PARENTSQUARE GUIDE

Faculty & Coaching Staff Communication Instructions

OFFICIAL STAFF REFERENCE GUIDE

IMPORTANT STAFF REMINDER

Communication Best Practices: Ensure all group communications and posts maintain professional standards, clear formatting, and adhere to district policy guidelines.

1 Creating a Custom Group (Teams, Clubs & Roster Lists)

If your athletic team, club, or group is not automatically created by the district system, follow these steps to build a custom roster group:

1. Log in to **parentsquare.com** or open the mobile app.
2. In the left sidebar menu, navigate to **Participate → Groups**.
3. Click **New Group** (top right) and select **New Static Group** (or Private Group).
4. **Enter Group Details:**
   - **Group Name:** Enter a clear, standardized name (e.g., *Varsity Soccer 2026* or *Drama Club*).
   - **Description:** Briefly describe the group's purpose.
   - **Privacy:** Set to **Private** (invite-only).
5. **Add Co-Owners:** Add assistant coaches, co-advisors, or staff members so they can assist in managing the group.
6. **Add Members:** Search for parents/guardians or students by name, select their names, and click **Add Selected**.
7. Click **Save** to finalize the roster.

2 Sending Messages & Announcements

Option A: Direct Messages (Chat / Discussion)

1. Go to **Messages → New Message**.
2. In the **To:** field, use **Quick Select → Groups** or search by name.
3. **Select Conversation Type:**
   - **Group Conversation:** Everyone sees all replies (ideal for group discussions).

Option B: Posts (Official Announcements)

1. Click **New Post** on your homepage.
2. In the **To** dropdown, select your group or class.
3. Select target audience: check **Parents**, **Students**, or both.
4. Add a **Subject** and write your update.

- **Private Message:** Sends 1-on-1 messages in bulk (replies stay private between you and that recipient).

4. Type message, attach files/schedules, and click **Send**.

5. Attach schedules, volunteer sign-up lists, or calendar events.
6. Click **Post Now** (or schedule for later).

3 Staff Email & Announcement Template

Need to share quick instructions with your coaching staff or department? Copy and paste this template:

Subject: Quick Instructions: Setting up ParentSquare Groups & Messaging

Hi Team,

We are using **ParentSquare** for all group communication, athletic team updates, and group announcements. Please follow these quick steps to set up your custom group:

1. **Create Your Group:** Log in at *parentsquare.com* → Go to **Participate** > **Groups** > **New Group**. Set privacy to **Private** and search to add your roster.
2. **Send Messages:** Go to **Messages** > **New Message**. Select your group and choose **Group Conversation** (for group chats) or **Private Message** (for individual updates).
3. **Post Announcements:** Click **New Post** on your homepage to share schedules, attachments, or general updates with your full group.

If you run into any issues, please reach out to the Admin/IT Support Team.