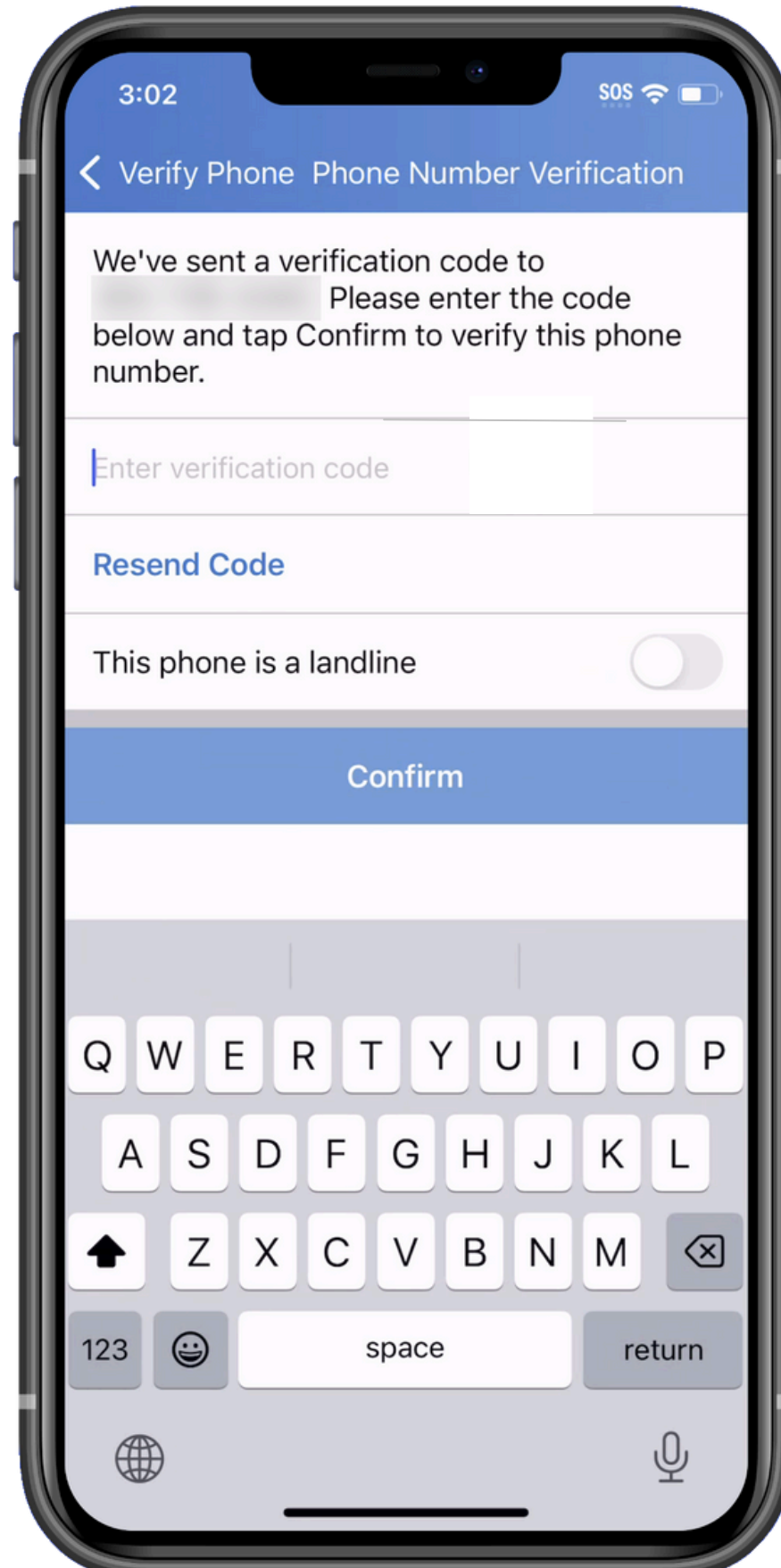
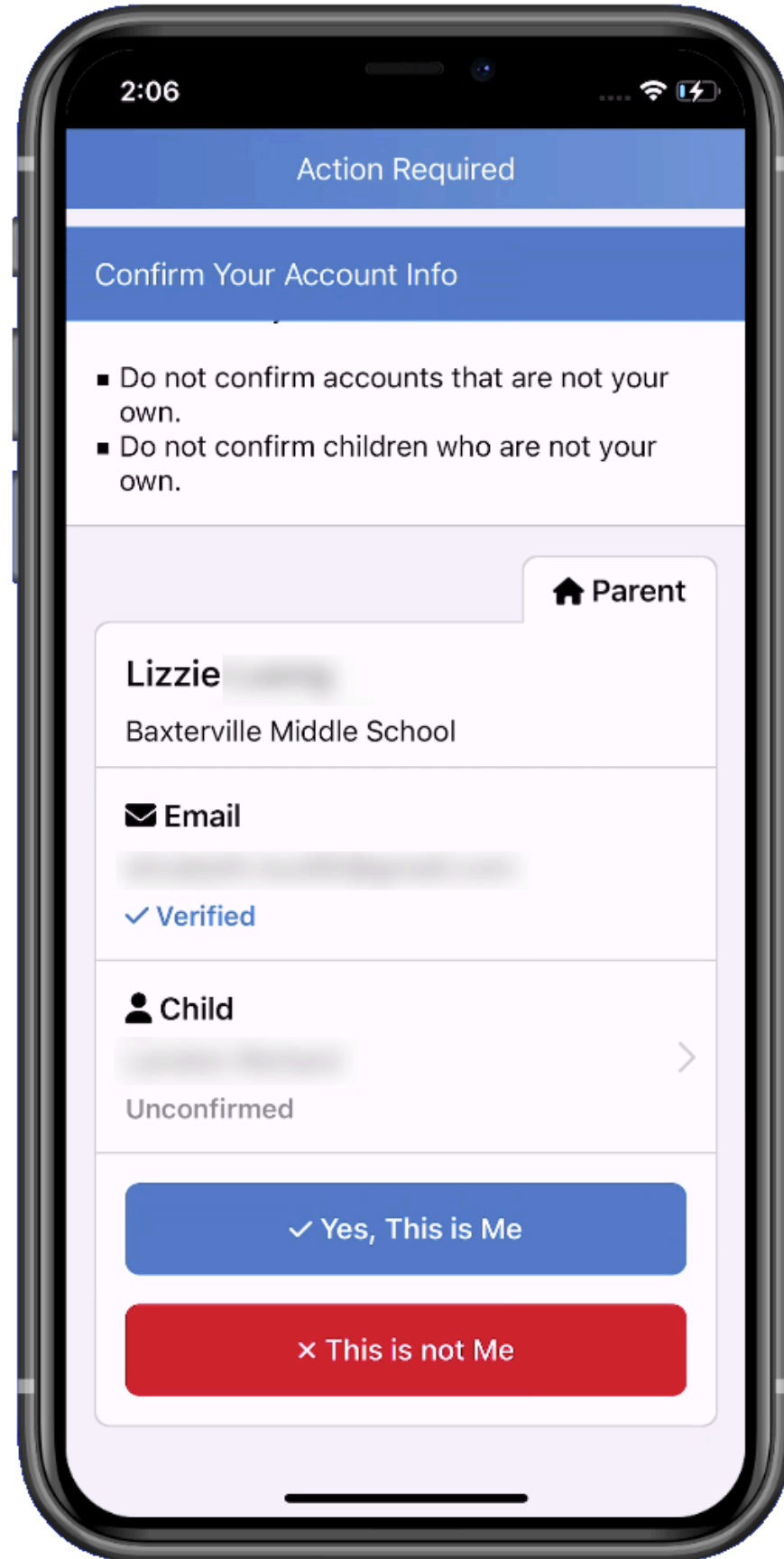
www.parentsquare.com/signin

