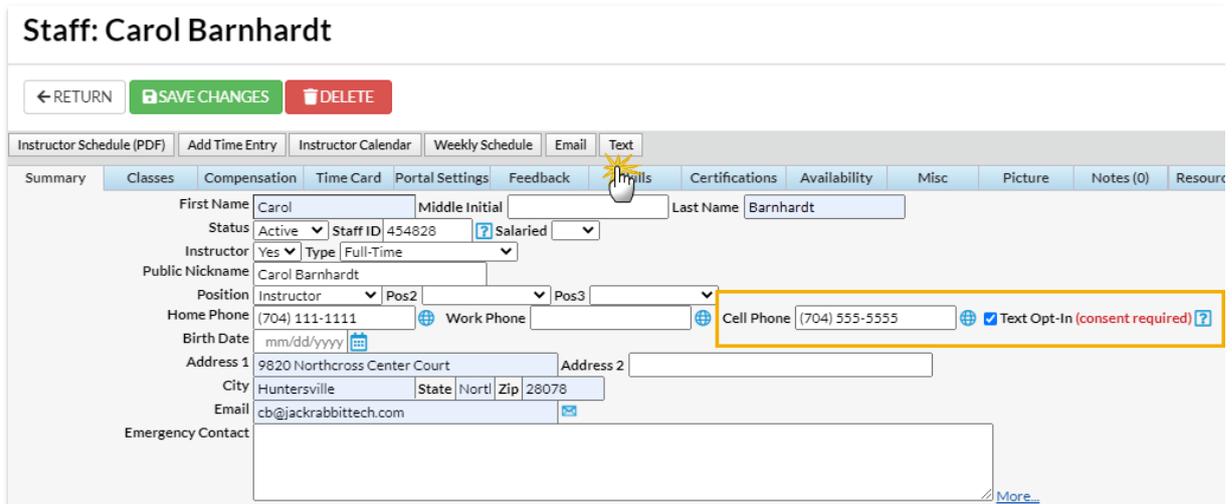


Text an Individual Staff Member

Last Modified on 11/23/2021 12:49 pm EST

Follow these steps to send a text message to a staff member:

1. Go to the **Staff** (menu) > **Active Staff** and select which staff member you would like to text.
2. Confirm the staff member has opted in to receive texts.



Staff: Carol Barnhardt

← RETURN **SAVE CHANGES** **DELETE**

Instructor Schedule (PDF) Add Time Entry Instructor Calendar Weekly Schedule Email **Text**

Summary Classes Compensation Time Card Portal Settings Feedback **Texts** Certifications Availability Misc Picture Notes (0) Resources

First Name: Carol Middle Initial: Last Name: Barnhardt

Status: Active Staff ID: 454828 Salaried:

Instructor: Yes Type: Full-Time

Public Nickname: Carol Barnhardt

Position: Instructor Pos2: Pos3:

Home Phone: (704) 111-1111 Work Phone: Cell Phone: (704) 555-5555 Text Opt-In (consent required)

Birth Date: mm/dd/yyyy

Address 1: 9820 Northcross Center Court Address 2:

City: Huntersville State: North Zip: 28078

Email: cb@jackrabbittech.com

Emergency Contact:

[More...](#)

3. Click the **Text** button.
4. In the *Send Text Messages* box, type the text and click **Send**.