

Get Text Messages from Dublin City Schools

Follow these steps to get school updates and messages by app notification or text message. You do not need to rely on email.

1. Open ParentSquare

Download the free ParentSquare app from the Apple App Store or Google Play. You can also visit www.parentsquare.com on your phone.

2. Log in

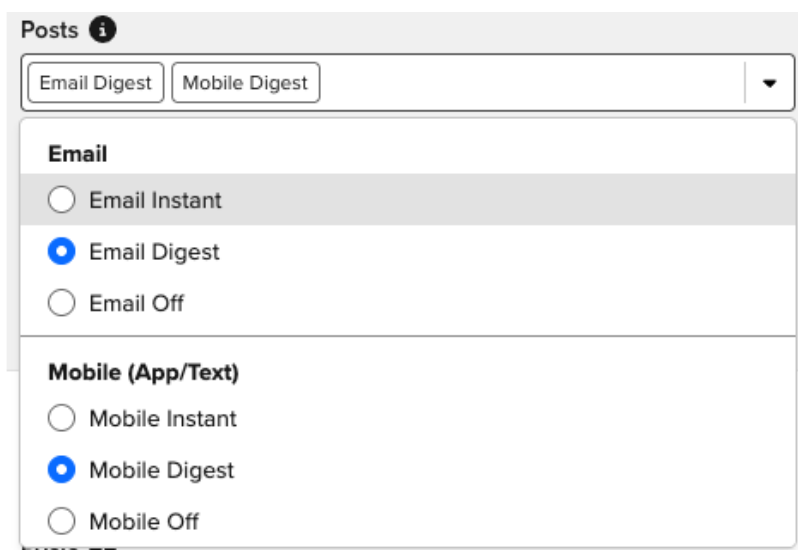
Open ParentSquare and sign in using your email address or mobile phone number.

3. Find your notification settings

In the ParentSquare app, tap the menu in the upper-left corner. Open **Account**, then **Notification Settings**.

4. Choose how to receive Posts

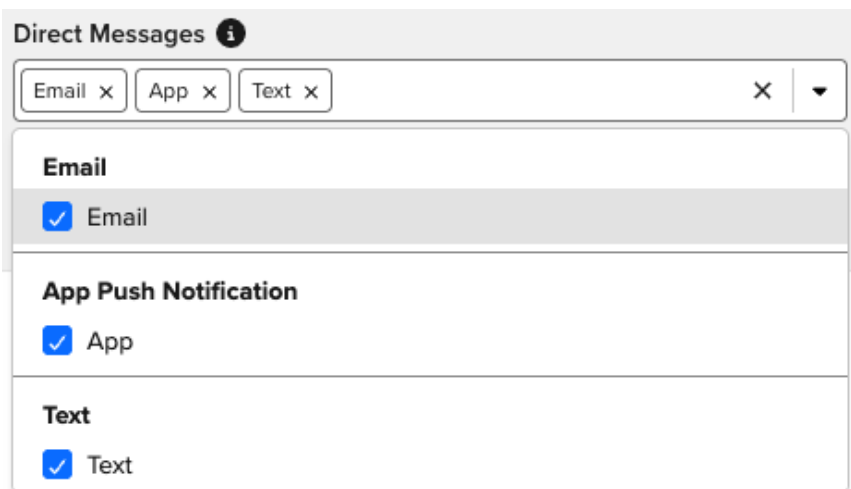
Under your school, find **Posts**. Open the dropdown menu. Under **Mobile (App/Text)**, choose **Mobile Instant** to receive each post as it is published. Or choose **Mobile Digest** for one daily summary after 6 p.m.



The screenshot shows the 'Posts' settings menu in the ParentSquare app. At the top, there's a header 'Posts' with an information icon. Below it is a dropdown menu currently showing 'Email Digest' and 'Mobile Digest'. The menu is divided into two sections: 'Email' and 'Mobile (App/Text)'. Under 'Email', there are three options: 'Email Instant' (unselected), 'Email Digest' (selected with a blue dot), and 'Email Off' (unselected). Under 'Mobile (App/Text)', there are three options: 'Mobile Instant' (unselected), 'Mobile Digest' (selected with a blue dot), and 'Mobile Off' (unselected).

5. Turn on Direct Messages

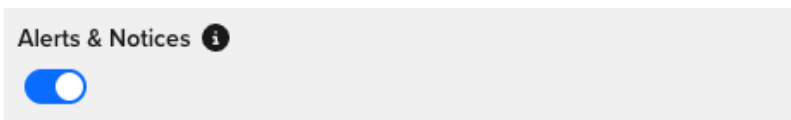
Find **Direct Messages**. Open its dropdown. Check **App** to receive push notifications in the ParentSquare app. Check **Text** to receive text-message notifications. You can check both.



The screenshot shows the 'Direct Messages' settings dropdown menu. At the top, there are three tabs: 'Email', 'App', and 'Text', each with an 'x' icon to close it. Below the tabs, the 'Email' section is expanded, showing a checked checkbox for 'Email'. The 'App Push Notification' section shows a checked checkbox for 'App'. The 'Text' section shows a checked checkbox for 'Text'.

6. Keep Alerts & Notices on

Find **Alerts & Notices** for your school. Make sure the switch is on (blue). Urgent Alerts & Notices are always sent and cannot be disabled in notification settings.



The screenshot shows the 'Alerts & Notices' settings. The toggle switch is turned on, indicated by a blue circle with a white dot in the center.

7. Repeat for each school

If you have children in more than one school, review the settings for each school. Also review the Dublin City Schools settings. Your changes save automatically.

Recommended settings: Posts: Mobile Instant or Mobile Digest. Direct Messages: App and Text. Alerts & Notices: On.

Need help?

Contact your school office. Staff can help you sign in and check your notification settings.