Download the free mobile app for Android or iOS

Access ParentSquare from a device at www.parentsquare.com



Confirm Your Contacts (Mobile)



3. Click **Confirm** for your phone number and/or email.

A verification code will be sent to the email or phone number.

4. Enter the verification code to confirm.



Confirm Your Contacts (Web)

Staff

Staff: Principal Kamburov

Woodmere Middle School

Email: Email Verified

Phone: Confirm Edit Skip For Now

✓ Yes, This is Me ✗ This is Not Me

Phone Verification Code Sent

We've sent a verification code to . Please enter the code below to confirm this phone number.

Resend CodeCancelConfirm

3. Click **Confirm** for your phone number and/or email.

A verification code will be sent to the email or phone number.

4. Enter the verification code to confirm.



Confirm Your Children (Multiple Children)

5. Confirm your child(ren) by clicking **Confirm**. Use Not My Child if a child listed is not associated with your account.

6. Select **Yes, This is me** when you have confirmed your contact information and child(ren) associated with your account.

The image shows two versions of a confirmation interface. The top version is a desktop web interface for a user named Gloria Hernandez at Woodmere Middle School. It displays fields for Email (verified), Phone, and two children: Earl Runte and Wizdom Pfeffer. Each child has a 'Confirm' button and a 'Not My Child' button. At the bottom are two large buttons: '✓ Yes, This is Me' and '✗ This is Not Me'. The bottom version is a mobile app interface showing the same information in a compact layout. It includes a status bar at the top with the time 10:09 and battery level 100%. The app interface also shows the user's name, school, and contact details, with 'Verified' status for the email and 'Unverified' for the phone. The children are listed as 'Unconfirmed'. The same two large confirmation buttons are at the bottom.

Parent

Gloria Hernandez
Woodmere Middle School

Email: [Redacted] Email Verified

Phone: [Redacted] Confirm Edit Skip

Child: Earl Runte Confirm Not My Child

Child: Wizdom Pfeffer Confirm Not My Child

✓ Yes, This is Me ✗ This is Not Me

10:09 100+

Action Required

Confirm Your Account Info

- Do not confirm accounts that are not your own.
- Do not confirm children who are not your own.

