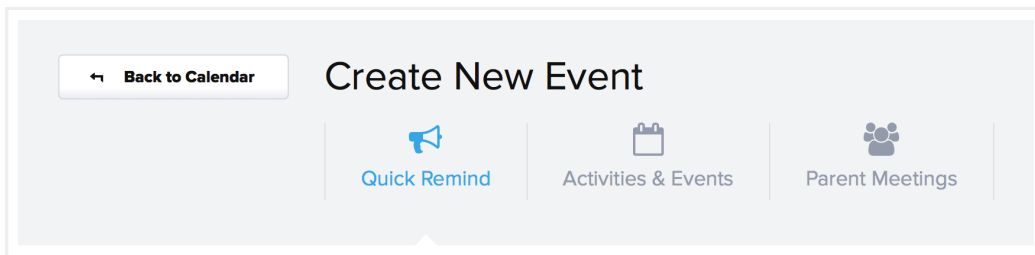


Quick Reminder

Quick Remind events do not include any action to be taken by the parent like signing up to volunteer or RSVP but are meant to be a reminder about something happening at the school such as a spelling test, library book due date, or special class visitor.

Step 1.

Select “Create New Event” from the Events page and choose “Quick Remind” to create an event with no parent response.




Step 2.

Complete the following: Name, Description, Attachments, Select Classes.




1 Details

Community Helper - Los Altos Fire Department

May is the Community Helper month and Los Altos Fire Department will be visiting your class between 10:00 AM - 11:00 AM

 **Attachments**

Date **Start Time** **End Time**

 2015-05-26  10:00 AM -  11:00 AM

[This event repeats](#)

2 Select Classes

Select All TWOS T/TH AM TWOS T/TH PM Test Test Class1

Test Class3

It's always a good idea to look the entire event post over one last time to ensure all the pieces are correct before you publish. Make sure you're dates, times, numbers, and grammar are all good! Once your all done, either click "Save as a Draft" or "Publish to Parents".

Parent Experience

Parents receive push notifications via their smartphone leading up to quick remind events prompting them to ensure their children are prepared for the activity.

These reminders are sent 1-3 days before the event and include the event name and dates from the information you entered into your event.

