Who Opted In?

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To locate who has opted in to receive text messages use one of the following:

- From the *Families (menu)*
- From the *Students (menu)*
	1. Go to one of the following:
	    - **Families** (menu) > **All Families**.
	    - **Students** (menu) > **All Students**.
	2. Click the **Open filters** (icon) ▽ > **Communication Opt-Outs** > set opted-out from text messaging to **No**.
	3. Click **Apply**.
	
	A list of the families that meet the criteria will populate in the grid.

- From the *Staff (menu) > Search* - From the *Contact Listing Report (Families menu > Family Reports > Contact Listing)*	Set the *Search Criteria* **Text Opt-In** in each of these reports to **Yes** to locate who has agreed to receive text messages. Set **Text Opt-In** to **No** to report on who has not agreed to receive text messages. This information is compiled using the *Text Opt-In* checkbox on each *Contact* page, *Student Summary* tab, and *Staff Summary* tab.