# ParentSquare Notifications Made Simple

A simple guide to customizing notifications for each school



# ParentSquare Notifications Made Simple

This guide helps South Adams Schools families customize how often and where they receive ParentSquare notifications for each school they are connected to.

By the end, you'll know where to find notification settings and how to choose a setup that keeps you informed without unnecessary interruptions.

## Why notification settings matter

Customizing notifications can reduce notification overload while helping you stay informed about important school communication. You can choose settings that fit your family's routine and attention needs.

## Choose the school first

**Important:** Preferences are set separately for each connected school. Select the school first, then adjust that school's settings.

## On the ParentSquare website

1. Click your name/profile.
2. Choose “Manage Account.”
3. Choose “Notification Settings.”

Select the school you want to customize before changing its settings.

---

## In the ParentSquare mobile app

1. Open the menu (≡).
2. Choose “Account.”
3. Choose “Notifications.”

Select the school you want to customize before changing its settings.

## Customize your notification preferences

## Posts

**Instant** sends routine posts immediately. **Digest** combines posts into one daily summary with fewer notifications. Digest may be a good choice for families who want fewer interruptions.

## Direct Messages

Choose the delivery method you prefer for direct messages so important one-to-one communication reaches you in the way that works best for your family.

## Alerts & Notices

Keep this enabled for important alerts. Some urgent alerts or critical notices may still come through even when other notification settings are adjusted.

## Recommended setup for overwhelmed families

- [ ] Posts = **Digest** (Alerts will still come instantly)
- [ ] Direct Messages = preferred delivery method
- [ ] Alerts & Notices = enabled

---

## If something doesn’t look right

Menu labels can vary slightly between devices and app versions, so a different label does not necessarily mean something is wrong.

If a school is missing, contact sacommunications@southadams.k12.in.us to check your family’s account and contact information.