Parent

Gloria Hernandez
Woodmere Middle School

Email [Redacted] ✓ Verified

Phone [Redacted] Unverified

Child Earl Runte Unconfirmed

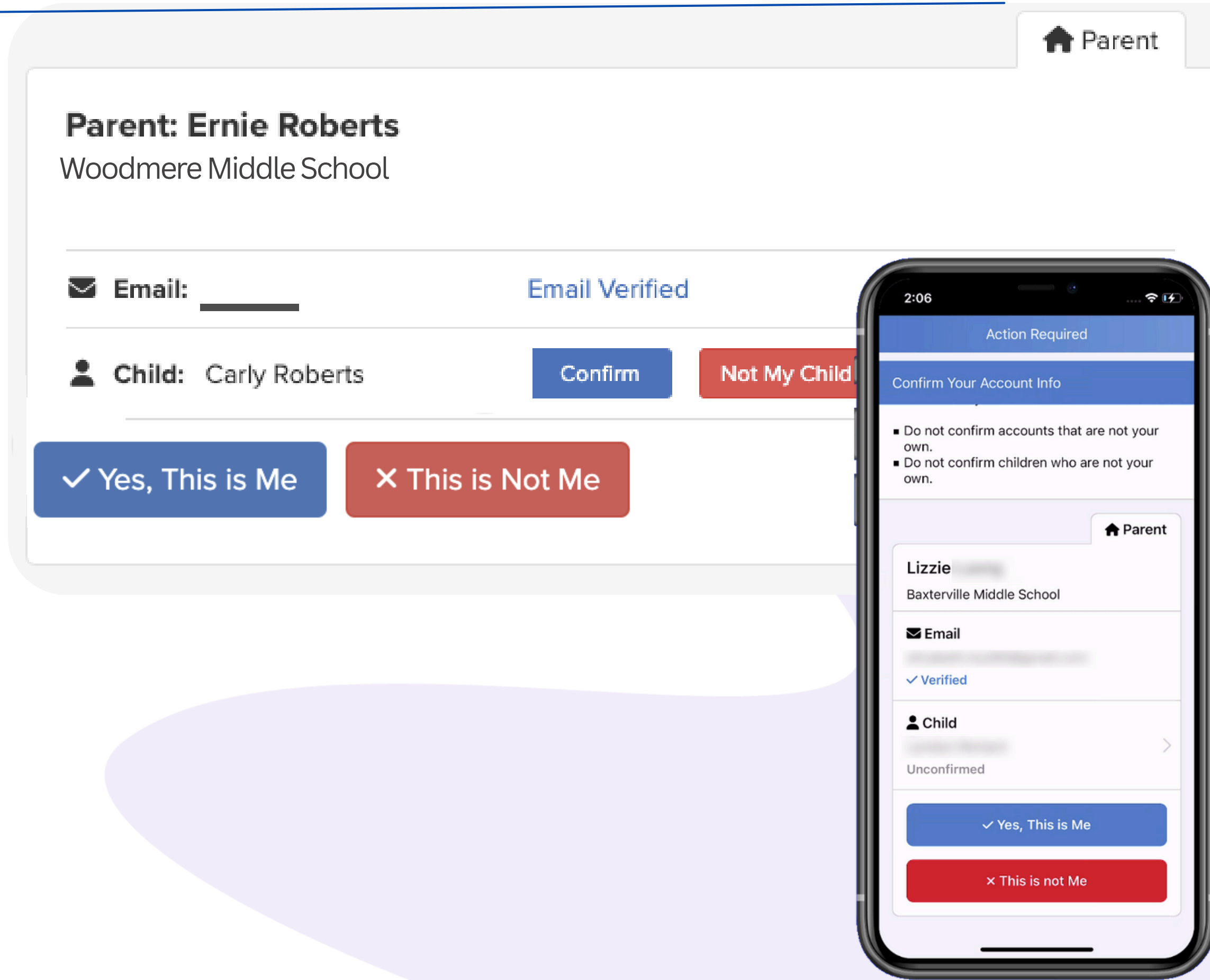
Child Wizdom Pfeffer Unconfirmed

✓ Yes, This is Me ✗ This is Not Me

Confirm Your Children (Single Child)

5. Confirm your child(ren) by clicking **Confirm**. Use Not My Child if a child listed is not associated with your account.

6. Select **Yes, This is me** when you have confirmed your contact information and child(ren) associated with your account.



Parent: Ernie Roberts
Woodmere Middle School

Email: _____ Email Verified

Child: Carly Roberts Confirm Not My Child

✓ Yes, This is Me ✗ This is Not Me

2:06
Action Required
Confirm Your Account Info

- Do not confirm accounts that are not your own.
- Do not confirm children who are not your own.

