

Parent Square Directions for Coaches/Sponsors

[ParentSquare](#) Registration

You need to watch the following video before starting with ParentSquare.

[Parent Square coaches/sponsors video PLEASE watch](#)

If you are a school employee, please sign up using your school Google account.

Follow Steps 1-5 to set up your group. Click on the green hyperlinks to access

Create a Private Group

Use a Private Group to allow users to join or leave freely.

From **Home**, click **Groups** in the left sidebar under **Participate** and select **New Group**.

Under **Open**, click **Private** and select **Create group**.

The screenshot shows a 'Create new group' modal window. It has a title bar with a close button. The content is divided into two main sections: 'Open' and 'Managed'. Under 'Open', there are two radio button options: 'Public' (Available to all ParentSquare users at Lincoln Elementary School) and 'Community group' (Available to all ParentSquare users at Lincoln Elementary School, and community members). Under 'Managed', there are two radio button options: 'Private' (Add members manually or share a join code with users at Lincoln Elementary School) and 'Rule-based (Auto-Update)' (Members are added/removed automatically based on rules). The 'Private' option is selected and highlighted with a red box. At the bottom right, there are two buttons: 'Cancel' and 'Create group'. The 'Create group' button is highlighted with a red box.

Group Information Fields

When creating a group, you'll enter the same basic information for all group types.

Enter the group's information:

- **Display Name:** Enter the group name.
- **Description:** Describe the group's purpose (optional).
- **Category:** Click the dropdown to select or add a new category.
- **Confidential:** To make a group confidential, select **Confidential**. See [Make a Group Confidential](#).
- **Advanced Options:** Click to edit settings related to posting, directory, and comments. See [Advanced Group Options](#) below.

- **Owners:** If you create the group, you will be the group owner. You can add other group owners here. Type the first 3 letters of the owner's name and select them. To learn more, see [Group Owners and Managers](#).
- **Manager:** You can add group managers here. Type the first 3 letters of the manager's name and select them. To learn more, see [Group Owners and Managers](#).
- Make sure that the Chat feature is disabled.

Create a Private Group ✕

Display Name

Description

Category

School

☐ Confidential

Hides the display name of the group in feed posts and notifications when other recipients are included. Members will not know they are a part of this group.

Advanced Options

Owners

Group Owners have full access to group settings, can post to the group, and can add/remove group members.

Add Owner

Managers

Group Managers have limited access to group settings, can post to the group, and remove group members.

Add Manager

Save

Save and Add People

Cancel

Add Members to a Group

Only Group Owners and Admins can add members to groups. There are several methods available to add members efficiently. You can add members when creating a group or later from the group's Manage groups page using any of the methods below.

From **Home**, click **Groups** in the left sidebar under Participate.

Find the group you want and click the **three dots** in the far right and select **Add People**.

The screenshot shows the 'Add People' modal for a group named 'Band'. At the top, there's a QR code and a 'Group Invitation Link' section with a toggle switch set to 'Enabled'. Below the link is a text input field containing the URL 'https://www.parentsquare.com/groups/join/fgvna2rrttj' and buttons for 'Copy Link' and 'Download QR Code'. A checkbox labeled 'Require approval to join the group' is checked. Below this, there are four green buttons for adding members: '+ Add members by selecting students' (0 students selected), '+ Add members by name or role' (0 users selected), '+ Enter guest members (Add users not in your student information system)' (0 guests), and '+ Add members by uploading CSV'. At the bottom are 'Save' and 'Cancel' buttons.

From the **Edit Group** page, add members using any of the following methods:

- Group invitation link:** Click **Generate Link** to share with people you want to join the group. See, [Join Group Link](#).
- Selecting Students:** Search by student name or grade level. **Selecting a student adds all associated parents to the group.** *Note: If someone is already a member of the group, clicking their name removes them from this group.*
- Add Members by Name or Role:** Search for parent or staff names and select them. Click **Show selected rows only** to see all those selected. *Note: If someone is already a member of the group, clicking their name will remove them from this group.*
- Add Guest Members:** Add guests who are not parents or staff at the school. See [Guest Members](#).
- Add Members by Uploading CSV:** Upload a CSV file containing student SIS IDs, staff IDs, or guest user names and emails.

Or, click **Save and Add People** to begin adding members.

Click **Save** at the bottom of the page.

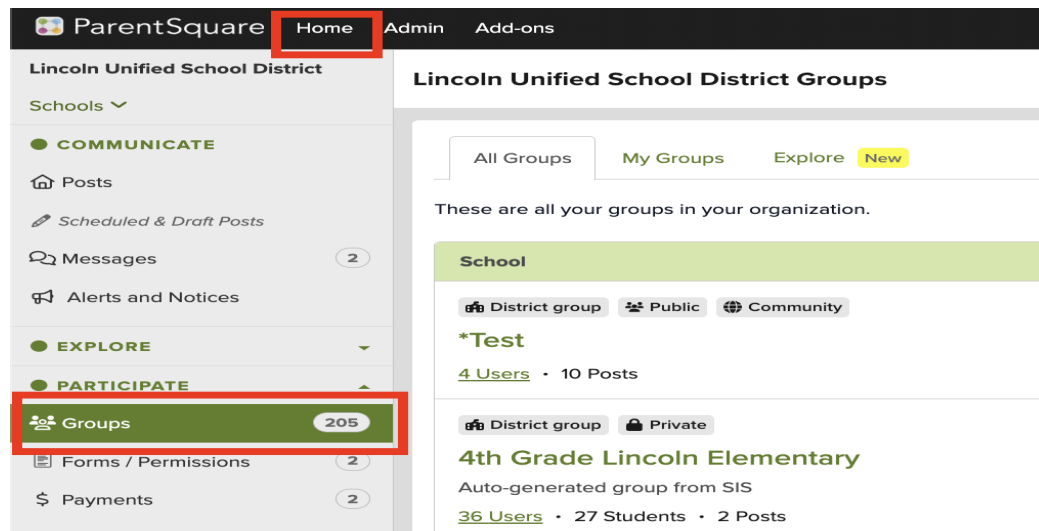
Remove Members from a Group

Only group owners and Admins at the school or district can remove other users from a group. Users can remove themselves from public groups by clicking "Leave this group".

Remove Members from Community, Public, and Private Groups

Members can be manually removed from Community, Public, and Private groups using the group directory.

1. From **Home**, click **Groups** in the left sidebar.



1. Click the group name.
2. Click **Directory** under **Explore** in the left sidebar.
3. Hover over the user's name and click the **trash icon** that appears on the right.

