

## Overview of Notifications

Users can fine-tune their notification settings for posts for each school and district. For General Announcements, you can select Digest, Instant, or choose to turn off notifications altogether (excluding emergency alerts and notices.) You can choose to receive email, text, and/or app notifications.

A secondary parent/guardian contact may want to turn off all notifications except for emergency alerts (This is particularly useful if their partner parent/guardian manages school-related daily activities).

ParentSquare allows users to customize their notifications by notification type and select their preferred delivery method for each school and district.

You can set the frequency of notifications for posts. The **Instant** setting will send all post notifications in real time. The **Digest** setting sends direct messages, alerts, and time-sensitive posts instantly, but sends all non-time-sensitive posts at the end of the day, reducing the number of notifications you receive daily. *Note: we recommend the Digest setting.*

### Notification types include:

- **Urgent Smart Alerts & Notices** - urgent alerts, attendance notices, and auto notices marked as critical notices (*cannot be disabled*).
- **General Announcements & Messages** - posts, direct messages and reminders.
- **School Alerts** - smart alerts and other student notices.

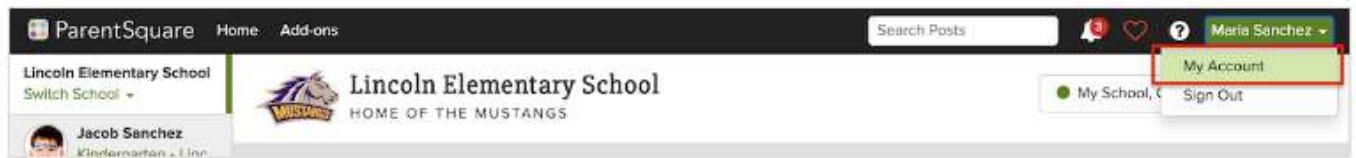
Under General Announcements, you can select how often you want to receive notifications for posts. Select **Off**, **Instant** or **Digest** notifications.

- **Off:** no notifications about posts will be sent to you. Emergency Alerts and Notices will still be sent. School Alerts will still be sent if turned on.
- **Instant:** you'll receive an email and/or text and/or an app notification every time a notice or message is sent.
- **Digest:** you'll receive an email and/or text and/or an app notification once a day in the evening with all posts from that day.

The default setting is typically Digest, so that you receive all notices and post messages in one convenient notification once a day. All emergency notifications still come through instantly, and a school can override settings as needed for an urgent message. If you choose Instant notifications, and have multiple children in multiple schools, that can add up to a lot of messages.

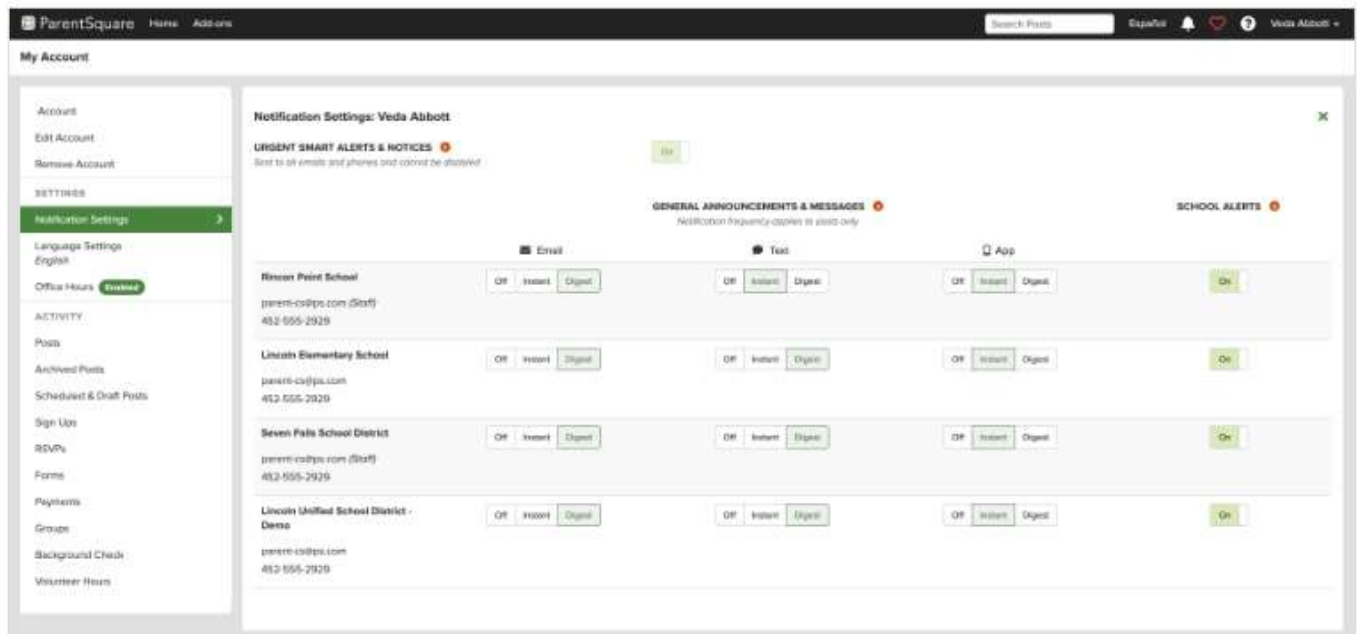
## Update your Notification Settings (using web browser)

