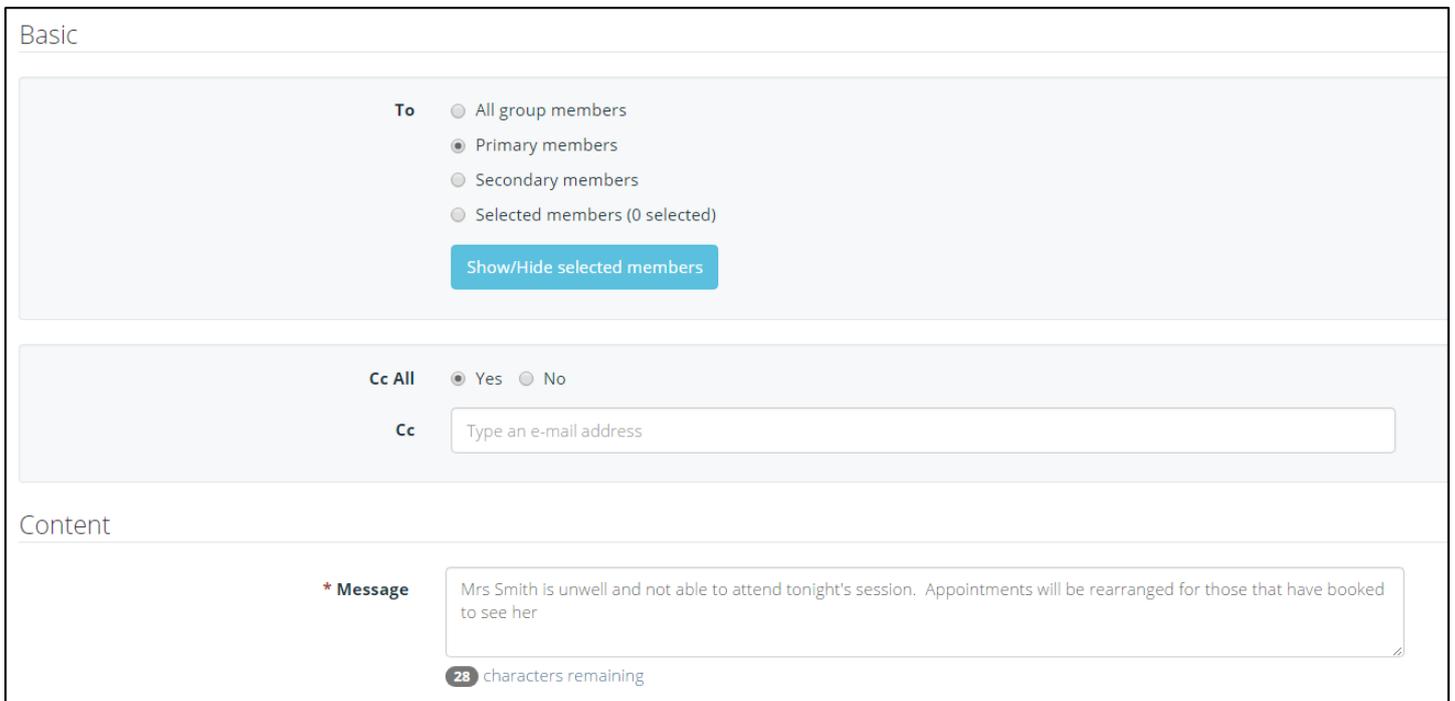


## How to send a message from the Parents' Evening Zone

Once a Parents' Evening session has been setup and published, parents will need to be informed of when appointment booking is due to open and close. Messages can be sent directly from the Parents' Evening Zone to parents of pupils assigned to sessions, keeping them up-to-date as the Parents' Evening approaches.

### How to send a text message

1. Ensure you are logged into the Staff Message Centre.
2. Click 'Sessions' in the Parents' Evening Zone.
3. Locate the appropriate Parents' Evening session, click 'Options' and click 'Send text message'.
4. Select the members you wish to message; as a default the text will be sent to all group members – choose to send to Primary members only, Secondary members only, or select particular members to message.
5. Choose to 'Cc All' recipients to send them an email copy of the text, and enter any additional addresses to Cc in.
6. Type your text in the 'Message' field. The number of characters used will count-down as you type.



The screenshot shows a web form for sending a text message. It is divided into two main sections: 'Basic' and 'Content'.

**Basic Section:**

- To:** Radio buttons for 'All group members', 'Primary members' (selected), 'Secondary members', and 'Selected members (0 selected)'. A blue button labeled 'Show/Hide selected members' is below.
- Cc All:** Radio buttons for 'Yes' (selected) and 'No'.
- Cc:** A text input field with the placeholder 'Type an e-mail address'.