Parent

Lizzie
Baxterville Middle School

Email

✓ Verified

Child

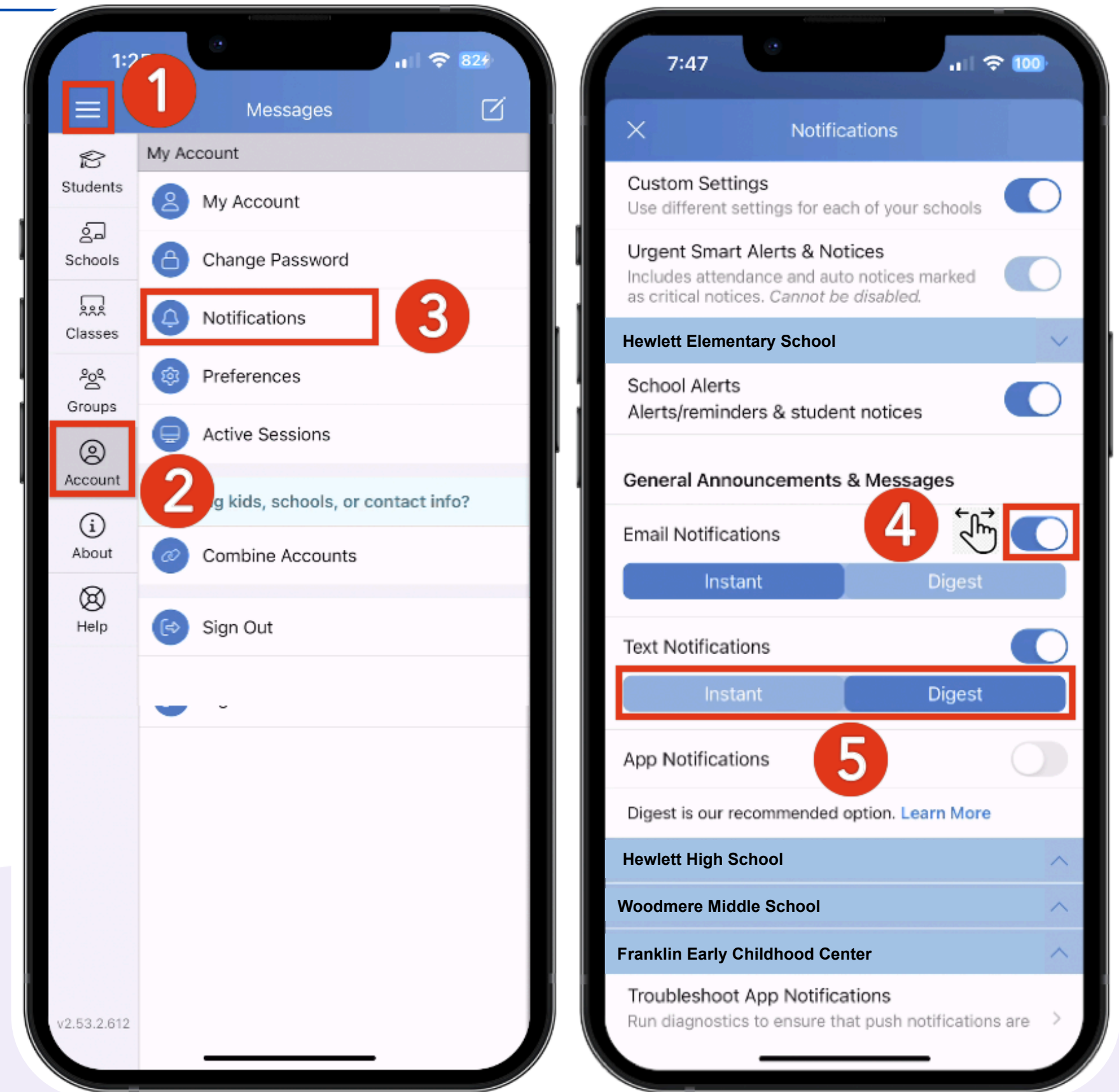
Unconfirmed

✓ Yes, This is Me ✗ This is not Me



Notification Settings (Mobile)

1. From Home, tap the **Menu** (triple bars) on the top-left.
2. Select **Account**.
3. Select **Notifications**.
4. Use the toggle to turn on or off notifications by email, text and app.
