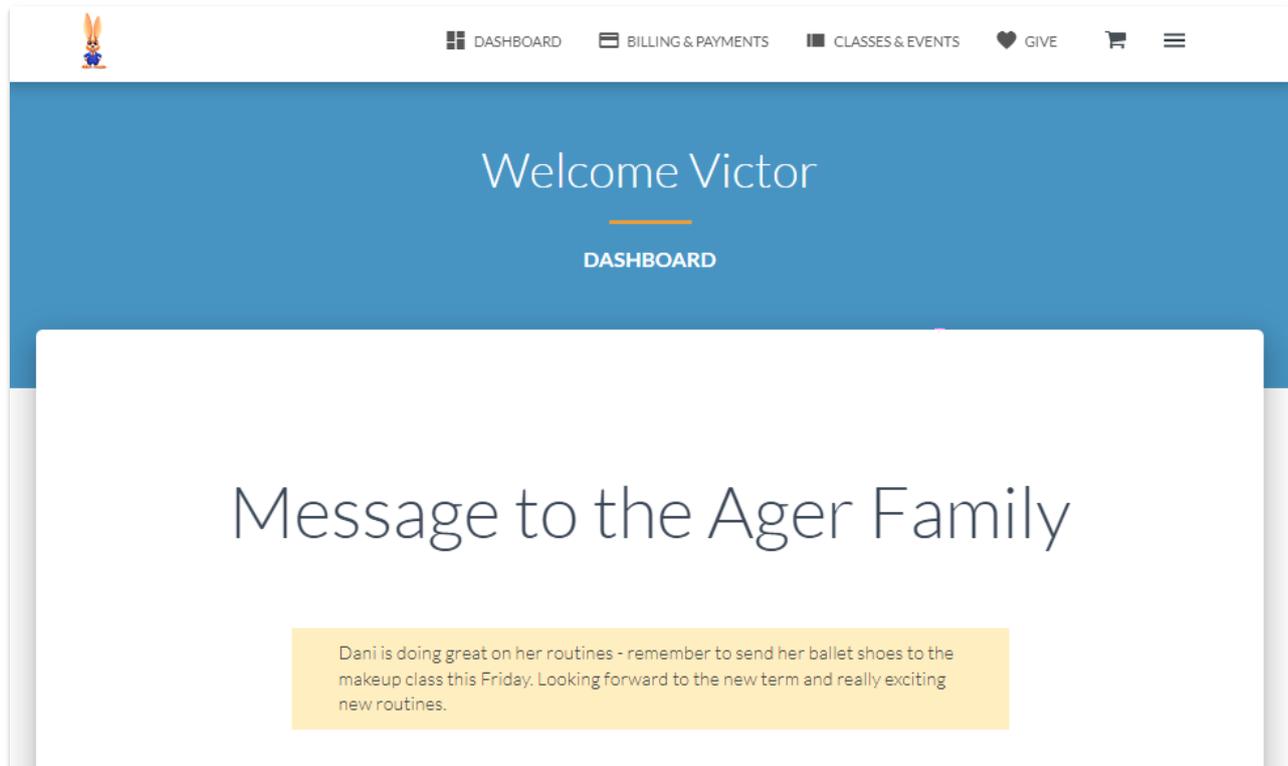


# Send a Private Message to a Specific Family's Parent Portal

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To send a private note to a family use the **Parent Portal Login Message** field on the *Misc* tab of the *Family* record.

The parent will see this message displayed on the Dashboard of their Portal until the date defined in the *Portal Message Expiration Date*.



To send a personal note or reminder to a parent:

1. Go to the **Family** record.
2. Select the **Misc** tab.
3. In the **Parent Portal Login Message** - enter your message in the text box.
4. Choose a **Portal Message Expiration Date**- the message will appear on the Dashboard until this date is passed. *(If you leave the Portal Message Expiration Date blank, the Portal Message will be automatically cleared overnight AFTER the message has been displayed to your customer. )*
5. **Save** changes.