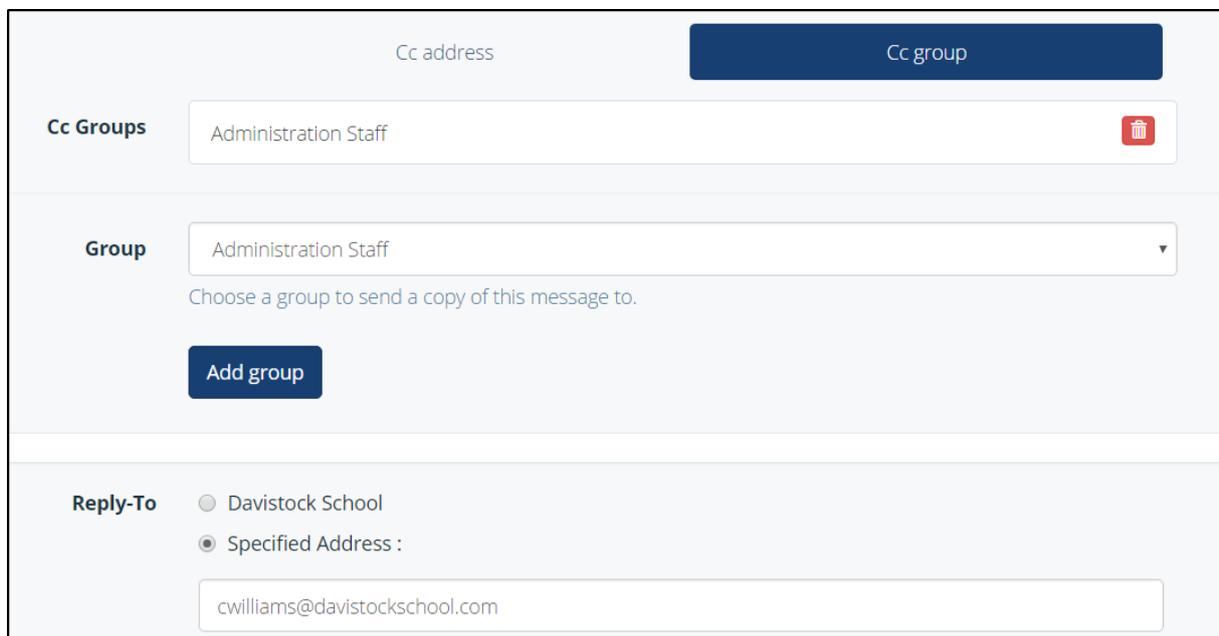
**Content Section:**

- \* Message:** A text area containing the message: 'Mrs Smith is unwell and not able to attend tonight's session. Appointments will be rearranged for those that have booked to see her'.
- Character count:** A small grey box shows '28 characters remaining'.

7. Click 'Submit' to send your message. A confirmation pop-up will display when your text has sent.

## How to send an email

1. Locate the appropriate Parents' Evening session, click 'Options' and click 'Send email'.
2. Select the members you wish to message; as a default the email will be sent to all group members – choose to send to Primary members only, Secondary members only, or select particular members to message.
3. Cc any addresses that don't appear in the group, and select a staff Cc group if appropriate. If you require staff copy groups to be setup, please contact ClarionCall.
4. Select where any parent replies to be sent to – select either the school's contact email address, or enter a specific email address.



The screenshot shows the email configuration interface. At the top, there are two buttons: "Cc address" and "Cc group". Below these, the "Cc Groups" section shows a dropdown menu with "Administration Staff" selected and a red trash icon. The "Group" section has a dropdown menu with "Administration Staff" selected and a blue "Add group" button below it. The "Reply-To" section has two radio buttons: "Davistock School" (unselected) and "Specified Address:" (selected). Below the "Specified Address:" radio button is a text input field containing "cwilliams@davistockschool.com".

5. Enter the email subject, and if appropriate select the relevant template from the drop-down menu. (Further information on Enhanced messaging services can be found [here](#)).
6. Add an attachment if required – attachments cannot exceed 3mb in size.
7. Type your email in the 'Message' field; formatting can be editing using the tools in the message editor.

<b>* Subject</b>	<input type="text" value="Year 12 Parents' Evening Session - 7/4/17"/>
<b>Template</b>	<input type="text" value="Default"/>
<b>Attachments</b>	<div> </div>
<b>Attachment File</b>	<input type="button" value="Choose File"/> No file chosen <p>Choose 3.0Mb of attachments to include in this message. Permitted extensions include: .pdf, .doc, .docx, .xls, .xlsx, .ppt, .pptx, .pps, .txt, .rtf, .jpg, .png.</p> <input type="button" value="Add attachment"/>
<b>Message</b>	<div><p>Dear Parents,</p><p>Please find attached information pertaining to the upcoming Year 12 Parents' Evening.</p><p>Appointment booking will open on 29/3/17 at 12:00 and close on 3/4/17 at 13:00.</p><p>You are not required to book appointments with all of your child's teachers, but it is recommended to see as many as possible to review their progress this term. Please contact the school office if you have not received a registration email for the Parent Message Centre.</p><p>We look forward to seeing you all there.</p><p>Kind regards,</p><p>Catherine Williams PA to the Head</p></div> <p>p <span style="float: right;">Words: 86</span></p>

8. Click 'Submit' to send your message. A confirmation pop-up will display when your email has sent.