5. Select **Instant** or **Digest** for each mode.





Notification Settings (Web)

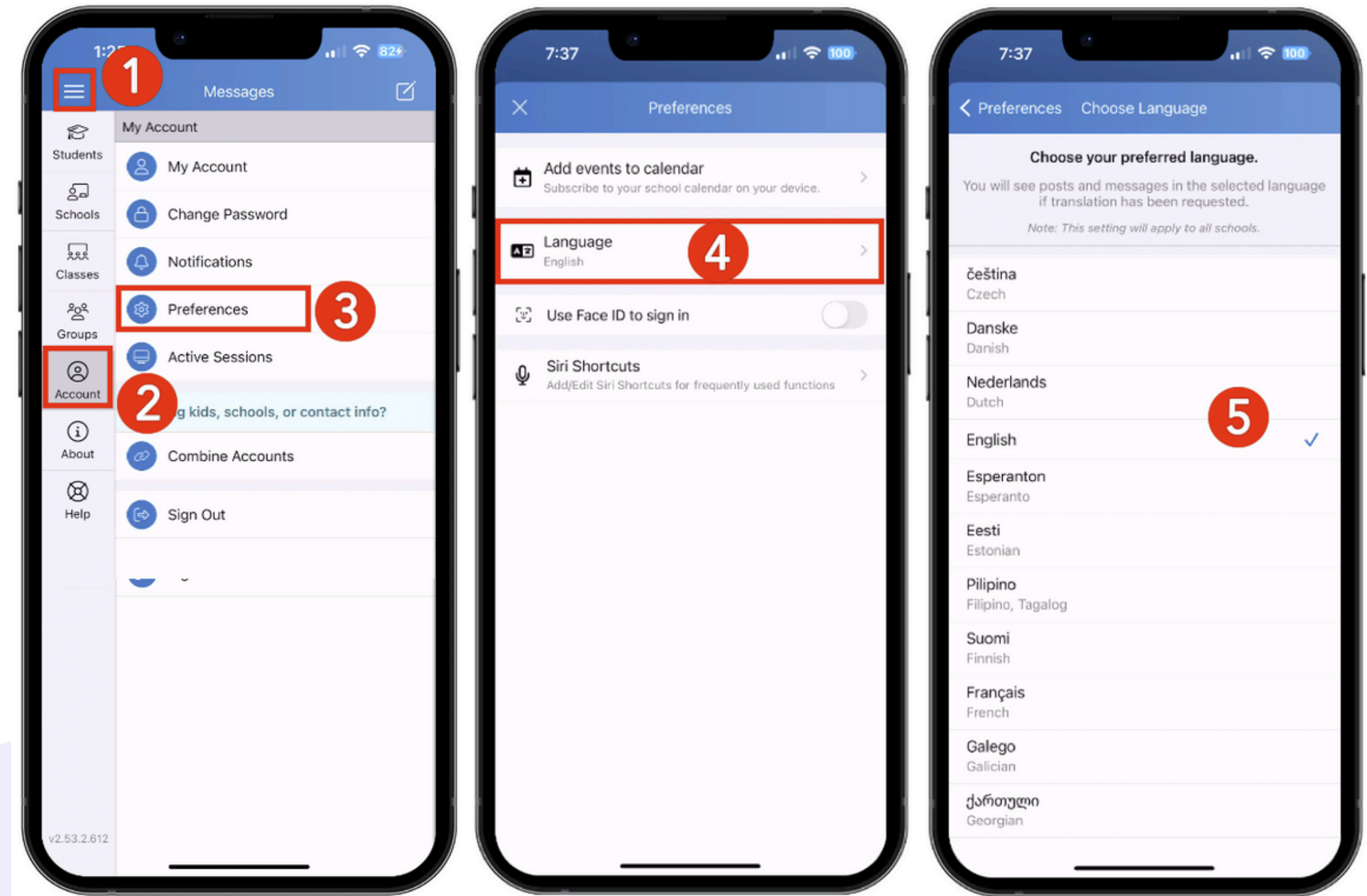
1. From Home, click your name at the top-right and select **My Account**.
2. Select **Notification Settings** on the left.
3. Choose your preferred Notification Settings for General Announcements & Messages (Off, Instant or Digest) and School Alerts (On or Off).

