Send a Public Message to all Parent Portals - News & Announcements

If you have information that you would like to make known to **all** of your existing customers, you can add it to the *News & Announcements* section in the Parent Portal.
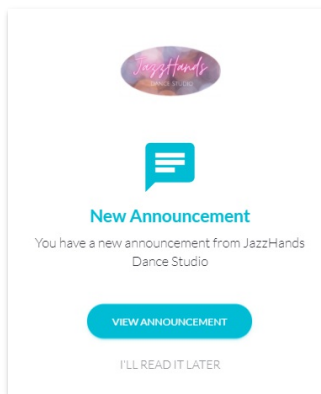
Add Portal News & Announcements

1. Go to the **Gear** (icon) > **Settings** > **Parent Portal**.

2. Select **News and Announcements** (tab).

3. Click the small **Edit** link in the upper left. Enter your information using the icons to edit your fonts, colors, add hyperlinks, etc.
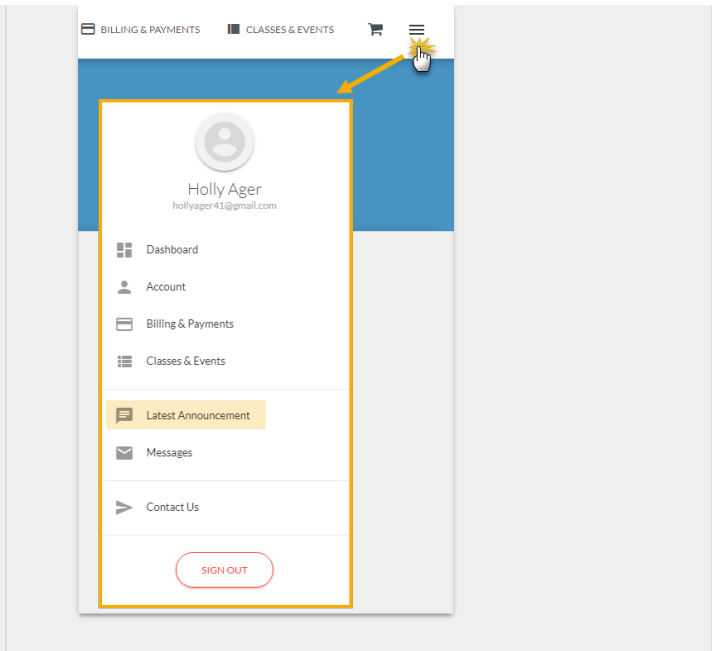
4. Click **Save Changes**.

Remember to delete an Announcement once the dates have passed or the information is no longer applicable.

- When a parent logs into their Portal for the first time after a new announcement has been added, they will see an alert to let them know there is new information to review.

- Parents can also access this information from the sidebar menu > *Latest Announcement.*

- Portal News & Announcements is an excellent way to broadcast deadlines, reminders, cancellations, etc.