1. From **Home**, click your name and select **My Account**.



2. Click **Notification Settings**.

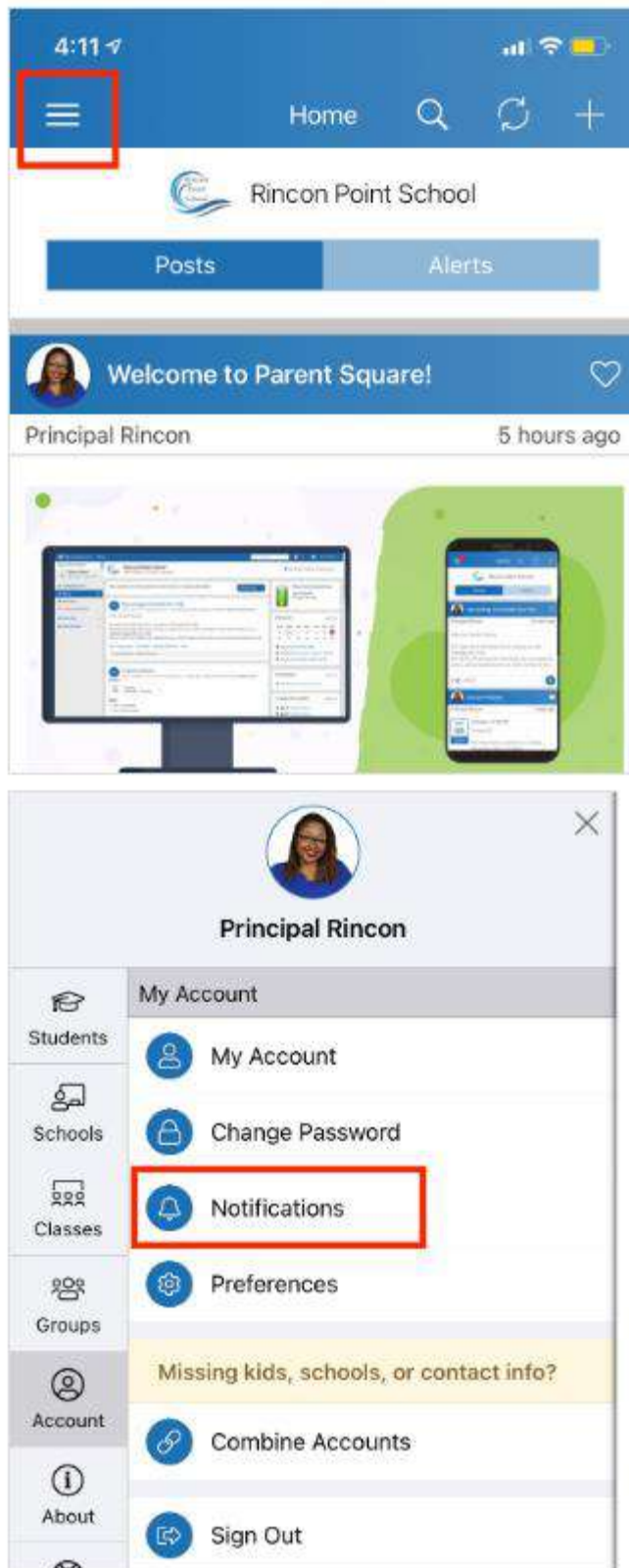
3. Choose your preferred Notification Settings for General Announcements & Messages (**Off**, **Instant** or **Digest**) and School Alerts (**On** or **Off**). Once you've made selections, future messaging will send based on your preferences.



*Note: you cannot turn off Urgent Alerts & Notices; this includes attendance notices.*

4. If you have multiple emails or phones listed on your account, set the order of your preferred contacts to receive notifications. Notifications will only be sent to one email and one phone on your account.





3. Select how you want to be notified at each school.
  - Turn OFF **Custom Settings** to use the same notification settings for all schools.
  - Turn ON **Custom Settings** to set different notifications at each school.
4. Toggle on or off to receive **Email, Text** and/or **App Notifications**.

5. Select **Instant** or **Digest** for each mode. *Note: Digest is recommended – you will receive one notification per day, for all posts, in the evening.*