	Email	Text	App	School Alerts
Franklin Early Childhood Center singhwithus4@gmail.com 917-309-0551	Off Instant Digest	Off <input checked="" type="button" value="Instant"/> Digest	Off <input checked="" type="button" value="Instant"/> Digest	☒ On
Ogden Elementary School singhwithus4@gmail.com 917-309-0551	Off Instant Digest	Off <input checked="" type="button" value="Instant"/> Digest	Off <input checked="" type="button" value="Instant"/> Digest	☒ On
Hewlett-Woodmere Public Schools singhwithus4@gmail.com 917-309-0551	Off Instant Digest	Off <input checked="" type="button" value="Instant"/> Digest	Off <input checked="" type="button" value="Instant"/> Digest	☒ On



Language Settings (Mobile)

1. From Home, tap the **Menu** (triple bars) on the top-left.
2. Select **Account**.
3. Select **Preferences**.
4. Select **Language**.
5. Scroll through the list and tap your **language** choice.





Language Settings (Web)

1. From Home, click your name at the top-right and select **My Account**.
2. On the left, select **Language Settings**.
3. Click the drop-down menu, select your language and click **Save**.

A screenshot of a web application's settings page. On the left is a sidebar menu with sections: 'Edit Account' (containing 'Security' and 'Remove Account'), 'SETTINGS' (containing 'Roles & Permissions', 'Notification Settings', 'Language Settings English' with a right arrow, and 'English'), and 'ACTIVITY' (containing 'Scheduled & Draft Posts', 'Forms', 'Groups', and 'Volunteer Hours'). The 'Language Settings' item is highlighted. The main content area has a note: 'Note: This setting will apply to post notifications from all schools. Your preferred language setting is English.' Below this is a 'Change Language' section with a dropdown menu showing 'English (English)' and a blue 'Save' button.

Name misspelled?

Wrong email or phone number?

Missing a child on your account?

**Contact the main office
at your child's school!**



PARENT FAQs

 [Download the App](#)



Android



iOS

Frequently Asked Parent Questions

- + | 1. How do I sign up for ParentSquare?
- + | 2. How do I confirm my contact details?
- + | 3. How do I change my contact details?
- + | 4. How do I combine/merge accounts?
- + | 5. Why don't I see all of my kids, classes or groups?
- + | 6. How do I update my language preference?
- + | 7. How do I change or stop notifications?
- + | 8. How do I unsubscribe? I'm not a parent!

Thank you.

Barbara Giese

bgiese@hewlett-woodmere.net

516-792-4810